



## Electronic Recording Checklist

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO  
80012 • 303.739.7217 [planning@auroragov.org](mailto:planning@auroragov.org)

### Applicant Signature Set Checklist

Instructions: The applicant shall confirm that each item listed below has been completed by checking each bullet point or writing not applicable (N/A) and signing and dating the bottom of the form before submitting final plans in PDF form to the Planning Case Manager.

- All required city fees have been paid (verify this with Planning).
- Comments from all departments have been addressed and all changes to the documents have been approved by the affected departments prior to providing the electronic signature set.
- The effective date on the title work and Certificate of Taxes Due is within 30 days of the final city approval of the plan. (Subdivision Plats Only)
- If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk.
- A flattened PDF of the site plan, subdivision plat, or master plan has been submitted to the Planning Case Manager. Files with AutoCAD SHX Text items will not be accepted.
- The surveyor and property owner(s) have signed the cover sheet with an electronic signature. (Subdivision Plat only)
- The notary has filled in the signature block and applied their electronic signature.
- The City of Aurora will no longer accept Mylars to be sent to the county to be recorded. All recordings will now be done electronically. The following are the requirements:
  - Electronic signatures on the PDF
  - A minimum of 300 dots per inch
  - The size needs to be 24" X 36"
  - The PDF is in gray scale
  - Electronic maps must have a physical space on the cover sheet of 3" tall by 7" long to accommodate the recording stamp (For Arapahoe County)
  - Electronic maps must have a physical space of 2" tall by 3" long in the top, left corner to accommodate the recording stamp (for Adams County)

Project Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## Electronic Recording Checklist

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO  
80012 • 303.739.7217 [planning@auroragov.org](mailto:planning@auroragov.org)

### City Section Only - Case Manager Signature Set Checklist

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

All items must be checked as complete before the signature set is accepted to be routed.

- \_\_\_\_\_ Have all the outstanding technical review comments been addressed by all departments?
- \_\_\_\_\_ Have all Planning Director, Planning & Zoning Commission, and/or City Council conditions of approval been satisfied?
- \_\_\_\_\_ Are all AMANDA processes signed off or closed? Is the application in the "Route Mylar" stage?
- \_\_\_\_\_ Match the last review set of plans and ensure all components are consistent with the signature set plans.
- \_\_\_\_\_ Master Plan only - Review the Master Plan Manual Table 1.9 Summary of MP Documents and Formats
- \_\_\_\_\_ Are all fees been paid? (Check AMANDA and refer to the latest review letter).
- \_\_\_\_\_ Has an Avigation Easement been recorded (if applicable)?