



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

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October 8, 2020

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

Re: First Technical Review: The Aurora Highlands – Preliminary Plat No. 6 and Final Plat
Application Number: DA-2062-13
Case Numbers: 2020-4012-00; 2020-3022-00

Dear Mr. Hengel:

Thank you for your initial submission, which we started to process on September 24, 2020. We have reviewed your plans and there are a few minor items to address, plus the completion of the easement dedications and finalizing the License Agreement prior to the submittal of mylars. Please revise your plans and resubmit on or before October 23, 2020.

As stated in your Administrative Decision, the Preliminary Plat and Final Plat will not be recorded until the LOMR is complete and approved. Once this and the items above are addressed you may send us your final mylar drawings for signature and recording. A mylar checklist is attached for your convenience, please include it with your final mylar submission.

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

Sincerely,

Debbie Bickmire, Senior Planner
City of Aurora Planning Department

cc: Samantha Crowder, Norris Design, 1101 Bannock Street, Denver, CO 80204
Scott Campbell, Neighborhood Services
Nancy Bailey, ODA
Laura Rickhoff, ODA
Filed: K:\\$DA\2062-13tech1.rtf



First Technical Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Preliminary and Final Plats will not be approved until the LOMR is approved (Public Works)
- Complete recording and add reception numbers (Real Property)
- Provide a .DWG file

PLANNING DEPARTMENT COMMENTS

1. Zoning and Land Use Comments

1A. The Preliminary Plat and Final Plat will not be recorded until the LOMR is complete and approved.

1B. Digital files are required for the Preliminary Plat and Plat. Visit the City's website for [CAD Data Submittal Standards](#). The CAD files are required prior to recording mylars.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

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

2A. The Preliminary Plat will not be approved until the drainage report is approved. The signature set was requested on September 2, 2020 and resubmittal is still pending.

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

Preliminary Plat

3A. The ownership signature does not match the plat. Please verify.

3B. The reception numbers for Filing No. 2 are required prior to printing the mylars.

3C. Contact Grace Gray (ggray@auroragov.org) to follow-up on the status of the License Agreement.

Plat

3D. The reception numbers for Filing No. 2 are required prior to printing the mylars.

3E. Street names should match Filing No. 2.

3F. Revise the notes and text as indicated on Sheet 2 of the redlines.

3G. Contact Andy Niquette (aniquett@auroragov.org) for the easement issues. Please note that the plans cannot be approved until all the items needed are submitted, fully reviewed and ready to record.



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