



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

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September 14, 2021

Ms. Cindy Shearon
The Aurora Highlands
4110 N. E-470 Highway
Aurora, CO 80019

Re: Fourth Submission Review – The Aurora Highlands Filing No. 1 Amendment No. 1 – Plat Amendment
Application Number: **DA-2062-22**
Case Numbers: **2021-3012-00**

Dear Ms. Shearon:

Thank you for your resubmittal. We have reviewed your plans and all comments have been addressed. Please review the attached Mylar Checklist and ensure you have satisfied all the requirements.

Please coordinate with staff if you plan to have a courier deliver the signed mylars to Adams County. There is a \$25 fee, payable to the City of Aurora, for special processing, and we will need to coordinate the pick-up with the Clerk's office.

Please let me know if you have any questions. I can be reached at 303-739-7261.

Sincerely,

Debbie Bickmire, Senior Planner
City of Aurora Planning and Development Services

Attachment: Mylar checklist

cc: Rita Connerly, Fairfield and Woods PC
Scott Campbell, Neighborhood Liaison
Laura Rickhoff, ODA
Robert Taylor
Filed: K:\\$DA\2062-22rev4.rtf



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