



**Real Property Services Division
2020 SUBDIVISION PLAT CHECKLIST**

Created primarily for the use of Surveyors, CAD operators, and technical support staff for the preparation of subdivision plats.

INTRODUCTION:

Subdivision plats should be prepared using the requirements as outlined in the most current checklist. We update the checklist at the beginning of every year and your plat must conform to the requirements for the year in which the plat was first submitted. Changes from last year's checklist as indicated with the word 'NEW' in the margin. Use the date at the top of this sheet to determine if you have the most current checklist. A current checklist may be obtained from our office or by going to the City's web site at www.auroragov.org/business_services/development_center/tools_and_resources/real_property. The numbers on the checklist correspond to numbered areas on the sample plat as shown on the web site.

In addition, we also have a checklist for site plans and packets explaining how to do license agreements; revocable licenses; and easement dedications and releases. These packets cover Real Property requirements only and are in addition to what is required by any other City department. All the packets and checklists are available on line at the above web address.

You will be making various submittals to the Planning Dept. for staff review. If your submittal does not comply with these checklists or packets, you will receive comments from the Planning Dept. or Real Property listing deficient items. If your submittal does not address comments made, it may be rejected without complete review. Building permits, plat, and site plan recordings, etc. could be delayed and additional fees could be charged.

All subdivision plats require a pre-submittal meeting with Real Property before making formal submittal to the Planning Dept. for a first review by staff. Call Darren Akrie at 303-739-7300 for an appointment. These pre-submittal meetings be done on a drop-in basis.

City of Aurora
Real Property Services
15151 E. Alameda Parkway, Suite 3218
Aurora, CO 80012

SUBDIVISION PLAT CHECKLIST

1. PLAT SHEET SIZE: All sheets shall be the same size. (These are City of Aurora requirements.)

Arapahoe County - 24" x 36" sheets with 2" margin on left, and 1/2" margins on all other sides.

Douglas County - 24" x 36" sheets with 2" margin on left, and 1" on all other sides.

Adams County - 18" x 24" sheets with 2" margin on left, and 1/2" margins on all other sides.

Number each sheet consecutively somewhere on the sheet.

2. TITLE BLOCK: Place at the top of each sheet, centered.

1st line- (Example) Window Rock Village Center North Subdivision Filing No.1*

2nd line- (Example) A resubdivision of Lots 28 and 29, and a part of Lots 37, 38, and 39, Block 9, and a part of Tract N, Window Rock Ranch Subdivision;

3rd line- (Example) Situated in the SE ¼, Section 24, T55, R66W, 6th P.M.;

4th line- (Example) City of Aurora, County of Arapahoe, State of Colorado

The 2nd line is only needed if it's a resubdivision. Change the information in all example lines to fit your plat.

*Make sure you include the words ...Subdivision Filing No. __ (check with the County to see what the next filing number will be).

3. VICINITY MAP: Put on Sheet 1.

The vicinity map must show the outline of the property being subdivided and its relationship to existing street rights-of-way within a ½ mile. Include a north arrow and distance ratio. If not to scale, add a label stating "NTS".

If you have more than 3 sheets of graphic (exclude Sheet 1), create a key map showing what areas of the overall parcel are on which sheets.

4. DEDICATION LANGUAGE PRECEDING LAND DESCRIPTION: Put on Sheet 1.

Above the land description, begin with this statement:

Know all people by these presents that the undersigned warrant (he is, she is, it is, they are) the (owner/s) of a parcel of land situated in ... more particularly described as follows:

The rest of the sentence should match the information given in 2nd through 4th lines of the title block. The areas underlined should be modified to fit your plat.

5. LAND DESCRIPTION: Put on sheet 1.

The land description starts with the statement in item 4. Continue with a metes and bounds description of the property being subdivided. The body of the land description must:

- a. Contain a description which Commences or Begins at a section corner, aliquot corner, or other suitable control corner.
- b. Be a metes and bounds description of the exterior boundaries (no plus or minus distances will be accepted). Distances must be given to the nearest hundredth of a foot.
- c. Show all curved boundaries by using a delta, radius, and arc length. If the curve is non-tangent, add the radial bearing or chord bearing and chord distance.
- d. Have an accuracy of 1 ft. in 10,000 ft. prior to adjustments.
- e. Show the area in both square feet and acres to the nearest one hundredth of an acre (.01) and the words "**more or less**". If exceptions are shown in the land description, identify the gross and net square footage and acreage.

6. DEDICATORY LANGUAGE FOLLOWING LAND DESCRIPTION: Put on Sheet 1.

At the end of the land description, add:

Have laid out, platted, and subdivided the same into lots, blocks, and tracts as shown on this plat under the name and style of *Window Rock Village Center North Subdivision Filing No.1, and by these presents do hereby dedicate to the City of Aurora, Colorado, for the perpetual use of the public, the streets, (and) easements, **and Tracts A and B** as shown hereon and not previously dedicated to the public.**

The areas underlined should be modified grammatically to fit your plat. *Make sure the subdivision plat name in this area matches the title block at the top of the sheet. **Only list tracts being dedicated to the City.

7. COVENANTS: Put on Sheet 1.

Begin with this sentence: (*Must be on all plats*) **The undersigned owner(s), for themselves, their heirs, successors and assigns, covenant and agree with the City of Aurora;**

(Must be on all plats) No structure constructed on any portion of the platted land shown herein shall be occupied or used unless and until all public improvements, as defined by Chapter 146 of the City Code of Aurora, Colorado, are in place and accepted by the City or cash funds or other security for the same are escrowed with the City of Aurora and a Certificate of Occupancy has been issued by the City;

(If half of the street abutting the property being subdivided is required by Engineering to be improved, add this sentence next. (Modify the underlined portion to fit your plat.): **The North 1/2 of Spruce Trail Ave.** abutting the property shall be included as a public improvement for this subdivision and will be improved by the owner to City of Aurora specifications;

(continue on with...)

(Must be on all plats) All electrical, community utility lines and services, and street lighting circuits, except as provided in Section 126-505 of the City Code as the same may be amended from time to time, shall be installed underground;

(Must be on all plats) All crossings or encroachments, including but not limited, to private landscape irrigation systems, underdrains, or private utilities into easements owned by the City of Aurora are acknowledged by the undersigned as being subject to the City of Aurora's use and occupancy of said easements and rights-of-way. The undersigned, their successors and assigns, hereby agree to indemnify and hold harmless the City of Aurora for any loss, damage, or repair to private landscape irrigation systems, underdrains, or private utilities that may result from the City of Aurora's use and occupancy or exercise of its rights in said easements and rights of way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said private landscape irrigation systems, underdrains, private detention pond and drainage features, or private utilities upon request from the City of Aurora and at no expense to the City of Aurora.

8. SIGNATURE BLOCKS: Put on Sheet 1.

Using title work (not over 120 days old), create signature blocks for the **owner** (shown as fee simple interest in the title work); **contract purchaser** (shown as the proposed insured in the title work); and the **mortgage holder** (any entity having a Deed of Trust shown in Schedule B of the title work). Add notary blocks for all owners and contract purchasers. These signatures must be notarized.

The owner, contract purchaser, and mortgage holder names must appear exactly as they are shown in the title work (i.e. The Bryan Companies, LLC, a Colorado limited liability company).

If there is a mortgage holder, add the following sentence above their signature block. The mortgage holder signatures do not need to be notarized.

The undersigned as mortgage holders on part or all of the hereon shown real property, do hereby agree and consent to the platting of said property as shown hereon.

permanent ink; crimp; or electronic types are acceptable) to each sheet of the subdivision plat mylars; then sign (if manual signature is used) and date through the seal. The surveyor may also add this paragraph:

According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

12. NOTES: Put on Sheet 1.

- a. Every subdivision plat must have the following notes (a and b):

Right-of-way for ingress and egress for service and emergency vehicles is granted over, across, on, and through any and all private roads, ways, and fire lanes now or hereafter established on the described property. The same are hereby designated as fire lanes and emergency and service vehicle roads, and shall be posted "No Parking - Fire Lane".

- b. **Basis of Bearings Statement** - The statement may be based on recorded survey, grid, or assumed methods.

- c. For all plats having any easements, add:

The easement area within each lot is to be continuously maintained by the owner of the lot or tract excepting the City of Aurora from such responsibility. Any structures inconsistent with the use granted in the easement are prohibited.

- d. For any plat that has a Sidewalk Easement, add:

Non-exclusive sidewalk easements are hereby granted to the City of Aurora for the purpose of maintaining, reconstructing, controlling and using such sidewalks together with the right of ingress and egress, provided the City shall not interfere with any other structures or improvements.

- e. When tracts of land are granted to the City of Aurora for any purpose, add:

Tract A is granted to the City of Aurora for public land purposes and will be constructed by the developer to City of Aurora specifications. Tract B is granted to the City of Aurora for utility and drainage purposes and will be constructed by the developer to City of Aurora specifications. (Change the underlined areas to fit your plat. In these areas, you want to specify the use of the tracts being dedicated to the City. If the tract is being dedicated to the City for parks or open space, use 'public land' purposes.) For light rail dedications to the City, the note should read: Tract A is granted to the City of Aurora for light rail transit purposes.

All tracts must be identified alphabetically beginning with the letter "A" and show their square footage or acreage. If private tracts are created on the subdivision plat, the following note needs to be added:

Tracts A, B, C, and D are to be privately owned and maintained. (These tracts are owned by someone other than the City of Aurora. Change the underlined areas to fit your plat. Do not indicate what these tracts are to be used for or who the owner will be. You can't dedicate a tract to anyone, other than the City, via your plat.)

- f. For any plat with a regional trail:

This easement is for regional trails only and will be required by the Parks Department. The easement should be shown with dashed lines, annotated, and tied out. It should be labeled as a 'Trail Easement' and the following note should be added to Sheet 1:

Non-exclusive trail easements are hereby granted to the City of Aurora for the purpose of maintaining, reconstructing, and using such trails together with the right of ingress and egress, provided the City shall not interfere with any other structures or improvements.

- g. For any plat that has a proposed or existing 6' Gas Easement add:

The easements hereon shown and labeled 6' Gas Easement are for the exclusive use as gas easements; except other utilities, service walks, and driveways may cross said easements at substantially right angles.

- h. For any plat with land abutting certain types of streets, add:

All owners of lots adjacent to (*insert names of any arterial, collector, and continuous Type 1 local streets here*) shall be required to comply with requirements of the Aurora City Code restricting the ability to build a fence along those streets or the types and sizes of fences that can be built along those streets.

- i. A statement defining the lineal units used shall be added. It is limited to U.S. survey feet. Any conversion factor must also be stated.
- j. A statement indicating the source used for research of easements and rights-of-way must be shown.
- k. A statement indicating any conflicting boundary evidence (if any) must be shown.
- l. If the parcel being platted is within an airport influence district (check with your Case Mgr. in Planning to determine that) add the following note:

The owners or occupants of the lands herein described shall have no right or cause of action, either in law or in equity, for damages or injury to any person or property arising out of or resulting directly or indirectly, from the overflight of aircraft, or for damages or injury to any person or property resulting from any noise, nuisance, vibrations of any kind or description resulting, directly or indirectly, from aircraft overflights provided, that nothing contained in the foregoing easement shall divest the owners or occupants, their heirs, successors administrators or assigns, of any right or cause of action for damages to any person or property resulting from the negligent operation of aircraft overflights over the described premises at any altitude above ground level.

13. GRAPHIC REPRESENTATION: If there's room, the graphic can be on Sheet 1. If not, subsequent sheets must be used.

- a. The **text size** must be at least 0.10" or larger (No.100 Leroy template).
- b. Both a **bar and ratio scale** must appear on each sheet and can be no less than 1" = 100'.
- c. A **north arrow** shall be shown on each sheet.
- d. **Subdivision Boundary Monumentation (general):** Minimum standards for monuments must conform to the Colorado Revised Statutes 2017, Monumentation of Subdivisions (38-51-105).
 - (1) Monuments must be set on the subdivision boundary at each angle or curve change. Show linear and angular dimensions between the monuments on the graphic.
 - (2) If the boundary is a curve, show the delta, radius, and arc length. Additionally, if the curve is non-tangent, show the radial bearing or the chord bearing with the chord distance. Data can be shown on the graphic or using tables.
 - (3) Monuments must be set no more than 1400' apart along any straight boundary line.
 - (4) Monuments should be reasonably permanent and solidly embedded in the ground. A durable cap bearing the license number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument. Monuments for any section corner, quarter section corner, one-sixteenth section corner shall be metallic with a minimum outside diameter of $\frac{3}{4}$ inch, a minimum length of 30 inches, with a two-inch minimum diameter durable metallic cap, as defined in Section 6.4.1 of the Bylaws, Rules, and Policies of the State Board of Professional Land Surveyors (*Effective 3/17/17*).
 - (5) On the graphic, you must show as-measured angles and distances if they differ from recorded information.

- (6) Show a tie-out distance and bearing to the exterior boundary of the subdivision from at least two control corners (i.e., section corners, aliquot corners, existing plat boundary corner, existing lot corner, or a monument box in centerline of abutting street right-of-way, etc.).
- (7) The linear and angular dimensions shown on the graphic must match those in the land description given on sheet 1.
- (8) All subdivision boundaries must be heavy, solid lines.
- (9) Do not show existing underlying subdivision names, lot lines, or lot and block designations.
- (10) Label the Point of Beginning and Point of Commencement.

e. Boundary Monumentation Within Traffic Areas and Street Right-of-Way Centerline Monumentation: If a subdivision boundary corner falls within dedicated street right-of-way, the monument shall be placed 6" below the surface of the pavement in a monument box. The top of the box shall be set flush with the surface of the pavement. (These are minimum requirements.)

f. Interior Street Right-of-way Centerline must be monumented and the monumentation must be as follows:

-All street right-of-way intersections

-All cul-de-sac radius points

-P.C.'s, P.T.'s, P.R.C.'s, P.C.C.'s, P.O.C.'s or P.O.T.'s (line of sight for centerline monuments must be wholly contained within the street right-of-way)

-Other points as may be determined by the City Engineer or designee

In the event monuments cannot be set and retained because of existing or proposed physical features, reference monuments shall be set and shown. In addition to the surveyor's registration number, the letters "RM" or "WC" shall be affixed to the monument. The monuments shall be located (with linear and angular dimensions) and described on the subdivision plat. If you have this situation, also add the following note in the Legend: **Monument boxes with rebar (*provide length and size of rebar and cap size*) with cap bearing the registration number of the responsible surveyor, to be set after construction is completed per Sec. 147-47 Aurora City Code and per Sec. 38-51-105 (9)(a) & (b) Colorado Revised Statutes 2017.**

14. ABUTTING PROPERTIES

On all sides of the new plat show adjoining or departing lot lines; size and type of abutting or

departing easements (City owned or private); lot numbers, block numbers, and subdivision plat names with filing numbers. If the abutting property is unplatted, label it "Unplatted".

If the abutting property is street right-of-way or alley (existing or proposed), show abutting right-of-way lines, widths, and recording information which created the street or alley. You also need to show public or private streets that line up across the abutting streets or easements (proposed or existing). Show the street names.

Label all abutting city limits lines, counties, townships, and ranges.

15. LEGEND

A legend shall be provided to identify any symbols or abbreviations used. Show all control corners, section corners and aliquot corners. Indicate whether they were found or set and a physical description of the monument. Monuments must be upgraded as required by Section 6.4.1 of the Bylaws, Rules, and Policies of the State Board of Professional Land Surveyors (*Effective 3/17/17*).

16. ADDITIONAL INFORMATION FOR GRAPHIC:

a. Streets and Alleys (within new plat)

Show all public street rights-of-way (ROW), alleys, and their widths and street names. If the ROW varies, you can either show the dimensions in various areas or "ROW varies". If the ROW or alley exists, show the recording information that created it. Do not dedicate public rights-of-way as tracts. Do not show street names, if streets will be private (owned by someone other than the City). If roads are private, they need to be shown as tracts and dedicated to the City as 'access, utility, and fire lane easements' (typically).

b. Easements

Show all proposed and existing easements within the plat with dashed lines; bearings, distances, and curve data; and tied out to a lot or tract line, or corner in the plat. If an easement line crosses a lot or tract line, break the overall distance for the easement line into two distances, one on each side of the lot or tract line. If easements are existing, show the recording information and who they belong to (if they are not City easements). If existing easements are going to be released, do not show them. The release will be recorded prior to recording the new plat. Existing easements cannot be released by plat. That must be done by separate document. Contact a Real Property Specialist in Real Property for requirements on releases or go to our web site and review our Easement Release Packet (www.auroragov.org/business_services/development_center/tools_and_resources/real_property). Only easements being dedicated to the City can be created by the plat.

Add tic marks on all easement lines or centerlines whenever the bearing changes.

If street ROW is classified as Local Type 1, 2, or 3, show a 6' Gas Easement abutting the street ROW. If street ROW is a Local Type 2 Alternate show a 4' Utility Easement with an abutting 6' Gas Easement.

Typically, on single-family detached lots, show rear lot easements as 8' Utility Easements and 5' Utility Easements on side lot lines at the end of each block. On plats other than single-family detached, there should be a 10' Utility Easement around the perimeter of each lot. Here are some other types of easements which may be required:

Fire Lane Easement (on most commercial sites as required by Life Safety)

Fire Lane and Utility Easements (combination easement)

Emergency Vehicle and Utility Easement (utilized mainly in mini-storage sites)

Utility Easement (storm sewer, sanitary sewer, water, **fire hydrants, water meters**, etc.)

Drainage Easement (for above ground drainage channels, swales, etc.)

Sidewalk Easement (City maintained walks/handicap ramps on privately-owned property)

Access Easement (when vehicular access is required to lots from publicly dedicated ROW)

Trail Easement (trails required by the Parks Department for regional trails)

Corridors – If easements are to be located within tracts being dedicated to the City, show them as you would show any easement (dashed lines, annotated, tie out). Instead of labeling them as easements, label them as ‘corridors’ (i.e. gas corridor; utility corridor; fire lane corridor, etc.).

c. Lot and Block Designations

All lots and blocks shall be labeled consecutively and sequentially beginning with 1. The layout of the blocks shall conform to the criteria outlined in State surveying regulations.

Within each lot indicate the square footage of that lot.

17. OFFSITE EASEMENT OR RIGHT-OF-WAY DEDICATIONS

If the City requires offsite easements or rights-of-way dedications, show about an inch of their alignment. Label the easement as to size and type, the width of the street right-of-way, and street name. Label these offsite dedications as: **Dedicated by Separate Document**. Dedication documents for offsite easements or rights-of-way labeled in this manner will be required to be complete and ready to record before the plat will be recorded. There is a packet on how to prepare offsite easement dedications, go to www.auroragov.org/business_services/development_center/tools_and_resources/real_property and look for the Easement Dedication packet. You may also contact a Real Property Specialist in Real Property Services at 303-739-7300 if you have questions.

18. RIGHT-OF-WAY DEDICATIONS

If less than one-half (1/2) of a street right-of-way is being dedicated to the City via the plat, label it "**Dedicated to the City of Aurora as Street Right-of-Way _____ sq. feet**"

All required rights-of-way for acceleration/deceleration lanes, additional street widths, and lot corner radii shall have the appropriate linear, angular, and curve data shown.

Lots within the plat must have direct or indirect access to a dedicated public street. This can be accomplished by dedicating an Access Easement or street right-of-way to the City.

19. OTHER REQUIRED DOCUMENTS: The following items must be submitted no later than your second submittal of the plat to the Planning Department:

- a. If any land (ROW, tract, lot corner radius, etc.) is being dedicated to the City by plat or separate document, a current Certificate of Taxes Due prepared by the County Treasurer's Office (and some title companies) is required. A Tax Receipt or Statement is not acceptable.
- b. Every plat requires a Title Commitment or title policy, current within 120 days of the approval date of this plat. It may be necessary to update the Commitment, if the project exceeds expected time frames for approval. The legal description in the title work must match the legal description of the new plat. Items within the schedules of the title work should relate only to the area being platted.
- c. If the subdivision plat requires an easement release or off-site dedication, submit the required items directly to a Real Property Specialist in Real Property (call 303-739-7300 for submittal requirements or see the packet on our web site www.auroragov.org/business_services/development_center/tools_and_resources/real_property). If existing easements are no longer needed, they must be released. These releases and dedications can be reviewed concurrently with the plat. These documents must be complete and ready to record before we record the plat.
- d. On all plats submit a closure sheet for the plat boundary, indicating it closes within the required limits.
- e. On all plats, submit copies of all State Monument Records for the aliquot corners used or map book pages if the grid system is used.

20. PLAT MYLARS: Do not submit mylars until all comments have been addressed and you've cleared it with your Case Manager in Planning and Real Property. The title work must be no older than 120 days when you submit your mylars to Planning. If it's not current, you'll need to update it. **Mylars must to be submitted to your Case Manager and be 3 mil. (minimum) reverse black line.**

Adams County

1 set of 18" x 24" sheets of mylar.

2" on left margin and ½" margins on all the other sides.

Arapahoe County

1 set of mylars, 24" x 36", 2" margin on left, ½" margin on all other sides

Douglas County

1 set of mylars 24" x 36", 2" margin on left side and 1" on all other sides

The owners, contract purchasers, mortgage holders, and notaries, must sign both sets of mylars in black, permanent, non-fading ink. The notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly. The surveyor is required to sign and stamp all sheets per the State Surveying Bylaws.

Digital Submittal Requirements:

When submitting the final subdivision plats to the City of Aurora, the City also requires that an AutoCAD drawing of the subdivision be submitted following this link for the purpose of adding the subdivision to our GIS data. The AutoCAD drawing file shall be in model space.

<https://www.auroragov.org/cms/one.aspx?portalId=1881221&pageId=5540447>