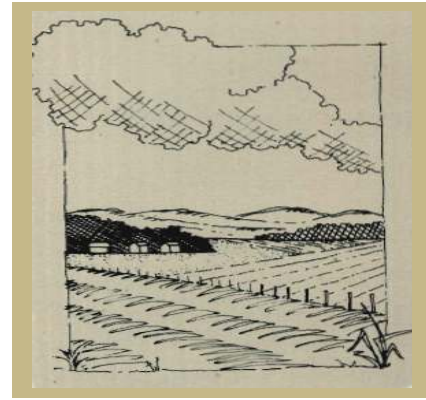


RURAL LAND USE CENTER



200 W. Oak Street
Suite 3100
P.O. Box 1190
Fort Collins, CO
(970) 498-7719



6 Ways You Can Help Your Final Plat Process

1. Be Your Own Project Manager

Your involvement is crucial to the success of your project. This is your project and we need you to take the responsibility for getting it completed.

Make sure the people you hire are doing the work and the required information is submitted to the Rural Land Use Center on time. To make this happen, we recommend you have your contractors submit the work directly to you so you can submit it to us.

Each project is unique and from time to time we will request that you provide us with special documents. Please use the back of this page to keep track of those items.

2. Timing is Everything

Submitting information in a timely manner is important to the success of your project.

Know the due dates for actions required by you. Know the due dates for actions required by the County. Ask questions if anything is unclear.

Calendar - Use the calendar printed on the back of this page to track important dates.

3. Know Who to Call

The Rural Land Use Center is always available to help answer your questions—general or technical. Please call us when you have questions.

Make sure the people you hire have the Rural Land Use Center staff names and numbers so they can call if they have technical questions.

4. We are here to help you

Remember we are here to help you. If you have questions, please ask. If you don't understand something we have said—what a form means or implies or what you are to do next—ask. You are not bothering us, ever.

Linda Hoffmann, Director: (970) 498-7681
Brenda Gimeson, Specialist: (970) 498-7719
Vicki Scharp, Admin Assistant: (970) 498-7686

5. Check for Accuracy

Check the accuracy of the information you receive from the professionals you have hired. You know your project and the information about it better than anyone. You are most able to catch mistakes that we may not be aware of because we don't know your property/legal information as well as you.

6. Verify, Verify, Verify

We depend on you to verify the information is correct on your final plat and legal documents. Please be sure to check the accuracy of all your documents before they are submitted to the Rural Land Use Center.

These details are really important:

- **Legal Documents**
Be sure to read and review all legal documents.
- **Roads**
Are the road names as you requested?
Are the right-of-way widths appropriate?
Are there any fences within a dedicated right-of-way?
Are the roads correctly shown as public or private?
Are roads and access points in the correct location?
- **Owners/Lienholders**
Are the correct owners and lienholders listed?
- **Lots**
Check acreage/size of each lot.
Check lay-out and configuration.
Check number of lots.
- **Plat**
Is the name of project the one you want?
This will be the name of your subdivision forever.

Please ask your surveyor/engineer to go over the final plat with you before it is submitted to us for review.
- **Residual Land**
Is the management plan on the residual land agreeable to you?
- **Taxes**
Are your property taxes paid? This is required before a plat can be recorded.