



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250

Worth Discovering • [auroragov.org](http://auroragov.org)

August 1, 2022

Don Provost  
GVP Windler, LLC  
5750 DTC Parkway Suite 210  
Greenwood Village, CO 80111

**Re: Third Submission Review – Gun Club at Windler Street Vacation**  
Application Number: **DA 1707 17**  
Case Numbers: **2022 8003 00**

Dear Mr. Provost:

Thank you for your second submission, which we started to process on Monday, July 18, 2022. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

A few important issues remain regarding Real Property, you will need to make another submission directly through real property. Once all outstanding items are complete the street vacation will need mylar recordation.

Your City Council public hearing date is Monday, August 8, 2022. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained. The City Council meeting is hybrid but in-person is encouraged.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,  


Ariana Muca, PLA  
Planner I

cc: Eli Donaldson - Olsson 1525 Raleigh Street Ste 400 Denver, CO 80204  
Ariana Muca, Case Manager  
Scott Campbell, Neighborhood Services  
Cesarina Dancy, ODA  
Filed: K:\SDA\1707-17rev3.rtf



## *Third Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

The street vacation is good to go. The Utility easement should be uploaded to the [Dedicationproperty@auroragov.org](mailto:Dedicationproperty@auroragov.org) email for review. If this has already started, then you should be contacted either for your next steps corrections or some other concerns.

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Community Questions, Comments and Concerns**

1A. None at this time.

#### **2. Completeness and Clarity of the Application**

2A. No further comments.

#### **3. Architectural and Urban Design Issues**

3A. No further comments.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **4. Real Property (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)**

4A. The street vacation is good to go. The Utility easement should be uploaded to the [Dedicationproperty@auroragov.org](mailto:Dedicationproperty@auroragov.org) email for review. If this has already started, then you should be contacted either for your next steps corrections or some other concerns.

#### **5. Civil Engineering (Kristin Tanabe / 303-739-7306 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / Comments in green)**

5A. No further comments.

#### **6. Traffic Engineering (Carl Harline / 303-739-7584/ [charline@auroragov.org](mailto:charline@auroragov.org) / Comments in amber)**

6A. No further comments.

#### **7. Utilities (Casey Ballard / 303-739-7382/ [cballard@auroragov.org](mailto:cballard@auroragov.org) / Comments in red)**

7A. No further comments.

#### **8. Fire / Life Safety (Mike Dean / 303-739-7447 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / Comments in blue)**

8A. No further comments.

#### **9. Adams County**

9A. No new comments.

#### **10. Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

10A. No new comments.



## MYLAR CHECKLIST

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303.739.7420

**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.

- 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.
- Drainage plan approved and civil drawings near completion.
- 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, CSP, subdivision plat, GDP, FDP, etc. have been submitted to the Planning Case Manager. Instructions can be found online:
  - [https://www.auroragov.org/UserFiles/Servers/Server\\_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards\\_11\\_28\\_2016.pdf](https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards_11_28_2016.pdf)
  - Also 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, GDP, FDP, etc. Subdivision plats require submittal of one set 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
  - **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. For plats, one complete set of 24 inch by 36 inch plats

*\*Allow 10 or more business days for Mylar processing*

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

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

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

Note: This form is also available online

Aurora's standards for mylars for recording are as follows:

- Minimum of 4 mm thick,
- Mylars must be 24 x 36 inches for Arapahoe and Douglas counties and 18 x 24 inches for Adams county. Maintain a 1/2 inch border on the top, right and bottom of each sheet.
- For Adams and Arapahoe County, a two-inch border is required on the left hand side of each sheet.
- Photocopy quality black line reverse printed matte finish on top (either a photocopy or a Océ print copy is acceptable)
- Original signatures, with indelible ink pen, fine point (a Pilot or Sanford brand permanent marker fine point pen is acceptable)
- All signatures must be with indelible ink. When required, the surveyor and notaries must also apply their seals with indelible ink.

Please submit one complete set and one extra cover sheet with all of the correct signatures. . Please inspect your mylars before you submit them to the City. Sepia prints, non-photographic or too thin mylars, incorrectly signed or non-notarized plans will be returned for correcting. Incorrectly sized mylars, or any sheets not compliant with these standards will not be accepted.

#### Special instructions for plats:

If you are submitting a plat, make sure the title commitment is no older than 120 days from the proposed approval date of the plat. If it's not current, it will need to have it updated and submit a copy of the update with the mylars.

Both sets cover sheets must be signed in black, indelible ink by the owners, contract purchasers, notaries, and surveyor. The surveyor and notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly.

#### Other requirements

If you are interested in expediting the final mylars, the City Clerk's office requires a licensed, bonded courier and a \$25.00 check to administer/expedite the mylars to Arapahoe County. Several mylar projects are typically bundled together and go to the county on Thursdays. The \$25.00 check and courier ensure this can happen any day of the week and not just a Thursday. I am the person in our office that takes care of the mylar routing, so if you are unable to get in touch with me, please contact him at 303-739-7133 or [wbarrett@auroragov.org](mailto:wbarrett@auroragov.org) for more information on the specifics of expediting the mylars.