



Development Information Packet Amended Plat + Easement or Right-of-Way Dedication / Vacation

This packet is designed to provide information on the review procedures, submittal requirements and the overall process used for an Amended Plat, Minor Replat or Lot Line Adjustment in the City of Evans. This packet is not a complete summary of the City’s Municipal Code and other development requirements. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code, which can be found on the City’s home page at:

www.evanscolorado.gov or www.municode.com/library/co/evans/codes/municipal_code.

Approval by City Council is required for any plat that includes an easement or right-of-way (ROW) change, dedication, or vacation.

Please Note: Allow ten (10) working days to allow for a determination of completeness of the application. This determination is made by the City Planner. If you have questions, please contact the City Planner.

City Planner

1100 37th Street, Evans, CO 80620-2036
Phone: (970) 475-1167

abjohnson@evanscolorado.gov

lrichardson@evanscolorado.gov

Evans Customer Service

Phone: (970) 475-1170

Application Materials Required:

- Application Form
- Amended Plat, Minor Replat, Lot Line Adjustment Check List Items
- Charge Back Agreement and Deposit

* **ENGINEERING ITEMS:** For final approval, engineering related documents require preparation and a wet stamp by a Registered Professional Engineer licensed in the State of Colorado to include drainage plans, utility plans, street plans and related documents.

* **SURVEY DOCUMENTS:** Survey's and Plat's require preparation and a wet stamp by Surveyor, licensed in the State of Colorado

APPLICANT NOTES:

**Amended Plat + Easement or ROW Change
Application Submittal Checklist**

Project:	
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Title 18.07.120.E

The items below are required for a complete application to vacate or add a right-of-way dedication to a plat. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Item	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record of all property proposed to be annexed. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement: Provided by the City and signed by the Owner.	
	03-Application Fee: \$365.00 = Lot Line Adjustment/Minor Replat, \$265 = ROW/Easement Vacation, plus Charge Back deposit assessed by City Planner.	
	06-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description: A brief narrative that provides sufficient detail to indicate the purpose and intent of the amended plat.	
	06-Ownership Information: An Ownership and Encumbrance Report with all attachments from a title company showing all holders of legal interest in the affected property.	
	09-Survey Plat: Please provide a Survey Plat prepared by a surveyor licensed in Colorado. The Plat must be prepared by a surveyor licensed in Colorado and meet all of the requirements provided in Title 18.07.090 - Final Plat of the Municipal Code. The City may be able to accept electronic submittals for recording. Before preparing the final document, please check with the Community Development Department.	
	09-Plat Correction Certificate: To correct plat errors. (See Section 18.07.120 Item C.3)	
	09-Vicinity Map: Separate from the Plat and clearly showing the location of the project site and immediately surrounding uses. Internet mapping sites can provide these.	
	11-Documentation: Include any other documentation the applicant believes supports the project if desired. The submittal may include letters of comment from any referral agencies, departments, and/or Homeowners Associations, where appropriate; and	



Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature

Date

Landowner Printed Name

Landowner Signature

Date

Landowner Printed Name

Applicant Signature (If Different)

Date

Applicant Printed Name