



**2017 ANNEXATION PLAT CONTENT REQUIREMENTS  
City of Woodland Park**

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with the content requirements. All submitted plats shall contain the following information:

**APPLICANT**

**PLANNER**

- |       |   |       |
|-------|---|-------|
| _____ | 1. Indication of the scale and a bar scale.   | _____ |
| _____ | 2. North arrow.   | _____ |
| _____ | 3. Vicinity Map (does not have to be drawn to scale). The vicinity map should show the proposed site outlines with the existing adjacent streets within the neighborhood.                         | _____ |
| _____ | 4. Name of annexation.  | _____ |
| _____ | 5. Written legal description under title.   | _____ |
| _____ | 6. An accurate and clear legal description along with the acreage of the annexation.  | _____ |
| _____ | 7. Surveyor's statement and certification. Certification by a registered land surveyor to the effect that the plat shows the described tracts of land to the best of their knowledge and belief.* | _____ |
| _____ | 8. Notarized signatures of the owners of the property(ies).*  | _____ |
| _____ | 9. Signature block for the Clerk and Recorder.*   | _____ |
| _____ | 10. Signature block for Mayor and City Clerk.*  | _____ |
| _____ | 11. Plat note stating how the legal descriptions were obtained.   | _____ |
| _____ | 12. Boundary map of the area annexed.   | _____ |
| _____ | 13. Show location of each ownership tract in unplatted land and, if part or all of the area is platted.   | _____ |
| _____ | 14. A drawing of the contiguous boundary.   | _____ |
| _____ | 15. Date prepared.  | _____ |
| _____ | 16. Size of mylar – 24x36   | _____ |

\* See page 2 for language.

