

## MINOR PLAT CHECKLIST (EMC § 16-2-8)

- Fees** (*Application fees are non-refundable*)
  - Application Fee: \$ 1050.00 (*Payable to City of Englewood*)
  - Park Fee-in-Lieu of Public Land Dedication (*Payable to City of Englewood*)
    - \$460 per one-unit dwelling, \$385 per multi-unit dwelling
  - Recording Fee: \$ TBD (*Determined at time of recording*)
- Development Review Team Meeting**
  - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Site Plan** (*Include the following items on the site plan*)
  - North arrow
  - Property address
  - Location and dimensions of existing structures within subdivision, including setbacks from property lines
  - Location and dimension of proposed structures within subdivision, including setbacks from property lines
- Plat Document** prepared to the City of Englewood standards by a registered Land Surveyor
- Drainage Report** (*if applicable*)
- Traffic Study** (*if applicable*)
- Utility Plans** (*if applicable*)
- Treasurer's Certificate** (*obtain from Arapahoe County Treasurer*)
- Title Insurance Policy** (*issued within 30 days of application*)
- Will Serve Letters** from all applicable private utilities (*electric, gas, etc.*)
  - Any easements needed to provide service for private utilities must be recorded prior to final approval and must be shown on the plat face with recording information.
- Other Documents** (*Provide any special agreements, easements, conveyances, restrictions or covenants governing the property*)
- Additional Material/Information** (*As requested by City Manager or Designee*)

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.engagewoodco.gov>

Apply under Planning Projects: [Submit Application >> Subdivisions >> Minor](#)

***Avoid delays – Submit a complete application!***