

Planning Division

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



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October 8, 2020

Mr. Matt Hengel
Richmond American Homes
4350 S. Monaco St.
Denver, CO 80237

Re: First Technical Review – The Aurora Highlands CSP No. 2 and Plat
Application Number: **DA-2062-06**
Case Numbers: **2019-4010-00; 2019-3029-00**

Dear Mr. Hengel:

Thank you for your submittal, which we started to process on September 21, 2020. We have reviewed your Contextual Site Plan and Plat and the review comments have been addressed except for the completion of easement dedications and releases by separate document. Once these items complete you may send us your final mylar drawings for signature and recording. To ensure proper tracking when you submit your mylar drawings, please use the attached mylar checklist.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7261.

Sincerely,

Debbie Bickmire, Senior Planner
City of Aurora Planning Department

Attachment: Mylar Checklist

cc: Samantha Crowder, Norris Design
Eva Mather, Norris Design
Nancy Bailey, ODA
Laura Rickhoff, ODA
Filed: K:\\$DA\2062-06tech1.rtf



First Technical Review

SUMMARY OF COMMENTS FROM ALL DEPARTMENTS

1. Real Property (Darren Akrie / 303-739-7331 / dakrie@auroragov.org / Comments in magenta)

Contextual Site Plan

4A. Contact Andy Niquette at aniquet@auroragov.org to start the easement release and/or dedication processes. This process has not been started and takes 6-8 weeks to complete. Please be advised, the CSP and Plat will not be recorded until this is complete.

4B. Encroachments into easements must be included in a license agreement. Please confirm Grace Gray (ggray@auroragov.org) has everything she needs to complete the agreement.

Plat

4C. Provide updated Titlework dated within 120 calendar days of the plat approval date.



MYLAR CHECKLIST

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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. Instructions can be found online:
 - 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, 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 7-10 business days for Mylar processing

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

Note: This form is also available online

MYLAR Checklist (Revised 12/2016)