



Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



Application Submittal Checklist - Final Plat

[Trakit located online at:](https://lms.parkeronline.org/etrakit3/)

<https://lms.parkeronline.org/etrakit3/>

Submittal Item	Required	Submitted	Missing	Notes:
General Submittal Requirements - Electronic Submittals to be uploaded into eTRAKIT				
Application (see note 1)	X	X		Form enclosed; completed and signed by property owner; electronic PDF document
Submittal Fees Paid	X	X		Fees will be added after application submittal. Fees can be paid online or mailed/brought to Town Hall. Application will not be sent to referral until fees are paid.
Legal Description of Property (see note 2)	X	X		(Exhibit A) Electronic pdf Document
Title Commitment/Policy	X	X		(Exhibit B) Current to within 30 days ; Electronic PDF Document
Notarized Letter of Authorization	X	X		(Exhibit C) enclosed; completed, signed. Electronic PDF Document
Disclosure Letter	X	X		(Exhibit D) enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site	X	X		(Exhibit E) Electronic format in JPEG - 1MB max
Project Narrative	X	X		Electronic PDF Document
Charge Back Agreement	X	X		Form enclosed; Completed and signed by property owner; electronic PDF Document
Specific Submittal Requirements - Section 13.07.080(d) and (f) - Electronic Submittals to be uploaded into eTRAKIT				
Final Plat Exhibits:		X		Electronic 24" x 36" Size PDF Document (see note 3)
Cover Sheet		X		Reference 13.07.130 for signature block requirements
Final Plat		X		Reference 13.07.080(e) for formatting requirements
Civil Construction Documents - 100%		X		Refer to Construction Plan Requirements (see note 4)
Tree Conservation Plan				Electronic 24" x 36" Size PDF Document
Master Landscape and Street Tree Plan		X		Electronic 24" x 36" Size PDF Document
Address Plat		X		Electronic 24" x 36" Size PDF Document
Public Improvement Cost Estimates		X		Electronic PDF Document
Other Additional Information				As requested by the Town
Reports and Studies - Section 13.07.080(f) - Electronic Submittals to be uploaded into eTRAKIT				
Final drainage report and drainage plan		X		Electronic PDF Document
Final road construction documents		X		Electronic PDF Document
Final utility construction drawings		X		Electronic PDF Document
Park facilities master plan & construction plans		X		If applicable. Electronic PDF Document
Cost estimates for all public improvements		X		Electronic PDF Document
Traffic Impact Study				Electronic PDF Document
Traffic Impact Compliance Letter				Electronic PDF Document
Prior to Approval				
Subdivision Agreement				Signed copy of Subdivision Agreement attached to the ordinance
Certificate of Taxes Paid				Proof of paid property tax liability must be received from the Douglas County Treasurer's Office
For Recordation				
Fully Executed Final Plat Mylars				Reference 13.07.080(e)(3) for formatting requirements
Fully Executed Subdivision Agreement				
Recordation Fees Paid				
Public Improvement Security				
Warranty Deed(s)/Easement(s)				

Notes:

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
- 4: [Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List.](#)