



CERTIFICATION BLOCKS

(Revised 2016)

The following certification blocks shall appear on all plats and plans per the regulations contained in Chapters 15, 16 and 17 of the *Windsor Municipal Code*. The letters preceding each block title correspond to the letters on the following pages.

ANNEXATION MAPS

- A.(1) Description
- C.(4) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- F. Engineering Department Approval
- G. Planning Commission Approval
- H. Planning Department Approval
- I.(7) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- M. Notice of Other Documents

MASTER PLANS

- A.(1) Description
- C.(5) Acknowledgement of Ownership Interest
- F. Engineering Department Approval
- G. Planning Commission Approval
- H. Planning Department Approval
- I.(8) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- L. Preparer's Certificate
- M. Notice of Other Documents

REZONING MAPS

- A.(1) Description
- C.(3) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- F. Engineering Department Approval
- G. Planning Commission Approval
- H. Planning Department Approval
- I.(6) Mayor's Certificate
- J. Town Manager's Approval
- M. Notice of Other Documents

MAJOR SUBDIVISION PLATS

- A.(1) Description
- B. Vacation Statement
- C.(1) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- E. Easement Approval
- F. Engineering Department Approval
- G. Planning Commission Approval
- H. Planning Department Approval
- I.(1) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- M. Notice of Other Documents

MINOR SUBDIVISION PLATS

- A.(1) Description
- B. Vacation Statement
- C.(1) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- E. Easement Approval
- F. Engineering Department Approval
- H. Planning Department Approval
- I.(2) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- M. Notice of Other Documents

LOT LINE ADJUSTMENTS

- A.(1) Description
- B. Vacation Statement
- C.(1) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- F. Engineering Department Approval
- H. Planning Department Approval
- I.(3) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- M. Notice of Other Documents

SITE PLANS*

- A.(2) Description
- C.(2) Acknowledgement of Ownership Interest
- E. Easement Approval
- F. Engineering Department Approval
- G. Planning Commission Approval
- H. Planning Department Approval
- I.(4) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- L. Preparer's Certificate
- M. Notice of Other Documents

*** REQUIRED FOR SEPARATE PRELIMINARY AND FINAL SITE PLAN REVIEWS**

ADMINISTRATIVE SITE PLANS**

- A.(2) Description
- C.(2) Acknowledgement of Ownership Interest
- E. Easement Approval
- F. Engineering Department Approval
- H. Planning Department Approval
- I.(5) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- L. Preparer's Certificate
- M. Notice of Other Documents

**** REQUIRED FOR SITE PLAN REVIEWS CONDUCTED BY ADMINISTRATIVE STAFF**

QUALIFIED COMMERCIAL AND INDUSTRIAL SITE PLANS***

- A.(2) Description
- C.(2) Acknowledgement of Ownership Interest
- E. Easement Approval
- F. Engineering Department Approval
- H. Planning Department Approval
- I.(5) Mayor's Certificate
- J. Town Manager's Approval
- K. Public Works Department Approval
- L. Preparer's Certificate
- M. Notice of Other Documents

***** REQUIRED FOR COMBINED PRELIMINARY/FINAL SITE PLAN REVIEWS**

C. (2) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, lienholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described hereon, have caused such land to be site planned as indicated on this site plan. The within site plan is submitted in accordance with the *Windsor Municipal Code*. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with this site plan. It is further acknowledged that deviation from this site plan without the express written consent of the Town of Windsor may result in revocation of the Town’s approval of the site plan, denial of building permits, refusal to issue certificates of occupancy, injunctive relief prohibiting use of the property and other remedies available to the Town under the *Windsor Municipal Code* and other applicable laws of the State of Colorado. Know all men by these presents that the undersigned have caused said land to be laid out and site planned under the name of **(Insert exact name of site plan)**.

In witness whereof, we have hereunto set our hands and seals this the ____ day of _____, 20____.

John Doe

Mary Doe

Jane Doe

NOTARIAL CERTIFICATE (To be used in conjunction with all owner's signatures)

STATE OF _____)

COUNTY OF _____)ss

The foregoing instrument was acknowledged before me by (John Doe, Mary Doe & Jane Doe), this ____ day of _____, 20____.

My commission expires: _____

Notary Public

(SEAL)

C. (3) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, lienholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described hereon, have caused such land to be rezoned as indicated on this plat. The within rezoning plat is submitted in accordance with the *Windsor Municipal Code*. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with this rezoning plat. It is further acknowledged that deviation from this rezoning plat without the express written consent of the Town of Windsor may result in revocation of the Town’s approval of the rezoning plat, denial of building permits, refusal to issue certificates of occupancy, injunctive relief prohibiting use of the property and other remedies available to the Town under the *Windsor Municipal Code* and other applicable laws of the State of Colorado. Know all men by these presents that the undersigned have caused said land to be laid out and rezoned under the name of **(Insert exact name of rezoning plat)**.

In witness whereof, we have hereunto set our hands and seals this the ____ day of _____, 20____.

John Doe

Mary Doe

Jane Doe

NOTARIAL CERTIFICATE (To be used in conjunction with all owner's signatures)

STATE OF _____)

COUNTY OF _____)^{ss}

The foregoing instrument was acknowledged before me by (John Doe, Mary Doe & Jane Doe), this ____ day of _____, 20____.

My commission expires: _____

Notary Public

(SEAL)

C. (4) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, lienholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described hereon, have caused such land to be annexed and master planned as indicated on this plat under the name of **(Insert exact name of annexation)**. In compliance with Town of Windsor regulations and by contractual agreement, the landowners shall bear all expenses involved in improvements.

In witness whereof, we have hereunto set our hands and seals this the ____ day of _____, 20__.

John Doe

Mary Doe

Jane Doe

NOTARIAL CERTIFICATE (To be used in conjunction with all owner's signatures)

STATE OF _____)

COUNTY OF _____)^{ss}

The foregoing instrument was acknowledged before me by (John Doe, Mary Doe & Jane Doe), this ____ day of _____, 20__.

My commission expires: _____

Notary Public

(SEAL)

E. EASEMENT APPROVAL

Utility easements are adequate as shown and are hereby approved.

_____ Town of Windsor Public Works Department	_____ Century Link Communications	_____ Xcel Energy
_____ Comcast Cable	_____ Poudre Valley REA*	_____ Atmos Energy*
_____ City of Greeley Water Department*	_____ Fort Collins-Loveland Water District*	_____ North Weld County Water District*
_____ South Fort Collins Sanitation District*		

* If applicable, please confirm with Planning.

F. ENGINEERING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20_____.

Director of Engineering

G. PLANNING COMMISSION APPROVAL

Approved this the _____ day of _____, 20_____.

Chairman,
Windsor Planning Commission

H. PLANNING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20_____.

Director of Planning

I. (1) MAYOR'S CERTIFICATE

This is to certify that a major subdivision plat of the property described herein was approved by Resolution No. _____ of the Town of Windsor passed and adopted on the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, as authorized by said resolution on behalf of the Town of Windsor, hereby acknowledges and adopts the said major subdivision plat upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (2) MAYOR'S CERTIFICATE

This is to certify that a minor subdivision plat of the property described herein is approved by the Town of Windsor passed and adopted on this the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, on behalf of the Town of Windsor, hereby acknowledges and adopts the said minor subdivision plat upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (3) MAYOR'S CERTIFICATE

This is to certify that a minor subdivision plat approving a lot line adjustment for the property described herein is approved by the Town of Windsor passed and adopted on this the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, on behalf of the Town of Windsor, hereby acknowledges and adopts the said minor subdivision plat approving said lot line adjustment upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (4) MAYOR'S CERTIFICATE

This is to certify that a site plan of the property described herein was approved by Resolution No. _____ of the Town of Windsor passed and adopted on the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, as authorized by said resolution on behalf of the Town of Windsor, hereby acknowledges and adopts the said site plan upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (5) MAYOR'S CERTIFICATE

This is to certify that a site plan of the property described herein is approved by the Town of Windsor passed and adopted on this the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, on behalf of the Town of Windsor, hereby acknowledges and adopts the said site plan upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (6) MAYOR'S CERTIFICATE

This is to certify that a rezoning map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, hereby acknowledges and adopts the said rezoning map upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (7) MAYOR'S CERTIFICATE

This is to certify that an annexation map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, on behalf of the Town of Windsor, hereby acknowledges and adopts the said annexation map upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

I. (8) MAYOR'S CERTIFICATE

This is to certify that a master plan of the property described herein was approved by Resolution No. _____ of the Town of Windsor passed and adopted on the ____ day of _____, 20____, A.D. and that the Mayor of the Town of Windsor, as authorized by said resolution on behalf of the Town of Windsor, hereby acknowledges and adopts the said master plan upon which this certificate is endorsed for all purposes indicated thereon. (**Double space this paragraph**)

 Mayor ATTEST: _____
 Town Clerk

J. TOWN MANAGER'S APPROVAL

Approved this the _____ day of _____, 20_____.

Town Manager

K. PUBLIC WORKS DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20_____.

Director of Public Works

L. PREPARER'S CERTIFICATE

I certify that this **(insert site plan or master plan, whichever is applicable)** was prepared by me or under my direct supervision.

Print Name

Signature

Preparer of **(insert Site Plan or Master Plan, whichever is applicable)**

Preparer of **(insert Site Plan or Master Plan, whichever is applicable)**

M. NOTICE OF OTHER DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.