

Clear Creek County Subdivision Regulations: Article 10

ARTICLE 10 CORRECTION PLATS

1001 Purpose

The Correction Plat process is used only to make *minor technical revisions* to previously approved subdivision or exemption plats. This may include surveyor corrections.

1002 Prerequisite

Prior to submittal of the correction plat request, the applicant shall meet with the Planning Department to determine whether the request meets the criteria and to explain the procedure and submittal requirements. If it is determined that the application meets the criteria of any other process outlined in these Regulations, the applicant shall be required to comply with the appropriate process, as identified in these Regulations.

1003 Criteria

The correction plat shall comply with all provisions and requirements contained in the Subdivision Regulations, and shall bear an explanation of the relationship between the correction plat and the plat corrected, including a full description of all matters corrected. Correction plats are permitted only to correct the following:

1. Legal description errors
2. Typographical and mapping/platting errors
3. Lot identification
4. Surveyor corrections

In all cases, the correction plat shall be consistent with the characteristics of the subdivision plat.

1004 Submittal Process

This submittal process shall apply to all Correction Plats:

1004.01 The applicant shall submit one copy of the submittal to the Planning Department.

1004.02 The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal shall not be processed.

1004.03 Based upon the submittal documentation, the Planning Department will prepare written findings of fact for approval.

1005 General Submittal Requirements

In addition to the following submittal requirements, the Planning Department may request other materials or information as deemed necessary to adequately review the application.

1005.01 Application Form as provided by the Planning Department.

1005.02 The appropriate fee(s), as established by the Board.

1005.03 Written explanation of what is being corrected and why, and an explanation of the relationship between the correction plat and the plat corrected.

1005.04 A copy of the previously approved Final Plat.

1005.05 A written narrative verifying that the correction plat can comply with all provisions and requirements contained in the Subdivision Regulations.

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1005.06 Revised Final Plat - The scaled Plat shall, at a minimum, depict the following:

1005.06.1 Title block, including the words "Correction Plat".

1005.06.2 Everything which appeared on the previously approved final plat, with any corrections clearly distinguishable.

1005.06.3 Brief explanation of all matters being corrected, together with any supporting documentation.

1005.06.4 Approval block.

1005.06.5 Other documentation/analysis may be requested based on use(s) and/or site/location characteristics.

1006 Final Documents

1006.01 The Planning Department will notify the applicant of what is required to finalize the correction plat. The fully executed resolution and attachments, if applicable, shall be filed with the County Clerk and Recorder's Office.

1006.02 If the application requires a land survey plat or Improvement Survey Plat to be prepared, upon approval of the preliminary plat by the Planning Director, a certified Land Survey Plat, or Improvement Survey Plat in compliance with Title 38, Article 51 C.R.S. and all other relevant statutes, may be required. This shall be submitted on mylar, as specified by the Planning Department.

1006.02.1 The approved Plat shall also be submitted in a digital form as specified by the County Mapping Department.

1006.03 Final approval is not valid until the final Plat and the Findings of Fact are signed by the Planning Director, and all are recorded with the County Clerk and Recorder.

1006.04 The applicant is responsible for payment of all recording fees associated with the final plat.