REAL PROPERTY SERVICES
SUBMITTAL
REQUIREMENTS
for
SUBDIVISION PLATS, SITE PLANS,
and other documents
January 1, 2016

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INTRODUCTION

Welcome to the City of Aurora's development review process. By this time, you have probably received handouts from the Planning Department or Office of Development Assistance, which give general information about the City's development process. Those handouts will tell you about the overall process. Once you decide to make application to the City to build your project, you'll be asked to make submittals to the Planning Dept. With these submittals, you'll provide numerous copies of site plans, subdivision plats, etc. One of those packets will be sent to Real Property for review. Real Property Services is just one of many entities which review development projects submitted to the City for approval. We will review your submittal documents for technical issues relating to City Code, policy, and State surveying statutes. The items we review have been compiled into checklists geared toward the surveyor and CAD operator. This technical information is in addition to what is required by other departments and is outlined in this packet.

All of the checklists and packets referred to in this booklet are available through Real Property in Room 3218, 15151 E. Alameda Ave, or on the City’s web site at www.auroragov.org. [Click on Departments, then Public Works, and finally Real Property Services].

Every jurisdiction in Colorado requires different things. Just because your surveyor or CAD operator has prepared documents in Arvada, Denver, etc, doesn't mean they know what Aurora requires. Keep that in mind before you hire someone. They may be less expensive, but have they done work in Aurora recently? Do they know our process? They may be able to do it cheaper but will their work be acceptable to the City?

Development Review Process

In 2002, a new enhanced review process was adopted which alters review times and fees. In order to abide by these new review time frames, Real Property has analyzed its various review processes and broken down what needs to be prepared and turned in for each type of project, at each specific submittal. Those submittal requirements are included in this packet. With the new compressed review period, quality submittals are essential. We no longer have that luxury of accepting submittals that are not in nearly perfect shape on the first submittal.

SUBDIVISION PLATS

GENERAL INFORMATION:

Most comments received on the subdivision plat will come from Real Property. It will be reviewed to ensure it conforms to City Code, established City policies, and state statutes. In order to comply with review schedule time frames, your subdivision plat receives only 3 reviews. It must be prepared using the most current Subdivision Plat Checklist which is available online at www.auroragov.org [Click on Departments, then Public Works, then Real Property Services]or through Real Property at Room 3218, 15151 E. Alameda Ave. We have also created a submittal checklist of each of the 3 submittals. It will tell you when separate documents, title work, monument records, etc. must be submitted as well as what must be on the plat. If you make your submittal and the items on that checklist are not included, your submittal may be rejected.
PROCESS -

Step 1: Prepare the Plat

Obtain a copy of the most current Subdivision Plat Checklist from Real Property or online, and prepare your plat. Quality control is your goal and responsibility. Do not make submittals that are incomplete and inaccurate. They will be rejected.

Step 2: Presubmittal Meeting

You are required (no exceptions) to have a pre-submittal meeting with Real Property before you make your first submittal to the Planning Dept. These meetings are by appointment only. Call Darren Akrie at 303-739-7300 to schedule your meeting. Use the “Pre-Submittal Meeting” list and review your plat to insure all items are included. After your pre-submittal meeting, make any changes that were discussed at the meeting and send a pdf file via email to Darren Akrie for approval. Once approved, she (or someone in Real Property) can sign your Development Application that you prepared for Planning.

Step 3: First Submittal

Use the checklist in this packet entitled “1st submittal - Subdivision Plat” and make sure all of those items are with your first submittal. Make your first submittal of the plat to your Case Manager in the Planning Dept. Your Case Mgr. will want to meet with you ahead of time and will tell you how many copies of everything you will need to bring. If accepted by Planning, your plat will then be distributed to all involved parties for its first review. Specific items for Real Property (other than the plat itself) should be given directly to Real Property (i.e. title work, closure sheet, monument records, Certificate of Taxes Due, easement dedications and releases, etc.)

Step 4: Address Comments

After the involved parties have been given time to review your first submittal, your Case Mgr. will send a letter to you containing all comments received after the first review. Prepare your second submittal, making all changes asked for from the reviewers. If you have questions on the comments made, get in touch with your Case Mgr. or the person making the comment. Do not resubmit to Planning until you have addressed all comments, otherwise, your submittal may be rejected.

Step 5: Second Submittal

Using the checklist in this packet entitled “2nd Submittal - Subdivision Plat” make sure all of the items on the checklist and any written comments made on your first review have been addressed and make your second submittal to your Case Mgr. in Planning. Your second submittal will be distributed and step 4 will be repeated again.

Step 6: Third and Final Submittal

Your next submittal is your third and final submittal. Use the checklist in this packet entitled “3rd and Final Submittal-Subdivision Plat” and prepare the third submittal. If the third submittal is not in acceptable shape for recording at this time, Real Property may recommend denial of the plat. Subsequent reviews may continue but you will no longer be on the established time frame for building permits. Additional fees and costs may be assessed to the developer.

If you have questions regarding Real Property documents, here are the people to contact:

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren Akrie</td>
<td>Plat and site plan review comments, title work, Certificate of Taxes due, monument records, mylars</td>
</tr>
</tbody>
</table>
John Dean  Building permits, Revocable Licenses, and License Agreements
Maurice Brooks  Easement releases and dedications

Real Property development offices are open Monday through Friday, 7:00 a.m. to 4:30 p.m. Our phone number is 303-739-7300.

**Quick Check (here's an abbreviated version)**
1. Prepare plat using Subdivision Plat Checklist.
2. Have pre-submittal meeting (plat only) with Real Property.
3. Make any changes discussed at pre-submittal meeting and send pdf file.
4. Submit plat to Planning and accompanying documents to Real Property for first review. Include all items listed under ’1st Submittal - Subdivision Plat’.
5. Get back comments from Planning; prepare plat for second submittal addressing all comments. Include all items listed under ’2nd Submittal-Subdivision Plat’.
6. Get comments from Planning; prepare third and final submittal of plat. Include all items listed under ’3rd and Final Submittal - Subdivision Plat’.

**PRE - SUBMITTAL MEETING CHECKLIST**
THIS MEETING IS REQUIRED BEFORE YOU SUBMIT YOUR PLAT TO THE PLANNING DEPT. FOR ITS FIRST REVIEW. Call Darren Akrie at 303-739-7300 for an appointment. Your plat must be prepared using the most current Subdivision Plat Checklist prepared by Real Property. Preliminary plats are not accepted.

Sheet 1:
_____ Size of paper appropriate for county: Arapahoe and Douglas Counties (24” x 36”)
   Adams County (18” x 24”)
_____ Font and high-quality appearance
_____ Title Block
_____ Vicinity Map
_____ Dedication language
_____ Legal Description (must be in metes and bounds format, except plat amendments)
_____ Covenants
_____ Notes
_____ Signature and notary blocks
_____ City of Aurora Approval Block
_____ Clerk & Recorder’s Block
_____ Surveyor’s Certificate

Sheet 2 (and subsequent sheets as needed):
_____ Title block
_____ Graphic representation
_____ Boundary monumentation
_____ Abutting parcels (show lot lines, lot and block numbers, subdivision plat names)
_____ Easements shown, labeled, tied out, and annotated (bearings, curve data, distances)
_____ Lots, blocks, and tracts shown and labeled

Disclaimer: Just because your plan was accepted at the pre-submittal meeting, your first and subsequent submittals could be rejected. If significant changes in plat format or layout (i.e. lot design, street layout, use of property, etc.), excessive technical errors, excessive misspelled words, etc. occur, your plat could be rejected any time in the process. The pre-submittal meeting is designed only to confirm that you have included the basic elements required on a subdivision
plat. The in-depth review will not occur until the Planning Department refers the project to us.

**1ST SUBMITTAL - SUBDIVISION PLAT**
These items must be on your first submittal and comply with language and specifications given in the most current Subdivision Plat Checklist. The items below are the general categories of the Subdivision Plat Checklist. Comments made during the pre-submittal meeting with Real Property must also be addressed on the first submittal.

Sheet 1:
_____ Title Block
_____ Vicinity Map
_____ Dedication language
_____ Legal Description (must be in metes and bounds format)
_____ Covenants
_____ Notes
_____ Signature and notary blocks:
   _____ City of Aurora Approval Block
   _____ Clerk & Recorder’s Block
   _____ Surveyor’s Certificate

Sheet 2 (and subsequent sheets as needed):
_____ Title block
_____ Graphic representation
_____ Boundary monumentation
_____ Abutting parcels labeled correctly
_____ Easements shown, labeled, and annotated
_____ Lots and block shown and labeled

**SEPARATE DOCUMENTS REQUIRED:** The items listed below are required by Real Property. Submit a set directly to Real Property and another to the Planning Department. All submittals of the subdivision plat itself, MUST go through Planning.

_____ Title work
_____ Certificate of Taxes Due (if required)
_____ Closure sheet on legal description
_____ Monument records for aliquot corners used

What will get this submittal rejected:
1. If the information shown on the submittal does not conform to the most current Subdivision Plat Checklist.
2. Comments made during the pre-submittal meeting with Real Property have not been completely addressed.
3. Language for notes and covenants don’t match checklist language exactly (or as applicable).
4. If the separate documents listed above have not been received by Real Property.
5. If significant changes in plat format or layout (i.e. lot design, street layout, use of property, etc.) your submittal could be rejected.

**2nd SUBMITTAL - SUBDIVISION PLAT**
The second submittal of the subdivision plat must contain the following items and they must comply with the language and specifications given in the Subdivision Plat Checklist.
All items on the first submittal must also be on the second submittal.

All comments made by Real Property on the first review must be addressed. If you didn’t understand a comment, it is your responsibility to call and get the question resolved before you make your second submittal.

All offsite easement dedications must be submitted to Real Property by this time.

All easement releases must be submitted to Real Property by this time.

REMINDER: Have you submitted your applications and paperwork for any Revocable License and/or License Agreement required under your site plan review? At this point on the time line, you’re about 6 weeks away from plat approval. In order to complete the plat and/or site plan, the Revocable License or License Agreement must be completed. The Revocable takes about 1-2 weeks and License Agreement takes about 4-6 weeks to complete.

What will get this submittal rejected:
1. Failure to address the above items.
2. If substantial changes in lot configurations and/or street layout have occurred (in Real Property’s view) from the first review.
3. Substantial technical errors or comments.
4. If significant changes in plat format or layout (i.e. lot design, street layout, use of property, etc.) your submittal could be rejected.

ALL SUBDIVISION PLATS MUST BE SUBMITTED TO YOUR CASE MANAGER IN PLANNING. DO NOT SUBMIT THEM TO REAL PROPERTY.

3rd AND FINAL SUBMITTAL - SUBDIVISION PLAT
This will be the last review for the plat under the new review process. If the plat is not very close (1 or 2 comments remaining) to being able to be recorded at the end of this third review, Real Property may recommend denial of the plat to the Subdivision Review Committee. Subsequent reviews will continue but you may no longer be on the enhanced review process schedule. Additional fees and costs may be assessed to the developer and building permits may be delayed.

By the third submittal the following items must be addressed and/or completed:

Site plan must be ready or very close to being able to record

Civils must be near completion or completed (check with Engineering)

All items required on the plat must be completed and conform to the Subdivision Plat Checklist.

Easement releases and off-site dedications must be completed and ready to record.

All comments made by Real Property from the second submittal must be addressed.

What will get this submittal rejected:
1. If title work is over 120 days old or signature blocks on third submittal don’t match title work when updated title work is received.
2. Failure to address the above items.
3. If significant changes in plat format or layout (i.e. lot design, street layout, use of property, etc.) your submittal could be rejected.
TITLE WORK
Real Property requires title work on every new subdivision plat. We will accept either a title commitment or title policy. Copies of deeds, sales contracts, etc. are not acceptable.

Real Property will review the title work submitted for these items:
- Effective date of title work
- Owner of the property
- Contract purchaser
- Legal description of the property
- Mortgage or lien holders
- Existing easements and rights-of-way of record
- Mineral rights

Effective Date
Title work is divided into different schedules. Schedule A will give an effective date of the commitment or policy. This date cannot be over 120 days from the date the plat is approved. For example, if your plat is approved on June 15, 2009 the effective date on your title work must be no earlier in the year than February 15, 2009.

Owner of the Property
In Schedule A, there will be an area labeled "Fee Simple" or "Title to the estate or interest covered herein is at the effective date hereof vested in...". This is the fee simple owner of the property. The name or names appearing here must also appear on the first sheet of subdivision plat, exactly the way they are typed in the title work. When the subdivision plat mylars are prepared, anyone who signs as 'owner' must also have their signature(s) notarized.

Contract Purchaser
In Schedule A is an area labeled "Proposed Insured". If any name or names appear in this area, these parties will need to sign the subdivision plat mylars as Contract Purchaser. Again, the names on the mylars must appear exactly as they are on the title work. When the subdivision plat mylars are prepared, anyone who signs as 'contract purchaser' must have their signature(s) notarized.

Legal Description of the Property
This usually follows Schedule A and describes the property covered under this title work. Real Property will review the description against the description given in the subdivision plat. The description in the title work should match the new plat and not contain any additional land or areas.

Mortgage Holders
Real Property will review Schedule B of the title work to determine if there are any Deeds of Trust or liens against the property. Any entity listed in the title work as having a Deed of Trust or lien on the property will be required to sign the subdivision plat mylar as a Mortgage Holder. The signatures of these parties do not have to be notarized. Any outstanding liens may need to be satisfied before the plat can be given final approval.

Easements
The title work should reflect only recorded easements that affect the area being platted or developed at this time. If easements listed are not within the platted area, they should be removed from the title work. Your surveyor will help you determine this. Existing easements which are not going to be released must be shown on the plat and site plan.
**Mineral Rights**

It is a state law that mineral rights owners be notified of any surface development. You can have the title company find the mineral rights owners but you may have to specifically request them to do so. Be sure they do this for you as the Planning Department will require you to certify these owners have been notified of your development plans.

**CERTIFICATE OF TAXES DUE**

If a parcel of land or right-of-way is being dedicated to the City on the plat, a Certificate of Taxes Due is required. This document may be obtained from the Treasurer’s Office in the county in which the parcel is located or some title companies prepare them. Either source is acceptable. This document is not the same as a tax notice or receipt. The Certificate will indicate to us whether there are any delinquent taxes. If they are delinquent, the owner will be required to pay them before we will allow the plat to be recorded.

**MYLARS (plat only)**

Mylars for the subdivision plat should be submitted to your Case Manager in the Planning Department only after all comments have been addressed and you have received an approval from Real Property. If they are submitted to Planning before you receive an OK from Real Property, they will be returned to you without being processed. For site plan mylar information, contact your Case Manager in Planning.

Subdivision Plat Mylar requirements:

**Adams County:**
- 1 set mylars, 18” x 24” in size, 2” margin on left side, ½” on all other sides
- 1 set (to scale) on 24” x 36” sheets of mylars (2 sheets of plat per one 24 x 36” sheet)
3 mil., photo mylars, black line, reverse print.

**Arapahoe County:**
- 2 sets, 24” x 36” in size, 2” margin on the left side, ½” on all other sides,
3 mil., photo mylars, black line, reverse print

**Douglas County:**
- 2 sets, both 24 x 36”, 2” margin on left side, 1” margin all other sides
3 mil., photo mylars, blank line, reverse print.

**Signatures on mylars:**

All parties who sign the plat mylars need to use a permanent, non-fading black pen (ballpoint pen is not acceptable). Use a Sharpie Extra Fine Point Black Permanent Marker or something similar. All of the sets submitted are required to have original signatures. If the corporation has a corporate seal, it should be applied to all sets of the mylars.

The Notary Public must fill out the notary block correctly, sign, and affix their notary seal on all sets of the mylars. For the notary seal either a rubber stamp, crimp, or electronic type is acceptable.

The Surveyor who signs the mylars must be registered in the State of Colorado. They must affix their stamp, sign their name, and date through that stamp on all sets, all sheets. A rubber stamp with permanent ink, crimp, or electronic type seal is acceptable.
COMPACT DISK (CD) REQUIREMENTS

When submitting the final subdivision plats to the City of Aurora, the City also requires that an AutoCAD drawing of the subdivision be e-mailed to the Engineering Services Division for the purpose of adding the subdivision to our GIS data. The AutoCAD drawing file shall be in model space. The entities in the AutoCAD drawing should be placed on the following layers:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Layer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel line work (Right-of-Way, lot lines, subdivision boundaries)</td>
<td>Parcel</td>
</tr>
<tr>
<td>Street centerlines</td>
<td>CL</td>
</tr>
<tr>
<td>Easements (including fire lanes)</td>
<td>Esmt</td>
</tr>
<tr>
<td>Text</td>
<td>Text</td>
</tr>
</tbody>
</table>

All line work shall have a line type of CONTINUOUS, color 7, a width of 0, an elevation of 0, and should not have duplicate line work over one another. All line work shall be lines and arcs, and shall not be PLINES.

The final AutoCAD drawing files and questions should be addressed to:

City of Aurora Public Works Dept.
Attn: Lori Ranshaw
e-mail: lranshaw@auroragov.org
Phone: 303-739-7322
15151 E. Alameda. Parkway
Aurora, Colorado 80012.

SITE PLAN AND CONTEXTUAL SITE PLAN SUBMITTAL REQUIREMENTS
(Real Property Only)

General Information:
The site plan is mainly a Planning Dept. document, but Real Property will review this document for a few items. Some of the items which must appear on the site plan will also appear on the plat. Both documents should be consistent with one another (i.e. easements lines and labels should match, plat boundary data should match, etc.) The Site Plan Checklist is the key to the preparation of the site plan and meeting your deadlines. All the checklists and processes referred to in this booklet are available through Real Property in Room 3218, 15151 E. Alameda Ave. or on the City’s web site at www.auroragov.org [Click on Departments, then Public Works, and finally Real Property Services].

In order to abide by the review schedule time frames, Real Property has analyzed its Site Plan Checklist (items that must be on site plan) and broken its review process into the number of reviews established by Planning.

This packet will tell you what items must be on the site plan for each review and when separate documents must be submitted. If you have any questions regarding Real Property issues, it’s your responsibility to call us and get the issues straightened out BEFORE you submit your site plan.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren Akrie</td>
<td>all submittal reviews</td>
</tr>
<tr>
<td>John Dean</td>
<td>building permits, Revocable License, License Agreements</td>
</tr>
<tr>
<td>Maurice Brooks</td>
<td>easement releases and dedications</td>
</tr>
</tbody>
</table>
Real Property offices are open Monday through Friday, 7:00 a.m. to 5:00 p.m. Our phone number is 303-739-7300.

Process for Site Plans (Real Property only)
Follow the steps as outlined in the subdivision review process at the beginning of this packet for site plans also. There are, however, a couple of differences for site plans: A pre-submittal meeting for site plans is NOT required with Real Property and the Planning Dept. will address any mylar issues. The site plans and other related items are broken down by schedules. Your Case Manager in Planning will determine which schedule your project will be on.

Schedule 1
MINOR SITE PLANS AND CMRS TOWER SITES
FIRST SUBMITTAL - (TWO REVIEW PROCESS)
These items must be on your first submittal and comply with the language and specifications given in the Site Plan Checklist. These items must match those shown on the plat, if a plat is also being submitted for review at this time or in the near future.*

- Title block
- Legal description*
- Lot lines (if only one lot being developed) or plat boundary, bearings & distances*
- All proposed and existing easements* (not being released)
- All building footprints
- Any structure within 10 feet of an easement must show a distance
- North arrow, bar and ratio scale
- All proposed or existing streets and alleys and their names*
- Any proposed or existing retaining walls, gates, medians, monument signs, fences, and other encroachments
- Appropriate notes
- Submit all required easement dedications to Real Property when you make your first submittal to Planning
- Submit all required easement releases to Real Property when you make your first submittal to Planning
- Submit a complete Revocable License or License Agreement application to Real Property when you make your first submittal to Planning.

What will get your site plan rejected after the first review:
1. If the information shown on the submittal does not conform to the most current Site Plan Checklist.
2. Language in notes doesn’t match what is given in the Site Plan Checklist.
3. If the site plan data and plat data are not consistent with one another.

Schedule 1
MINOR SITE PLANS AND CMRS TOWER SITES
SECOND AND FINAL SUBMITTAL - (TWO REVIEW PROCESS)
- All items listed under the first submittal requirements must also be on the second submittal.
- All comments made by Real Property on the first review must be addressed. If you didn’t understand a comment it’s your responsibility to call and get the question resolved before you make your second submittal.
- Easement dedications, releases, License Agreements, and Revocable Licenses must be complete and ready to record.
What will get your submittal rejected after the second review:
1. Failure to have the above items addressed or submitted.
2. If significant changes were made from the first submittal with regard to format or layout (i.e. lot design, street layout, use of property, etc.)

Schedule 2
MAJOR SITE PLANS, CONTEXTUAL SITE PLANS, AMENDMENTS, AND REDEVELOPMENT PLANS

FIRST SUBMITTAL - (THREE REVIEW PROCESS)
These items must be on your first submittal and comply with the language and specifications given in the Site Plan Checklist. These items must match those shown on the plat, if a plat is also being submitted for review at this time or in the near future.*

_____ Title block
_____ Legal description*
_____ Lot lines (if only one lot being developed) or plat boundary, bearings and distances*
_____ All proposed and existing easements* (not being released)
_____ All building footprints
_____ Any structure within 10 feet of an easement must show a distance
_____ North arrow, bar and ratio scale
_____ All proposed or existing streets and alleys and their names*
_____ Any proposed or existing retaining walls, monument signs, medians, gates, fences, and other encroachments.
_____ Appropriate notes

What will get your site plan rejected after the first review:
1. If the information shown on the submittal does not conform to the most current Site Plan Checklist.
2. Language in notes doesn’t match what is given in the Site Plan Checklist.

Schedule 2
MAJOR SITE PLANS, CONTEXTUAL SITE PLANS, AMENDMENTS, AND REDEVELOPMENT PLANS

SECOND SUBMITTAL - (THREE REVIEW PROCESS)
_____ All items listed under the first submittal requirements must also be on the second submittal.
_____ All comments made by Real Property on the first review must be addressed. If you didn’t understand a comment, it was your responsibility to call and get the question resolved before you made your second submittal.
_____ Submit all required easement dedications to Real Property by this time.
_____ Submit all required easement releases to Real Property by this time.
_____ Submit a completed Revocable License or License Agreement application to Real Property.

What will get your submittal rejected after the second submittal:
1. Failure to have the above items addressed or submitted.
2. If significant changes were made from the first submittal with regard to format or layout (i.e. lot design, street layout, use of property, etc.)
Schedule 2
MAJOR SITE PLANS, CONTEXTUAL SITE PLANS, AND AMENDMENTS

THIRD and FINAL SUBMITTAL - (THREE REVIEW PROCESS)
This will be the last review for the site plan in the Enhanced Review Process. If the site plan is not
in acceptable shape at this point Real Property will not recommend approval of the site plan to the
Planning Commission. Subsequent reviews will continue but you will no longer be part of the
Enhanced Review Process. Additional fees and costs may be assessed to the developer if the site
plan is not ready for Planning Commission at the end of the three-review process.

By the third submittal the following items must be addressed and/or completed.
_____ Site plan must be ready to record
_____ Civils must be near completion or completed
_____ All items required on the Site Plan Checklist must be completed and conform to
the language and specifications in that Checklist.
_____ Easement releases, dedications, License Agreements, and Revocable Licenses must be
completed and ready to record
_____ All comments made by Real Property from the second submittal must be
addressed.

What will get the third submittal rejected:
1. Failure to have the above items addressed and/or submitted.
2. If significant changes were made from the second submittal with regard to format or layout (i.e.
   lot design, street layout, use of property, etc.)

Schedule 3 and 3X
ZONINGS AND FDP’S

FIRST SUBMITTAL - (FOUR REVIEW PROCESS)
Real Property does not have a lot of requirements for zonings or FDP’s. The only thing
we review are the legal descriptions.

ZONINGS
_____ Submit a legal description for the piece being zoned or rezoned on a piece of plain-white
paper, 8 ½” x 11” in size. Once approved, email the legal description to your Case
Manager in Planning in a Word format.

FDP’s
_____ Submit a legal description for the parcel on a piece of plain white paper 8 ½” x 11” in size.
Once approved, email the legal description to your Case Manager in Planning in a Word
format.
_____ FDP drawings must contain enough information that we can ascertain where parcel
described in legal description is on your plans. If applicable, include the following:
   section lines
   section numbers
   township and ranges
   major streets
What will get your submittal rejected:
1. If the information shown on the submittal does not contain the information given above.
2. If significant changes were made from the previous submittal with regard to format or layout (i.e. lot design, street layout, use of property, etc.)

Schedule 3 and 3X
ZONINGS AND FDP’S

SECOND AND FINAL REVIEW - (FOUR REVIEW PROCESS)
Even though this is a four-review process, we require so little; you should have everything completed for Real Property by the second review.

_____ All items listed under first submittal requirements must also be on the second submittal.
_____ All comments made by Real Property on the first review must be addressed.

What will get the second submittal rejected:
1. Failure to have the above items addressed and/or submitted.
2. If significant changes were made from the previous submittal with regard to format or layout (i.e. lot design, street layout, use of property, etc.)

EASEMENT DEDICATIONS
You may need to dedicate easements off-site of the parcel being platted. Off-site easements are dedicated to the City by separate legal documents. These types of easement dedications take four to six weeks to complete* once Real Property receives what we need. A surveyor registered in the State of Colorado must prepare, stamp, and sign the legal descriptions and exhibits for these separate documents using the specifications given in the Easement Dedication Packet. The packet is available through Real Property in Room 3218 or online at: www.auroragov.org [click on Departments, then Public Works, and then Real Property Services]. Contact Maurice Brooks in Real Property (303-739-7300) for specific questions. Refer to the submittal requirements given earlier in this packet to determine when the documents should be submitted to Real Property.

If easements are required on the site and you are also preparing a new plat, those easements must be dedicated via the new plat. They should not be done by separate document. If a new plat is not being submitted, the easements will be dedicated to the City by separate document similar to offsite easements.

*Complete means they have been reviewed, the legal documents have been prepared, document has been signed by the owner and notarized, returned to Real Property and accepted, and ready to record.

EASEMENT RELEASES
If there are existing easements on the site plan which are no longer needed, the City will require you to release those easements so the parcel does not become encumbered with obsolete easements. Specifications for easement releases are outlined in the Easement Packet available through Real Property and on-line at: www.auroragov.org [click on Departments, then Public Works, and then Real Property Services]. Contact Maurice Brooks in Real Property (303-739-7300) for specific questions. Your easement release submittal must be prepared to the specifications in that packet. Check your subdivision plat and site plan submittal checklists to determine when the documents should be submitted to Real Property. If existing easements are going to be released, do not show them on them plat.
Easements can only be released by a separate legal document and cannot be released by doing a new plat. Easement releases take about 6 weeks to complete.

**REVOCABLE LICENSES AND LICENSE AGREEMENTS**

One of the comments made during the review of the site plan may indicate there are encroachments into City easements or rights-of-way. Some types of encroachments are acceptable with a Revocable License (i.e., medians, patterned concrete, retaining walls, fences, gates, monument signs, etc.) Not any portion of a structure (i.e., roof overhang, bay windows, footings, foundation, porch, covered patio, stairs, etc.) is allowed to encroach into any easement or fire lane. If an acceptable encroachment is noted, a Revocable License will be required before the plat or site plan gets final approval. A Revocable License takes one to two weeks to complete once Real Property has what they need, so plan accordingly. Contact Jeff Hanna (303-739-7300) in Real Property for submittal requirements.

A License Agreement is required when there are acceptable encroachments on city owned property. A License Agreement takes four to six weeks to complete once Real Property has what they need. The plat or site plan will not get final approval until the License Agreement is completed. Contact Jeff Hanna (303-739-7300) in Real Property for submittal requirements.

It is the applicant’s responsibility to identify all encroachments on their site plan and on their application to Real Property for a Revocable License or License Agreement. If all encroachments are not covered in the Revocable or License and it is completed and recorded, the owner will be required to apply for another Revocable or License, thus delaying any building permits.

Instruction packets for Revocable Licenses and License Agreements are available in the Real Property office or on-line at [www.auroragov.org](http://www.auroragov.org) (click on Departments, then Public Works, and finally Real Property Services).