



**PC BOARD MEETING AGENDA**  
**Thursday, June 1, 2023, at 7:00 P.M.**  
**Held at the Carsten Board Room at 224 First Street**

**CALL TO ORDER**

**ROLL CALL**

**AGENDA APPROVAL / AMEMDMENTS**

*Motion to approve agenda as is or approve agenda with amendment(s).*

**PUBLIC COMMENT\***

*Members of the audience are invited to speak at the Board of Trustees' meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to three (3) minutes per speaker. When several people wish to speak from the same position on a given item, they are requested to select a spokesperson to state that position.*

**CONSENT AGENDA**

*The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. The council or staff may request an item(s) be removed from the Consent Agenda and placed under New Business for discussion.*

1. Minutes – April 6, 2023, PC Meeting

**PUBLIC HEARING (See Exhibit A)**

2. Eaton Cemetery Subdivision – Baseline Engineering, Lauren Richardson and Greg Brinck, Assistant Administrator

**ADJOURN**

*\* If you have public comment but are not comfortable attending in person due to COVID-19, please send the comments to [wesley@eatonco.org](mailto:wesley@eatonco.org) by noon on the day of the meeting, and the comment will be read into the record or otherwise shared with the Board during the meeting.*

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**AMERICANS WITH DISABILITIES ACT NOTICE**

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (970) 454 - 3338 within 48 hours prior to the meeting in order to request such assistance.

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**EXHIBIT A**

**RULES FOR THE HEARING**

**PLANNING COMMISSIONERS MEETING**

- A. All questions and comments by applicants, staff, or the public are to be directed to the governing body.
- B. The Chair will ask each member of the governing body to disclose any conflicts requiring recusal, or the specific substance of any ex-parte communications made by them.
- C. No applicant, staff member, or the public will be subject to cross examination except by the governing body.
- D. Public comments shall be taken at the hearing and are limited to three (3) minutes per individual. Any unused time may not be given to another.
- E. Disruptive behavior will not be tolerated.

**PUBLIC HEARING PROCEDURE**

- 1. Open public hearing.
- 2. Receive information from staff.
- 3. Receive information from applicant.
- 4. Receive information from the public.
  - a. Ask to hear from anyone who supports the matter.
  - b. Ask to hear from anyone who opposes the matter.
- 5. Receive rebuttal from applicant. (*If any.*)
- 6. Additional questions from the Board, if any. (*Board may ask questions at any time until the hearing is closed.*)
- 7. Close the public hearing.
- 8. Discussion and deliberation among Board.
- 9. Make a decision and/or motion from Board.

**Proposed Motions:**

**For Approval:**

I move to approve \_\_\_\_\_.

**For Approval with Conditions:**

I move to approve \_\_\_\_\_ with the following conditions: \_\_\_\_\_.

**For Denial:**

I move to deny approval of \_\_\_\_\_.



**TOWN PLANNING COMMISSION  
BOARD MEETING  
224 First Street, Eaton, CO  
Thursday, April 6, 2023, 7:00 P.M.**

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**MINUTES**

**CALL TO ORDER**

Chairperson Winter called the meeting to order at 7:00 p.m.

**ROLL CALL**

COMMISSIONER'S PRESENT      Karla Winter, Chairperson      Bond Baiamonte      Jason Radke      Brad James

COMMISSIONER'S ABSENT      Glenn Babcock

STAFF PRESENT: Assistant Administrator Greg Brinck, Baseline Planner's Vince Harris, and Lauren Richardson

**AGENDA APPROVED**

Motion made by Commissioner Radke, seconded by Commissioner Baiamonte to approve the agenda as is. Motion carried 3-0.

**PUBLIC COMMENT – None**

**CONSENT AGENDA**

Motion made by Commissioner Radke, seconded by Commissioner Baiamonte to approve the Consent Agenda. Motion carried 3-0.

1. Minutes – December 1, 2022, PC Meeting

**NEW BUSINESS**

2. Planning Commissioner Training on Development Process and Responsibilities – Baseline Corp. Planner, Vince Harris presented handouts and reviewed the specific responsibilities of the Planning Commission board including the Quasi-Judicial Development Application Process Flow-Chart and Land Use Process. Creating and amending the towns' Comprehensive Plan is vested with the Planning Commission via State Statute and the Town Code, Sec. 7-1-7 Planning Commission: purpose in view. The State Statute references that the Planning Commission has the duty to make and adopt (as well as Amend) the Master Plan/Comprehensive Plan for its municipality, C.R.S. § 31-23-203 Master plan. The board then had a question/answer session.

**PUBLIC HEARING (See exhibit A) Chairperson Winter opened the floor for public hearing at 8:22 p.m.**

3. Downtown Revitalization Plan – Baseline Planner, Vince Harris

Assistant Administrator Brinck stated that this public hearing is about an addition to the 2020 Comprehensive Plan which has a significant focus on the downtown area. The Town Board created an advisory committee in 2018, Hometown Revitalization Committee which went to work with Baseline Planners at the end of 2020, first of 2021 to create a vision. Three community meetings were held to engage the community members and acquire community input. The community input gathered and shaped the Downtown Revitalization Plan. CDOT released additional grant money and the town plan was awarded \$1.15 million, to implement two blocks on First Street from Oak Avenue to Maple Avenue. This construction will be done in phases. There will be new, ten-foot-wide sidewalks to accommodate street furniture, benches, and planters. Sidewalks will be bumped out at the corners to be pedestrian safe, and new street asphalt will be laid. There will be an extension of the parking asphalt from behind the police building to the east the full length of the alley and there will be a conversion of the parking lot on the east side of the police building to become a pedestrian breeze way and a connection to the Town Square. There are potential parklets, which still have flexibility, all building and business owners will need to approve the concept before construction of parklets. Staff recommends approval of the proposed Downtown Revitalization Plan, as an Amendment to the 2020 Eaton Comprehensive Plan. Following board discussion, Chairperson Winter opened and closed the floor for public comment at 9:10 p.m., as there was no public comment and closed the public hearing. Motion made by Commissioner Baiamonte, seconded by Commissioner Radke to approve Resolution No. 2023-01, Planning Commission Adopting an Amendment to the Town of Eaton Comprehensive Plan to Incorporate the Downtown Revitalization Plan. Motion carried with a 3-0 vote.

**ADJOURN**

Chairperson Winter moved to adjourn at 9:14 p.m.

*Margaret Jane Winter, Town Clerk*

**TOWN OF EATON  
PLANNING COMMISSION MEETING**

Date prepared: 05/24/2023  
Meeting Date: 06/01/2023

**STAFF REPORT**

**Project Name:** Eaton Cemetery Subdivision  
**Project Address:** Parcel Numbers: 080305000018 & 080305300045  
**Applicants:** Town of Eaton,  
**Current Zoning:** A-1 - Agriculture  
**Prepared by:** Lauren Richardson- Baseline Corporation  
**Approved by:** Vince Harris, AICP - Baseline Corporation  
**Reviewed by:** Wesley LaVanchy - Town Administrator



**BACKGROUND:**

The existing Eaton Cemetery needs to expand in order to provide adequate space. The existing cemetery and the parcel to the south are both owned by the Town. Surrounded by agricultural land on three sides, the Eaton Cemetery is bounded by Christensen Avenue to the west.



Figure 1- Vicinity Map

Currently, there are approximately only 90 ground plots, 9

columbarium plots, and 49 cremation garden plots available for sale at the Eaton cemetery. This subdivision will provide a needed expansion of space.

**REQUEST:**

The applicant, the Town of Eaton, requests approval of a Subdivision application for the Eaton Cemetery located at 501 Christensen Avenue, Eaton, and the parcel just south of the property. Both parts of the larger parcel, the existing cemetery will become Tract A, and the remaining portion of the site will become Tract B, to be developed at a later date. The new inclusive parcel will include an addition of 149 lots, each with 8 burial plots. A portion of the expansion will also include a columbarium and cremation garden with 60 cremation plots.

Outlot A is intended to be used for access to each lot. The plat contains a 20' waterline easement dedicated by this plat to accommodate water needs on and thru the cemetery and an additional 30' Right-of-Way dedication all along Christensen Avenue for right-of-way purposes.

The cemetery will be irrigated with potable water and will use the water main extension project that was completed in 2022.

The application was referred to the applicable Town of Eaton referral agencies and no agencies objected to the proposal. A surrounding property owner mailing notice was sent to property owners within 500' of the property. A newspaper notice was published in the regional newspaper and a sign was posted on the property to fulfill public notice requirements.



*Figure 2 - Sign Posting*

## **STAFF ANALYSIS**

The Town of Eaton Municipal Code requires all subdivisions to go through the Final Plat process. This application proposes combining two parcels into two Tracts and then creating additional burial plots shown as Blocks and Lots. The applicant has prepared the final plat in accordance with the Eaton Municipal Code.

Staff reviewed the proposed Final Plat based on the Town of Eaton Municipal Code, Section 7-4 Subdivision Regulations.

Section 7-4-5 of the Eaton Municipal Code outlines design standards for subdivisions, including general site considerations, streets, utility easements, blocks, and lots. Most of the design standards are specifically intended for single-family residential subdivisions. Staff evaluated the proposed subdivision and we find that it conforms to those standards that are applicable to the proposal for a cemetery subdivision. Section 7-4-6 outlines required public improvements for subdivisions and Section 7-4-7 outlines requirements for dedications and/or reservations of land. The applicant via the proposed

Subdivision plat, includes two dedications (one right-of-way and one easement) to the Town through this plat.

**RECOMMENDATION**

Staff recommends approval of the proposed Final Plat and suggests the following motion to the Planning Commission:

**MOTION TO APPROVE THE FINAL PLAT OF THE EATON CEMETERY SUBDIVISION PLAT, as submitted, and with no conditions.**

Attachments:

- Application
- Cover Letter/ Narrative
- Final Plat



**TOWN OF EATON**  
**LAND DEVELOPMENT APPLICATION**  
 223 1<sup>ST</sup> Street, Eaton, CO 80615 • (970) 454-3338 • Fax (970) 454-3339 • [www.colorado.gov/townofeaton](http://www.colorado.gov/townofeaton)

**COMPLETE ALL BOXES**

Applicant Name: <b>Town of Eaton</b>	Applicant Address & Zip Code: <b>223 1st St Eaton, CO 80615</b>
Applicant Phone: <b>970-445-3338</b>	Applicant Email: <b>greg@eatonco.org</b>
Property Owner Name: <b>Same as Applicant</b>	Property Owner Address & Zip Code:
Property Owner Phone:	Property Owner Email:
Project Name: <b>Eaton Cemetery Subdivision</b>	Project Description: <b>Subdivision of Eaton Cemetery Expansion</b>
Project Address/Location: <b>501 S Christensen Ave</b>	Project Parcel Number: <b>080305300045</b>
Subdivision/Lot/Block:	Section/Township/Range: <b>5/6N/65W</b>
Existing Zoning: <b>R-1</b>	Proposed Zoning:
Existing Use: <b>Ag</b>	Proposed Use: <b>Cemetery</b>

**APPLICATION AGREEMENT:**

I, as the applicant, hereby certify that I believe to the best of my knowledge that all information supplied with this application is true and accurate and that consent of the property owner listed above, without which the requested action cannot lawfully be accomplished, has been granted. Permission is also hereby granted to the Town of Eaton staff and their consultants to physically enter upon and inspect the subject property and take photographs as necessary for preparation of the case. In addition, by signing this application I am agreeing that I am authorized to sign on behalf of the property owner, or business-owner, or applicant and commit and agree to signing a Developer Cost Reimbursement Agreement and deposit with the Town the sum of \$\_\_\_\_\_ to be used to pay the Town's expenses to review, evaluate and process the Application ("Deposit"), which funds may be used to pay the cost of third-party consultants plus fifteen percent (15%) of such actual costs for Town staff administrative costs and supplies. I agree that I am not acquiring any rights by virtue of the payment of the Town's expenses. I also understand that Land Use approvals do not entitle, nor grant building permits. Building permits are required in addition to and after land use approval and prior to site improvements including but not limited to grading, earth work, or construction of utilities or buildings.

Applicant's Signature



Date:

2/3/2022



**TOWN OF EATON**  
**LAND DEVELOPMENT APPLICATION – SUBMITTAL REQUIREMENTS**  
 223 1<sup>ST</sup> Street, Eaton, CO 80615 • (970) 454-3338 • Fax (970) 454-3339 • www.colorado.gov/townofeaton

<b>Project Name:</b> Eaton Cemetery Subdivision	<b>Applicant:</b> Town of Eaton	<b>Date:</b> 12/8/2022
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**APPLICATION TYPE**

<input type="checkbox"/> Rezone <input type="checkbox"/> Planned Unit Development (PUD) <input type="checkbox"/> Subdivision – Preliminary Plat <input checked="" type="checkbox"/> Subdivision – Final Plat <input type="checkbox"/> Site Plan	<input type="checkbox"/> Annexation <input type="checkbox"/> Disconnection <input type="checkbox"/> Vacation of Right-of-Way <input type="checkbox"/> Variance	<input type="checkbox"/> Special Review Use <input type="checkbox"/> Temporary Use <input type="checkbox"/> Nonconforming Use <input type="checkbox"/> Oil and Gas Drilling
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**REQUIRED SUBMITTAL ITEMS (to be filled out by staff)**

<ul style="list-style-type: none"> <li>✓ 1) Land Development Application Form: A fully completed and executed application on the form provided by The Town of Eaton</li> <li>✓ 2) Cover Letter/Narrative: The cover letter must provide a clear and concise description of the proposal</li> <li>✓ 3) Vicinity Map: Project location and context</li> <li><del>4) Proof of Ownership: A copy of recorded deed(s) reflecting current ownership. If there is a mortgage on the property, a copy of recorded deed(s) of trust/mortgages to any and all lending agencies and any and all liens of record are also required</del></li> <li><del>5) Proof of Clear Title: Title commitment or title policy guaranteeing clear title, including legible copies of any reported documents referenced by book and page or reception number, dated no earlier than three (3) months prior to the date this application is submitted</del></li> <li>✓ 6) Written legal description of property boundary</li> <li>✓ 7) Explanation of Water and Sewer sources</li> <li><del>8) Explanation of Access and/or Copy of Access Permit</del></li> <li><del>9) Signed Developer Cost Reimbursement Agreement as provided by the Town</del></li> <li>✓ 10) Payment of deposit in the amount of \$ <u>N/A</u>.</li> <li>✓ 11) List and map of property owners and addresses in accordance with public notice requirements</li> <li><input type="checkbox"/> 12) Planned Unit Development (PUD) Graphic Exhibit</li> <li><input type="checkbox"/> 13) Annexation Plat</li> <li><input type="checkbox"/> 14) Rezone Graphic Exhibit</li> <li><input type="checkbox"/> 15) Concept Plan</li> <li><input type="checkbox"/> 16) Preliminary Plat</li> <li>✓ 17) Final Plat <i>see attached redlines</i></li> <li><input type="checkbox"/> 18) Right-of-Way Vacation Exhibit</li> </ul>	<ul style="list-style-type: none"> <li>✓ 19) Survey of the property showing property dimensions, existing structures, adjacent roadways, existing easements, etc.</li> <li><input type="checkbox"/> 20) Site Plan</li> <li><input type="checkbox"/> 21) Preliminary Drainage Report and Plan OR Drainage Letter</li> <li><input type="checkbox"/> 22) Final Drainage Report and Plan OR Drainage Letter</li> <li><input type="checkbox"/> 23) Floodplain Report (if property is within mapped flood hazard area)</li> <li><input type="checkbox"/> 24) Geologic Report</li> <li><input type="checkbox"/> 25) Grading and Erosion Control Plan</li> <li><input type="checkbox"/> 26) Civil Construction Plans for on site improvements</li> <li><input type="checkbox"/> 27) Preliminary Plans for public improvements</li> <li><input type="checkbox"/> 28) Final Plans for public improvements</li> <li><input type="checkbox"/> 29) Quantities and cost estimates for public improvements (Engineer's Estimate)</li> <li><input type="checkbox"/> 30) Traffic Analysis (fewer than 1,000 VPD) or Traffic Study (greater than 1,000 VPD and must be prepared by a Professional Engineer)</li> <li><input type="checkbox"/> 31) Utility Report and/or Plan</li> <li><input type="checkbox"/> 32) Landscape Plan</li> <li><input type="checkbox"/> 33) Building Elevations</li> <li><input type="checkbox"/> 34) Development Agreement (prepared by the Town)</li> <li><input type="checkbox"/> 35) Certification of notice from property owner to mineral estate owners of record pursuant to CRS 24.6.55-103, within 30 days before hearing, if lot lines are changed or created</li> <li>✓ 36) Other <u>provide diagram explaining existing cemetery lots</u></li> </ul>
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Note: All surveys, plats, and plans to be scaled and dimensioned.





### Cemetery Expansion Phase I Narrative

The Town of Eaton intends to expand the current footprint of the Eaton Cemetery on around two acres adjacent and south of the current cemetery. There are approximately only 90 ground plots, 9 columbarium plots and 49 cremation garden plots available for sale at the current cemetery. The phase I expansion will provide adequate plots for years to come until an additional expansion is needed. The expansion will be irrigated with potable water and a watermain extension project was completed in 2022 to accomplish this.



223 1st St, Eaton, CO 80615



(970) 454-3338



[townofeaton.colorado.gov](http://townofeaton.colorado.gov)

# EATON CEMETERY

A PARCEL OF LAND LOCATED IN THE WEST HALF OF SECTION 5, TOWNSHIP 6 NORTH,  
RANGE 65 WEST OF THE 6TH P.M., TOWN OF EATON,  
COUNTY OF WELD, STATE OF COLORADO

**DEDICATION**  
The TOWN OF EATON, being the sole owner in fee of:  
The parcel of land described as Eaton Cemetery First Amendment recorded September 16, 1996 as Exception No. 2510999 of the Records of Weld County and that contains 2.2714 acres (227,140 sq. ft.) of land in Section 5, Township 6 North, Range 65 West of the 6th P.M., Town of Eaton, County of Weld, State of Colorado; hereinafter referred to as "Eaton Cemetery";  
Do hereby dedicate the same to the people of the State of Colorado, as shown on the plat hereunto attached, to be used as a cemetery for the use and burial of the dead in and about the same, and to the same and its successors in fee.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2022.  
\_\_\_\_\_  
Mayor  
City of Eaton  
County of Weld  
My commission expires: \_\_\_\_\_

**WITNESSES** my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**ACCEPTANCE:**  
Said map and dedication were accepted by the Town of Eaton, Weld County, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Town Clerk**  
\_\_\_\_\_

**SUBDIVISION NOTES:**  
1) This plat does not constitute a site plan. It is the responsibility of the applicant to determine easements or encroachments of record.  
2) All rights reserved to the public, the streets and all easements over and under said land, are hereby dedicated to the people of the State of Colorado, to be used as a cemetery for the use and burial of the dead in and about the same, and to the same and its successors in fee.

3) The largest parcel of measurement on this drawing is U.S. Survey Feet.  
4) Easements for utility lines, easements for "X" or "Y" lines, easements for water, gas, sewer, or other utility lines, easements for power lines, easements for drainage, easements for floodplain, or easements for other purposes, are shown on this drawing as they appear on the ground.  
5) If the owner of any parcel shown on this drawing is not the owner of record, the owner of record is to be notified in writing of this plat.

6) Easements for utility lines, easements for "X" or "Y" lines, easements for water, gas, sewer, or other utility lines, easements for power lines, easements for drainage, easements for floodplain, or easements for other purposes, are shown on this drawing as they appear on the ground.  
7) Tract A is subject to all related laws, rights, and easements associated with Eaton Cemetery recorded.

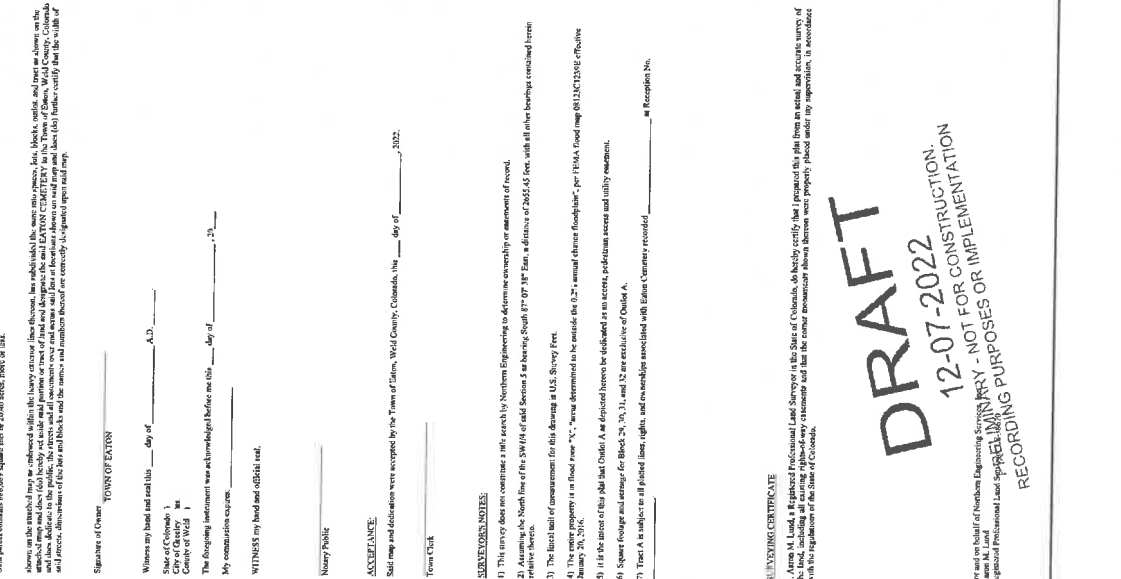
**SUBDIVISION CERTIFICATE**  
I, \_\_\_\_\_, Licensed Professional Engineer in the State of Colorado, do hereby certify that I prepared this plat from an actual and accurate survey of the land, including all existing right-of-way easements and all other easements and interests therein, as shown thereon, in accordance with the regulations of the State of Colorado.

**DRAFT**  
12-07-2022  
RECORDING PURPOSES OR IMPLEMENTATION

**NOTICE:**  
According to Colorado law, this instrument is not enforceable unless it is recorded in the public records of the State of Colorado, and it shall be void and of no effect unless it is so recorded. Any instrument which is not so recorded is void and of no effect. The parties to this instrument are advised of this law and the consequences thereof. It is the policy of this office to encourage recording of all instruments which are to be enforced. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee.

**LEGEND**  
 PLAT BOUNDARY LINE  
 BLOCK BOUNDARY LINE  
 LOT LINE  
 SECTION LINE  
 RIGHT OF WAY LINE  
 PROPOSED EASEMENT LINE  
 DIMENSION LINE  
 FOUND PROPERTY CORNER  
 AS BOUNDARIED  
 AS DESCRIBED

**VICINITY MAP**  
 1" = 2000'  
 SHOWING THE LOCATION OF THE SITE IN RELATION TO THE SURROUNDING AREA AND THE TOWN OF EATON.



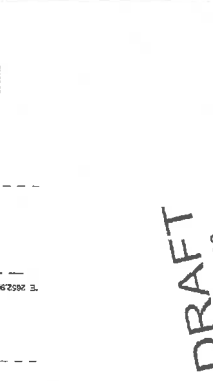
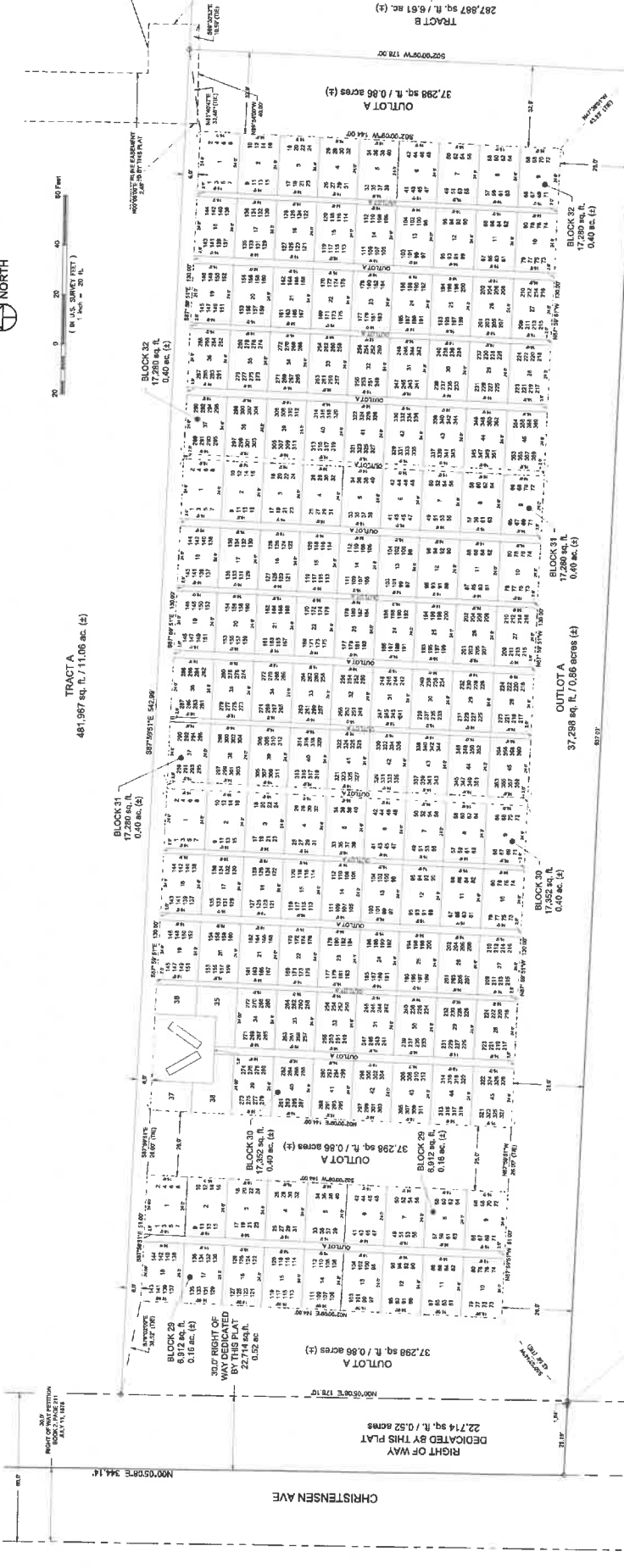
TOWN OF EATON, STATE OF COLORADO  
 SUBDIVISION PLAT

**NORTHERN ENGINEERING**  
 SURVEY & MAPPING  
 PROFESSIONAL LAND DEVELOPMENT  
 1177-3001 ROAD  
 DENVER, CO 80202

**NOTICE:**  
 According to Colorado law, this instrument is not enforceable unless it is recorded in the public records of the State of Colorado, and it shall be void and of no effect unless it is so recorded. Any instrument which is not so recorded is void and of no effect. The parties to this instrument are advised of this law and the consequences thereof. It is the policy of this office to encourage recording of all instruments which are to be enforced. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee. The fee for recording is \$15.00 per page plus \$1.00 per page for a search fee.

# EATON CEMETERY SECOND FILING

A PARCEL OF LAND LOCATED IN THE WEST HALF OF SECTION 5, TOWNSHIP 6 NORTH,  
RANGE 65 WEST OF THE 6TH P.M., TOWN OF EATON,  
COUNTY OF WELD, STATE OF COLORADO



**LEGEND**

- PLAT BOUNDARY LINE
- SECTION BOUNDARY LINE
- SECTION LINE
- RIGHT-OF-WAY LINE
- PROPOSED BOUNDARY LINE
- CHANGELINE
- SET OF AN IRREGULAR LOT
- SET OF AN IRREGULAR LOT WITH A PROPOSED CHANGELINE
- FOUND PROPOSED CHANGELINE
- ADJACENT CORNER
- ADJACENT CORNER

**DRAFT**  
12-07-2022  
PRELIMINARY - NOT FOR CONSTRUCTION.  
REVISED - PLEASE DO NOT IMPLEMENTATION

**811**  
CALIFORNIA UTILITY LOCATING SERVICE  
COLORADO  
811 COLORADO  
811 COLORADO  
811 COLORADO

ALL DIMENSIONS OF THIS CEMETERY AND COLUMBARIUM ARE APPROXIMATE. THE EXACT LOCATION OF ANY UNDERGROUND UTILITIES SHOULD BE DETERMINED BY CONTACTING THE LOCAL UTILITY LOCAL.

**Anova K. Lund**  
Colorado Registered Professional  
Land Surveyor LS 20670

**NOTICE:**  
According to Colorado law, you must examine my plat with care and determine for yourself whether or not it meets your requirements. I am not responsible for any errors or omissions on this plat, and I am not liable for any damages or losses resulting therefrom.

**DATE:** 12/07/2022  
**SCALE:** 1" = 20'  
**PROJECT:** 117-001-10004  
**OWNER:** TOWN OF EATON, STATE OF COLORADO  
**REVISION:** 1  
**DATE:** 12/07/2022

**NORTHERN ENGINEERING**  
SURVEY | MUNICIPAL | LAND DEVELOPMENT  
1000 14TH STREET, DENVER, CO 80202  
PH: (303) 733-8888  
WWW.NORTHERNENGINEERING.COM

Sheet  
2  
of 2 Sheets  
SUBDIVISION PLAT