



## Certification Blocks & Standard Notes

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 Department Approval
- H.(5) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- L. Notice of Other Documents

### Master Plans

- A.(1) Description
- C.(5) Acknowledgement of Ownership Interest
- F. Engineering Department Approval
- G. Planning Department Approval
- H.(6) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- K. Preparer's Certificate
- L. Notice of Other Documents
- N. Open Space Protection

### Rezoning Maps

- A.(1) Description
- C.(3) Acknowledgement of Ownership Interest
- D. Surveyor's Certificate
- F. Engineering Department Approval
- G. Planning Department Approval
- H.(4) Mayor's Certificate
- I. Town Manager's Approval
- L. Notice of Other Documents

### Major Subdivision Plats (Final)

- 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 Department Approval
- H.(1) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- L. Notice of Other Documents
- M. Grading, Erosion, and Sediment Control Plan Permit Certification\*
- N. Open Space Protection

*\*Sites with area of disturbance greater than one acre.*

### 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
- G. Planning Department Approval
- H.(2) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- L. Notice of Other Documents
- N. Open Space Protection

### Major Site Plans

- A.(2) Description
- C.(2) Acknowledgement of Ownership Interest
- E. Easement Approval
- F. Engineering Department Approval
- G. Planning Department Approval
- H.(3) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- K. Preparer's Certificate
- L. Notice of Other Documents
- M. Grading, Erosion, and Sediment Control Plan Permit Certification\*
- N. Open Space Protection

*\*Sites with area of disturbance greater than one acre.*

**Minor Site Plans**

- A.(2) Description
- C.(2) Acknowledgement of Ownership Interest
- E. Easement Approval
- F. Engineering Department Approval
- G. Planning Department Approval
- H.(3) Mayor's Certificate
- I. Town Manager's Approval
- J. Public Works Department Approval
- K. Preparer's Certificate
- L. Notice of Other Documents
- M. Grading, Erosion, and Sediment Control Plan Permit Certification\*
- N. Open Space Protection

*\*Sites with area of disturbance greater than one acre.*

**A. (1) DESCRIPTION**

A plat of a parcel of land in the TOWN OF WINDSOR, County of **(insert name of county)**, Colorado, located in the \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W, of the \_\_\_\_\_ P.M. and more particularly described as follows:

Beginning at the ..... (LEGAL DESCRIPTION) ..... Containing \_\_\_\_\_ acres more or less.

**A. (2) DESCRIPTION**

A plat of a parcel of land in the TOWN OF WINDSOR, County of **(insert name of county)**, Colorado, located in the \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W, of the \_\_\_\_\_ P.M. and more particularly described as follows:

Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_, recorded in the County of \_\_\_\_\_, Colorado, on \_\_\_\_\_, 20\_\_\_\_, under Book \_\_\_\_\_, Page \_\_\_\_\_, Reception Number \_\_\_\_\_.

**B. VACATION STATEMENT**

THE UNDERSIGNED, being the sole owner(s) of the land described herein, and as shown on the attached map do hereby vacate all previous platting of the above, described parcel of land.

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: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Notary Public

**C. (1) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST; DEDICATION OF EASEMENTS AND RIGHTS OF WAY**

THE UNDERSIGNED, all being owners, lienholders, and holders of any ownership interest in the land described hereon, have caused such land to be surveyed and subdivided into lots, tracts, and streets. The undersigned do hereby dedicate to the Town of Windsor forever all streets, alleys, rights-of-way, utility easements and other easements intended for municipal purposes as indicated hereon under the name of (Insert exact name of subdivision), subject to all easements and rights of way now of record or existing or as indicated on this Plat. In compliance with the Town of Windsor regulations and by contractual agreement, the undersigned owner(s) shall bear all expense involved in Subdivision 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: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Notary Public

**C. (2) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST**

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: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Notary Public

**C. (3) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST**

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. 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 \_\_\_\_\_ )<sup>SS</sup>

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

My commission expires: \_\_\_\_\_   
 (SEAL)

\_\_\_\_\_   
 Notary Public

**C. (4) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST**

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: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Notary Public



**C. (5) ACKNOWLEDGEMENT OF OWNERSHIP INTEREST**

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 master plan. The within master 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 master plan. It is further acknowledged that deviation from this master plan without the express written consent of the Town of Windsor may result in revocation of the Town’s approval of the master 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. The undersigned have caused said land to be laid out and master planned under the name of **(Insert exact name of master 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: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Notary Public

**D. SURVEYOR'S CERTIFICATE**

I certify that this plat accurately represents the results of a survey made by me or under my direct supervision.

\_\_\_\_\_  
LS. Colorado Reg. No. \_\_\_\_\_

**E. EASEMENT APPROVAL**

Utility easements are adequate as shown and are hereby approved.

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Town of Windsor Public  
Works Department

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Century Link Communications

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Xcel Energy

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Comcast Cable

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Poudre Valley REA\*

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Atmos Energy\*

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City of Greeley  
Water Department\*

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Fort Collins-Loveland  
Water District\*

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North Weld County  
Water District\*

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South Fort Collins  
Sanitation District\*

\* *If applicable, please confirm with Planning.*

**F. ENGINEERING DEPARTMENT APPROVAL**

Approved this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deputy Director of Engineering

**G. PLANNING DEPARTMENT APPROVAL**

Approved this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Director of Planning

**H. (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

**H. (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

**H. (3) 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

**H. (4) 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

**H. (5) 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

**H. (6) 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

**I. TOWN MANAGER'S APPROVAL**

Approved this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Town Manager

**J. PUBLIC WORKS DEPARTMENT APPROVAL**

Approved this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Director of Public Works

**K. 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**)

**L. 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.

**M. 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

**N. 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.