

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



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August 6, 2021

Jessica Maitland Mayo
Judi's House/JAG Institute
1741 Gaylord Street
Denver, CO 80206

Re: Second Technical Submission Review – Judi's House/JAG Institute – Site Plan
Application Number: **DA-1787-09**
Case Numbers: **2020-6057-00**

Dear Ms. Mayo:

Thank you for your second technical submission, which we started to process on Monday, July 12, 2021. There are a few very minor comments that remain. Please remember to also include the updated drawing that was shared with Jeff Goorman that addresses Fire Life/Safety comments.

Please make the minor updates and email a PDF to me for one final QC review. The mylar checklist is attached so you may begin pulling together the necessary items for finalization of the project. Mylars cannot be recorded until the easement dedications are complete.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7184 or hlanboy@auroragov.org.

Sincerely,

Heather L. Lamboy, AICP
Planning Supervisor
City of Aurora Planning Department

cc: Julie M. Eck, Davis Partnership Architects 2301 Blake St Suite 100, Denver, CO 80205
Meg Allen, Neighborhood Liaison
Jacob Cox, ODA
Filed: K:\\$DA\1787-09tech2



Second Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Please continue to work with Andy Niquette to complete the easement dedication process. Mylars cannot be recorded until this process is complete.
- Please prepare a CAD submittal of the final document for the City's Enterprise GIS. The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

1A. No comments have been received.

2. Landscaping Issues (Kelly Bish / 303-739-7189 / kbish@auroragov.org / Comments in bright teal)

Sheet 6 Landscape Plan Notes & Schedules

2A. Add "Not for Construction" to this sheet at the bottom.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

3. Civil Engineering (Kristin Tanabe / 303-739-7306 / KTanabe@auroragov.org / Comments in green)

3A. Show the proposed streetlight on the site plan.

3B. Include a fixture for the proposed streetlight SL-1.

4. Fire / Life Safety (Jeff Gorman / 303-739-7464 / jgoorman@auroragov.org / Comments in blue)

4A. Please remember to include the updated sheet that addresses comments with the mylar set. The labeling issues were addressed with an interim updated plan.

5. Real Property (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

5A. See the red line comments on the site plan.

5B. Add "City of Aurora" to the title block on all sheets.

5C. Dedicate the easements and Right of Ways needed by separate documents as noted. Send in the Certificate of Taxes Due for the site. Showing paid in full through the end of this site plat process.

5D. Contact Andy Niquette at dedicationproperty@auroragov.org to start or continue the processes.



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.

- ☐ 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
 - 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