



First Technical Review

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

1. Land Development Services (Roger Nelson / 720-587-2657 / ronelson@auroragov.org / Comments in magenta)

- 1A. Documentation for released easements is required before subdivision plat acceptance.
- 1B. The hatch indicating easements to be released by a separate document isn't shown on the plat. If not used, it can be removed from the legend.
- 1C. Send in the updated Title Commitment dated within 30 calendar days of the plat approval date. This Commitment should be submitted at the time of your final submittal of the electronic Plat for recording.
- 1D. Send in the Certificate of Taxes Due obtained from the County Treasurer's office showing the taxes are paid in full up to and through the plat approval date of recording. This Certificate of Taxes should be submitted at the time of your final submittal of the electronic Plat for recording.
- 1E. Be advised - sometimes the margins or scale factor may not match the County or City standards as stated in the Subdivision Plat Checklist. If any of these factors are misaligned or the scale does not match the drawing information, then this may cause the plat to be sent back and corrected thus adding time to your submittal. And in turn, you may need to update the Title Commitment to bring it within the 30-day time limit. Please check these items before sending the plat in for recording.
- 1F. Advisory Comment: Gate across Fire Lane Easement may require a license agreement.



MYLAR CHECKLIST

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303.739.7420

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 bottom of the form before submitting MYLARs to the Planning Case Manager.

- All required city fees have been paid (verify this with the Planning Case Manager).
□ Comments from all departments have been addressed and all changes to the MYLARs have been approved by the affected departments prior to submittal of the final MYLARs to the Planning Case Manager.
□ Drainage plan approved and civil drawings near completion.
□ The effective date on the title work and Certificate of Taxes Due is within 120 days of final city approval of the plan.
□ If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk and Recorder.
□ Digital files, preferably on a compact disc, for the site plan, CSP, subdivision plat, GDP, FDP, etc. have been submitted to the Planning Case Manager. Instructions can be found online:
• https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards_11_28_2016.pdf
• Also refer to the Instructions for Submitting Digital Files for Addressing.
□ The surveyor, property owner(s), and mortgage company have signed both cover sheets with black indelible ink.
• Please ensure that the signatures, stamps and seals text do not smear
□ The notary has filled in the signature block and applied their indelible stamp in black indelible ink.
• Please ensure that the stamp does not smear
□ The surveyor has applied their stamp and signed their name through the stamp.
• Please ensure that the stamp does not smear
□ Submit one complete set of signed and notarized MYLARs and one additional signed and notarized cover sheet for each site plan, CSP, GDP, FDP, etc. Subdivision plats require submittal of one set of signed and notarized MYLARs.
• Adams County
a. One complete set of signed and notarized MYLARs in 18 inch by 24 inch format
b. One additional signed and notarized MYLAR cover sheet in 24 inch by 36 inch format for the city
c. For plats one complete set 18 inch by 24 inch
• Arapahoe County & Douglas County
a. One complete set of signed and notarized MYLARs in 24 inch by 36 inch format
b. One additional signed and notarized MYLAR cover sheet in 24 inch by 36 inch format for the city
c. Please note that all MYLARs shall be four millimeters thick, double mat, reverse print/burn, and photo quality
d. For plats, one complete set of 24 inch by 36 inch plats

*Allow 10 or more business days for Mylar processing

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

Note: This form is also available online