



## **CERTIFICATION BLOCKS (2020)**

The following certification blocks shall appear on all plats and plans per the regulations contained in Chapters 13, 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 \_\_\_\_\_)<sup>ss</sup>

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 \_\_\_\_\_)<sup>ss</sup>

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\_\_\_\_.

\_\_\_\_\_  
Engineering Manager

**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.

**N. GRADING, EROSION, AND SEDIMENT CONTROL PLAN PERMIT CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. This permit will be considered terminated upon my receipt of an acceptable Final Stabilization inspection notice from the Town of Windsor.

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**O. OPEN SPACE PROTECTION**

All areas depicted hereon as “Open Space” shall remain undeveloped, regardless of ownership and regardless of official zoning designation. No permanent structures of any kind may be erected upon areas depicted hereon as “Open Space” without the prior written consent of the Town Manager for the Town of Windsor.