



Subdivision Plat Application Manual

For Subdivision Plats
Revised 8-3-10

City of Aurora

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Click on Departments>Planning Department>Application Forms & Instructions>
Then scroll to the "Procedures & Instructions" section.

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**Prepared by the City of Aurora Planning Department
303-739-7250**

SUBDIVISION PLAT APPLICATION REQUIREMENTS FOR PLANNING

(Note: According to City Code Section 147-11, a subdivision plat shall be required whenever any lot, tract or parcel of land is divided into two (2) or more lots, tracts or parcels, or other divisions of land for the purpose, whether immediate or future, of sale or of building development. Division of agricultural land for other than development purposes does not require a subdivision plat.

- **Completed application form** executed by property owner and applicant. Mark the box for "SUBDIVISION PLAT," or other applicable box, and fill-in the appropriate spaces provided.
 - **Vicinity maps** (on 8-1/2" x 11" paper).
 - **Proof-of-Ownership.** (Two copies of a title policy or commitment dated within 120 days of projected approval date).
 - **Air Rights Covenant and/or Aviation Easement**, if applicable. See Exhibit C5 or C6 under the Airport Related Land Use Restrictions section in this Guidebook.
 - **Application Fee** (made payable to City of Aurora). See the fee schedule, to be issued by assigned case planner/manager.
 - **Drainage Report** submitted directly to the Public Works Department including execution of application forms by City Engineer prior to submittal to Planning Department. See Exhibit F3 under the Other Land Use Requirements section of this Guidebook for City Code information.
 - **Soil/Site Contamination Assessment Checklist and Certification.** This procedure is required for any applicant dedicating or selling property (e.g., rights-of-way, parks, public land, etc.) to the City of Aurora. See Exhibit D1 under the Environmental Related Requirements section of this Guidebook for the forms.
 - **Unsealed envelopes for referral to interdepartmental and outside agencies** (*see the Customized Application Checklist for the specific number needed*), each enclosed with the following information:
 1. Letter of introduction
 2. Vicinity map
 3. Full-sized copy of the subdivision plat folded to 9" x 12" format
- Note: Multiple application materials may be combined into the same packages.*

Instructions pertaining to preparation of a Subdivision Plat document: The plat needs to be prepared on 24" x 36" sheets if the site is located in Arapahoe County; 18" x

24" if located in Adams County. See the attached Subdivision Checklist of items required from the City Code.

Instructions pertaining to the preparation of the letter of introduction: This letter needs to address the attached criteria for review and approval found in City Code Section 147-12(e).

- Mailing Labels listing addresses for all the adjacent property owners for use in referring out the application packages (need two sets of mailing labels).

OTHER IMPORTANT INFORMATION

- **Applicant notification of adjacent owners**, if required, is not due at the time of formal submittal, but is suggested to be sent out 15 days, however absolutely no later than 10 days, prior to the scheduled Planning Commission public hearing. See the instructions in the Public Hearing Notification section of this Guidebook.
- **A Pre-Submittal Meeting** with the assigned case planner is required a minimum of one week in advance of the desired submittal deadline. The purpose of the meeting is to review the application materials for general content, correct format, and completeness. This will allow time for modifications prior to printing the necessary copies. A subsequent meeting with the assigned case planner is also required to log in the application.

SUBDIVISION PLAT CHECKLIST

(Effective 2/28/2005)

City of Aurora, Colorado - Public Works Department Real Property Services Division

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

INTRODUCTION:

Discard old checklists and adopt the checklist with the most current date for all future plat submittals. We've marked changes from last year's checklist 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. The current checklist may be obtained from our office or by going to the City's web site at www.auroragov.org [click on Department (at top), then Public Works, and then Real Property Services]. The numbers on the checklist correspond to numbered areas on the sample plat as shown on the web site. Changes to the checklist will only be made at the beginning of each new year and your plat must conform to the checklist for the year in which the plat was submitted.

In addition, there is 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 above and beyond what is required by any other City department. All the packets and checklists are available on line at the above web address.

Submittals not complying with these checklists or packets will receive comments from the Planning Dept. or Real Property listing deficient items. If it's obvious your submittal did not address the last comments, the submittal 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. Call Darren Akrie or Maurice Brooks at 303-739-7300 for an appointment. These appointments will be limited to ½ hour and will not be done on a drop-in basis. When attending a pre-submittal meeting, the person who is responsible for preparing the plat and the project manager should attend. You must bring two full-size copies of the subdivision plat, prepared using this Subdivision Plat Checklist.

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.

Arapahoe and Douglas Counties - 24" x 36" sheets with a 2" margin on the left side and 1/2" margins on all other sides for Arapahoe County and 1" borders on all sides for Douglas County

Adams County - 18" x 24" sheets with 1/2" margins on all 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 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, she, it, they) (is, 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, 3rd and 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 1ft. 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, 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 for public land purposes 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. In this area all tracts coming to the City will be dedicated 'for public land purposes'.

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 147, 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 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 138-105 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 by 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 hereby agree to indemnify the City of Aurora for any loss, damage, or repair to City facilities resulting from the installation, operation, or maintenance of said private utilities; and they further agree to hold harmless the City of Aurora, its agents and employees from and against all claims of damages to private utilities arising from the City's use or occupancy of the easements owned by the City of Aurora.**

8. SIGNATURE BLOCKS: Put on Sheet 1.

Using title work (that's 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 a notary block for all owners and contract purchasers. These signatures must be notarized. The mortgage holder signatures do not need to 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 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.

All signatures appearing on the subdivision plat mylar must be in black, indelible ink.

9. CITY OF AURORA APPROVALS: Put on Sheet 1. Begin with the following paragraph:

The foregoing instrument is approved for filing and conveyance of streets, (insert "and" or a ",") easements, and Tracts A and Tract B for public land purposes as shown hereon and is accepted by the City of Aurora, Colorado, this _____ day of _____, 20__ AD, subject to the condition the City shall undertake maintenance of any such streets and Tracts A and B only after construction has been completed by the subdivider to City of Aurora specifications. (The underlined areas should be changed or omitted depending on your plat. List only Tracts being dedicated to the City. In this area all tracts coming to the City will be 'for public land purposes').

On Sheet 1, add signature and date lines for:

- City Attorney
- Public Works Director
- Planning Director

10. CLERK AND RECORDER'S CERTIFICATE: Put on Sheet 1.

Accepted for filing in the office of the County Clerk and Recorder of _____ County, Colorado on this _____ day of _____ 20 _____ AD at _____ o'clock __ m.

_____	_____
County Clerk and Recorder	Deputy

*Book No.: _____

*Page No.: _____ For Arapahoe and Douglas Counties

Reception No.: _____

*For Adams County only, change "Book No." to File _____ and "Page No." to Map _____

11. SURVEYOR'S CERTIFICATE: Put on Sheet 1: Begin with this paragraph:

I hereby certify I was in responsible charge of the survey work used in the preparation of this plat; the positions of the platted points shown hereon have an accuracy of not less than one (1) foot in ten thousand (10,000) feet prior to adjustments; and all boundary monuments and control corners shown hereon were in place as described on (insert date of survey).

A Professional Land Surveyor licensed in the State of Colorado shall apply their seal to the mylar of the subdivision plat; then sign and date through the seal. The surveyor may also add this paragraph if they wish:

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** (or it can be placed at the beginning of the legal description)

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 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.)**

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 are tracts owned by anyone 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 all single-family detached subdivision plats add the following note:

All lots within this plat are subject to development standards as adopted by the Aurora City Council in Ordinances 96-74 and 96-75.

- 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. 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.

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):

(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. If the curve is non-tangent, in addition, 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 not more than 1400' apart along any straight boundary line.

(4) The minimum dimensions for monuments (outside of the street rights-of-way) are 24" in length and 5/8" in diameter. A durable cap bearing the registration number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument.

(5) If you use as-measured angles and distances on the graphic and land description and they're different from recorded information, show the recorded information in parenthesis on the graphic only.

(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 (5/8" x 24" rebar, cap and L.S. # stamped on cap) 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.

f. **Interior Street Right-of-way Centerline Monumentation** will 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 24", #5 rebar 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.**

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 and 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 that 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 should be provided to identify any symbols or abbreviations used.

Show all control corners, section corners, and aliquot corners. Indicate whether they were found/set and a physical description of the monument.

16. ADDITIONAL INFORMATION FOR GRAPHIC:

a. Streets and Alleys (within new plat)

Show all public street rights-of-way (ROW), alleys, and their widths. Label the streets with their 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 private, they will need to be created as tracts and dedicated to the City as 'access, utility, and fire lane easements' (typically).

b. Easements

All proposed or existing easements within the new plat shall be shown with dashed lines; show bearings, distances, and curve data; and shall be tied out to a lot or tract line or corner in the new plat. If any 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 exist, show the recording information that created them and who they belong to, if they don't belong to the City. 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 creating a new plat. They must be released by separate legal document. Call Real Property for submittal requirements on releases. You cannot dedicate a new easement on this plat to anyone other than the City.

Add tic marks on 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. Some flexibility with easement requirements is allowed and will be reviewed on a case-by-case basis. Here are some other types of easements that 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 access is required to lots from publicly dedicated ROW)

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

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**. Easements or rights-of-way labeled in this manner will be required to have the specified 'separate document' complete and ready to record before the plat can be recorded.

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 street 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 fee simple parcel (street ROW, tract, park, etc.) is being dedicated to the City by subdivision plat or separate document you must submit a current Certificate of Taxes Due (not a Tax Notice or Tax Receipt). A Certificate of Taxes Due may be obtained from the respective County Treasurer's Office.
- b. With every plat a title commitment, title policy, or Alta commitment, current within 120 days of the approval date of this plat, must be submitted. It may be necessary to update the commitment periodically, if the project exceeds expected time frames for approval.
- c. If the subdivision plat requires an easement release or off-site dedication, submit the required items directly to Maurice Brooks in Real Property (call 303-739-7300 for submittal requirements or see the packet on our web site). If existing easements are no longer being used, 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.

On all plats, submit copies of all State Monument Records for the aliquot corners 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 we have must be no older than 120 days from the proposed approval date of the plat. If it's not current, you'll need to update it. Mylars must be submitted to your Case Manager and be 3 mil. reverse black line.

Adams County

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

1 set (to scale) on 24" x 36" sheets of mylar (2 sheets of plat per mylar)

½" margins on all sides of the mylar.

Arapahoe County

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

Douglas County

2 sets, both 24" x 36", 1" margin on all sides

The owners, contract purchasers, notaries, and surveyor must sign both sets of mylars in black, indelible ink. The surveyor and notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly.



REAL PROPERTY SERVICES SUBMITTAL REQUIREMENTS

for

SUBDIVISION PLATS, SITE PLANS,

and other documents

January 2, 2008

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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 Charlene Southern 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 Charlene Southern 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:

<u>Contact Person</u>	<u>Item</u>
Charlene Southern	Plat and site plan review comments, title work, Certificate of Taxes due, monument records, mylars
Darren Akrie	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 Charlene Southern 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, 2007 the effective date on your title work must be no earlier in the year than February 16, 2007.

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 final plat drawings in mylar form, we require a CD of the FINAL AutoCAD drawing of the submitted plat. The file should be a single drawing and in model space. The entities in the AutoCAD drawing should be placed on the following layers, and are listed in order of precedence.

Entity Layer Name

Subdivision Boundary Bound
Parcel line work (right of way, lot lines)
Parcel Street centerlines CL
Easements (this includes Fire Lanes)

We use the NAD83 coordinate system. When submitting your digital plat we ask that you place the project section corner to the corresponding coordinates in NAD83. Obtain a Horizontal Control Map, or map book of those coordinates from the City of Aurora, Public Works Dept or on-line at:
www.auroragov.org/AuroraGov/Departments/Public_Works/Horizontal_Control.

Take proper precautions to ensure that this does not affect your project data (i.e. make a copy). All line work should have a line type of CONTINUOUS, color of 7, a width of 0, an elevation of 0, and should not have duplicate line work over one another. All line work should be lines and arcs, not PLINES.

If you have any questions please call Charlie Cooper at (303) 739-7314.

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.

<u>Contact Person</u>	<u>Item</u>
Charlene Southern	all submittal reviews
Darren Akrie	building permits, Revocable License, License Agreements
Maurice Brooks	easement releases and dedications

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 Darren Akrie (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 Darren Akrie (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 (click on Departments, then Public Works, and finally Real Property Services).