



Planning Division
15151 E. Alameda Parkway, Ste. 2300
Aurora, Colorado 80012
phone 303.739.7217

AuroraGov.org

May 1, 2024

Stephon Fitch
City of Aurora
15151 Alameda Pkwy Suite 3200
Aurora, CO 80012

Re: Fourth Submission Review: NESTH Subdivision Plat
Application Number: DA-2368-00
Case Numbers: 2023-3050-00

Dear Stephon:

Thank you for your fourth submission, which we started to process on March 28, 2024. We have reviewed your plans and all comments are now complete.

We are now ready to begin our plat recording process. Please see the attached form to help guide you as you prepare your electronic plat.

As always, if you have any comments or concerns, please let me know. I may be reached at stimms@auroragov.org.

Sincerely,

Steve Timms, AICP
Planning Supervisor
City of Aurora Planning Department

cc: Eric Ansart, City of Aurora, Agent
Justin Andrews, ODA
Filed: K:\\$DA\2368-00rev4



Recording Checklist- Subdivisions

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Instructions: The applicant shall confirm that each item listed below has been completed by checking each box or writing not applicable (N/A) and signing and dating the form before submitting electronic copies to the planning case manager. Use this form for all subdivision plat applications including plat amendments, replats, and lot line adjustments. NOTE: All subdivision must be recorded electronically. No MYLARS will be accepted. Please allow a minimum of 10 business days for recording.

Subdivision Name: _____ DA#: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for Electronic Recording	Staff (√)
	All required city application and recording fees have been paid (verify this with the planning case manager)	
	<ul style="list-style-type: none">Impact fee for the relevant school district has been paid (for residential plats only). Please attach the paid invoice from the respective district.	
	<ul style="list-style-type: none">Impact fee for parks has been paid (for residential plats only). Please attach the paid invoice.	
	<ul style="list-style-type: none">Impact fee for stormwater drainage fee has been paid. Please attach the paid invoice.	
	Comments from all departments have been addressed and all changes to the final electronic copy have been approved by the affected departments prior to submittal of the final PDF to the planning case manager.	
	Drainage plan/study approved and civil drawings near completion.	
	If an Avigation Easement is required, a copy of the final document with signatures has been submitted to the planning case manager.	
	The property owner(s), mortgage company/lien holder (if applicable), surveyor, and notary must sign the plat electronically, using either 1) digital stamps and flattening the document, or 2) physically signing the document and scanning it to a digital PDF format. Do not use e-signature technology as that locks the file, and can cause issues with adding additional signatures and reprinting to an incorrect scale. The notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly and must not deviate from the Statement of Authority statement. The surveyor is required to sign and stamp all sheets per the State Surveying Bylaws.	
	The effective date on the title work is within 30 days of signature set submission of the plat.	
	The effective date on the Certificate of Taxes Due is within 30 days of signature set submission of the plat.	

	Ensure the Statement of Authority is submitted and up to date.	
	Please submit the following: One final and approved subdivision plat copy in PDF. NOTE- all subdivision plats can be scanned at no more than 300 DPI. In addition, no electronic plat may be over 20 MB in size as the Counties will reject anything over that size.	
	For properties within Adams County:	
	<p>a) One complete set of signed and notarized subdivision sheets in 18.00 inch by 24.00-inch electronic format (Please note, all plats must be this exact size on ALL sheets. If any sheet is determined to be a different size, even by a tenth or a hundredth, the plat will be returned for correction).</p> <p>b) 2" on the left margin and ½" margins on all the other sides.</p>	
	For properties within Arapahoe or Douglas Counties:	
	<p>a) One complete set of signed and notarized subdivision sheets in 24.00 inch by 36.00-inch electronic format. (Please note, all plats must be this exact size on ALL sheets. If any sheet is determined to be a different size, even by a tenth or a hundredth, the plat will be returned for correction).</p> <p>b) 2" margins on the left side and 1" margins on all other sides.</p>	

When ready to submit the electronic copy of the plat, please attach this checklist for ease of routing and review.