**TOWN OF MEAD**

**STANDARD FORM CERTIFICATES AND SIGNATURE BLOCKS**

**FOR ADMINISTRATIVE PLATS**

**INSTRUCTIONS:**

**The Administrative Plat shall contain on its face the following certificates. Text is to be 10 pt. (0.13888”) AutoCADTM Roman Simplex, Helvetica, Arial or similar “san serf” type. Delete brackets from the applicable words below and delete the inapplicable bracketed words. Enter the name of the new subdivision, where indicated, and remove brackets. Add signature lines to the Certificate of Ownership and Dedication, and spaces in the Notary Certificate, as necessary for multiple owners, as well as additional Notary Certificates for out-of-town signatories. Remove “extra” titles and signature lines in the Certificate of Ownership and Dedication, and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½” in width. If multiple columns are required, separate the columns by 1”. Legal descriptions are to contain a blank line separating each clause in the description.** **The Certificate of Lienholder/Deed of Trust Holder is required on the plat when the property being platted is subject to a deed of trust or other financial encumbrance.**

**Certificate of Ownership and Dedication.**

The undersigned [is] [are] the owner(s) of certain lands in Mead, Colorado, described herein, and by this plat, as applicable: (1) [has/have] caused said land to be subdivided into lots, blocks, tracts, streets, or other designated parcels, as applicable, under the name of [INSERT NAME OF SUBDIVISION]; (2) hereby dedicate(s) to the Town of Mead (“Town”), in fee simple absolute with marketable title, all streets, roadways, and additions thereto depicted or by note or notation referenced hereon (unless of prior record or designated hereon as “private”), for public road and associated purposes; (3) further dedicate(s) and grant(s) unto the Town such easements as are depicted or by note or notation referenced hereon (except those of prior record), for the uses and purposes so indicated, either directly or through applicable service providers, along with the perpetual right of ingress and egress from and to adjacent properties for the purpose named on the easement, including as applicable the installation, maintenance and replacement of utility lines and/or facilities or services consistent with the easement’s purpose; and (4) acknowledge(s) the following: a) notations or references to “R.O.W.” or “Right-of-Way,” with regard to streets or street widths, are not intended to imply an easement or other interest less than fee simple, and all streets, roads, lanes, drives, courts, and similarly-designated ways intended to be dedicated by this plat are dedicated in fee simple; b) the Town does not accept any duty of maintenance of the easements, or of improvements in the easements that are not owned by the Town, and further reserves its rights to remove or require the owner(s) to remove, at the expense of the owner(s), any objects in the easements that interfere with their use and enjoyment for their intended purpose; c) the rights granted to the Town by this plat inure also to the benefit of its agents, licensees, permittees and assigns; d) all conditions, terms and specifications designated or described herein shall be binding on the owner(s) and the heirs, successors and assigns of the owner(s); and e) the signature hereon of any representative of a partnership, limited liability company, or corporate entity, as applicable, indicates that all required approvals have been obtained.

 [INDENT – enter legal description]

Thus-described Administrative Plat contains \_\_\_\_\_\_\_ [acres] [square feet], more or less, together with and subject to all easements and rights-of-way existing and/or of public record.

In witness whereof, [I] [we] have hereunto set [my] [our] hand(s) and seal(s) this \_\_ day of \_\_\_\_\_\_\_, 20\_\_.

[Insert name of owner]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Colorado )

 ) ss

County of \_\_\_\_\_\_\_)

The foregoing Certificate of Ownership and Dedication was acknowledged before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Witness My Hand and Seal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_\_\_\_\_\_\_

**Certificate of Lienholder/Deed of Trust Holder.**

The undersigned hereby certifies that it is a lawful lienholder/deed of trust holder as to the real property described in this Administrative Plat, does hereby certify that it accepts the conditions and restrictions set forth in this Administrative Plat, and does hereby subordinate its interests in the property described in this Administrative Plat to the fee simple dedications and grants of easements (if any) hereby provided to the Town of Mead.

[Insert name of lienholder/deed of trust holder]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Colorado)

                                ) ss

County of \_\_\_\_\_\_)

The foregoing Certificate of Lienholder/Deed of Trust Holder was acknowledged before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Witness My Hand and Seal:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                                                            Notary Public

 My commission expires:    \_\_\_\_\_\_\_\_\_\_\_

**Surveying Certificate.**

I, , a registered Professional Land Surveyor in the State of Colorado, do hereby certify that the Administrative Plat shown hereon is a correct delineation of the above described parcel of land.

I further certify that this Administrative Plat (and legal description) were prepared under my personal supervision and in accord with applicable State of Colorado requirements on this day of , 20 .

 By: (SEAL)

 (registered land surveyor, reg. no.)

**Certificate of Final Staff Review and Approval.**

The Administrative Plat shown hereon has been reviewed and approved by the Town of Mead staff, with submittal thereafter to the Board of Trustees for acceptance by ordinance, this day of , 20\_\_ .

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Town Manager

**Certificate of Approval by the Board of Trustees.**

The Administrative Plat shown hereon is approved and accepted by Ordinance No. , passed and adopted at the regular meeting of the Board of Trustees of Mead, Colorado, held on , 20 , and recorded on , as Reception No. , in the records of the Clerk and Recorder of Weld County, Colorado, by the Board of Trustees of Mead, Colorado. The dedications, if any, of public streets, public rights-of-way, parks, open spaces, public easements and other places designated or described for public uses as shown hereon and such other easements shown hereon for the purposes shown are hereby accepted. All conditions, terms and specifications designated or described herein shall be binding on the owner, its heirs, successors and assigns.

All expenses incurred with respect to improvements for all utility services, paving of streets, grading, landscaping, curbs, gutters, sidewalks and walkways, road lighting, road signs, flood protection devices, drainage structures and other improvements that may be required to service the subdivision shall be the responsibility of the owner(s) and not the Town. The construction of improvements benefitting the subdivision and the assumption of maintenance responsibility for said improvements by the Town or other entities shall be subject to a separate Subdivision Improvement Agreement.

This acceptance of this Administrative Plat does not guarantee that the soil conditions, subsurface geology, groundwater conditions or flooding conditions of any lot shown hereon are such that a building permit will be issued for that lot.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mayor

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Clerk