



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

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June 28, 2023

David Carro
Clayton Properties Group II
4908 Tower Road
Denver, CO 80249

Re: Technical Submission Review: Tibet Road - 48th Avenue to 52nd Avenue - Site Plan
Application Number: DA-1662-19
Case Number: 2021-6019-00

Dear Mr. Carro:

Thank you for your recent technical submission, which we started to process on Friday, June 16, 2023. We have reviewed your plans and attached our comments along with this cover letter. The first section of our Review highlights our major comments. Only comments from Real Property remain.

Please work with Real Property directly to finish out all license agreements. Once the license agreements are complete you may move to mylar recordation. No building permits will be released till the site plan is recorded.

The Plat Mylar must be digital, and the Site Plan Mylar must be a physical copy per the County Requirements.

Please send in the Final Mylars for this Site Plan once the easement dedication process has been completed and recorded. When printing Final Mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed into the Planning & Development Services Department at the address below:

ATTN: Ariana Muca
Planning & Development Services Department
15151 E Alameda Pkwy, Ste 2300
Aurora, CO 80012

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.

Sincerely,

Ariana Muca, Planner II
City of Aurora Planning Department

cc: Michael Weiher, Terracina Design, 10200 E Girard Ave, Suite A-314, Denver, CO 80231
Scott Campbell, Neighborhood Service
Jacob Cox, ODA
Filed: K:\\$DA\1662-19tech2.rtf



Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- The License Agreement may be needed for the Barricades in the street R.O.W. Submit documents to licenseagreement@auroragov.org. (Real Property).

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of the Application

1A. Minor comments regarding the data block -see the site plan.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

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

3B. No further comments.

4. Traffic Engineering (Steve Gomez / 303-739-7336 / segomez@auroragov.org / Comments in amber)

4A. No further comments.

5. Aurora Water (Nina Khanzadeh / 720-859-4365 / nkhanzad@auroragov.org / Comments in red)

5A. No further comments.

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

6A. The License Agreement may be needed for the Barricades in the street R.O.W. Submit documents to licenseagreement@auroragov.org.



City of Aurora Planning and Development Services Department

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 30 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.
- ☐ 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: _____

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 Oce 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 for more information on the specifics of expediting the mylars.