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

**MYLAR CHECKLIST**

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

Project Name: ____________________________________________ DA #: __________________________

Applicant Signature: ____________________________________________ Date: __________________________

Phone: ____________________________________________ Email: ____________________________________

Note: This form is also available online: [https://www.auroragov.org/CityHall/FormsAndApplications/Development/index.htm](https://www.auroragov.org/CityHall/FormsAndApplications/Development/index.htm)