**TOWN OF MEAD**

 **STANDARD FORM CERTIFICATES AND SIGNATURE BLOCKS**

 **FOR SITE PLANS**

**INSTRUCTIONS:**

**The Site Plan shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar “san serf” type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove “extra” titles and signature lines in the Certificate of Ownership 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.**

**Certificate of Ownership.**

The undersigned [is] [are] the owner(s) of certain lands in Mead, Colorado, described as follows:

 [INDENT – enter legal description]

and [do/does] hereby lay out and establish this Site Plan of the above-described land under the name and style of [INSERT CAPTION/TITLE OF SITE PLAN]; and further acknowledge(s) that: a) 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 b) 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.

Thus-described Site Plan 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 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 Site Plan, does hereby certify that it acknowledges the establishment of this Site Plan, and accepts the conditions and restrictions (if any) set forth in this Site Plan.

[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 Site Plan shown hereon is a correct delineation of the above described parcel of land.

I further certify that this Site Plan (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)

 (reg. no.)

**Town Engineer Certificate.**

The Site Plan shown hereon has been reviewed by the Town Engineer and approved as to form this day of \_\_\_\_\_\_\_, 20 .

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

 Town Engineer

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

The Site Plan 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 Site Plan 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\_\_.

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

 Mayor

Attest:

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

Town Clerk