

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



November 3, 2016

Myles Bruckal  
The Bruckal Group  
4500 North 32<sup>nd</sup> Street Ste 100F  
Phoenix, AZ 85018

**Re: Technical Submittal Review** – Kingston Court – Site Plan and Plat  
Application Number: **DA-2051-00**  
Case Number: **2016-4010-00; 2016-3029-00**

Dear Mr. Bruckal:

Thank you for your technical submittal, which we received on Thursday, September 30, 2016. We reviewed it and you will find our comments attached to this cover letter.

Some minor issues still remain, but another formal submittal is not required. Please revise your previous work and e-mail to me the modified documents prior to submitting Mylars for recordation. These issues include:

- Trees in Sight Lines
- Tree Mitigation Payment Required
- Updated Title Work Required for Plat

When you submit your mylars, please complete the attached Mylar Checklist and submit with your mylars.

Please work directly with the Real Property division to finalize the plat corrections prior to Mylar submittal. Once these issues have been resolved, please coordinate with me to submit your final Mylar set for recordation. I would like to remind you that before construction or building permits can be issued for your project, review and approval of the construction drawing sets must be completed, in addition to completing the Planning review process. Civil plans need to be submitted to the Engineering Division of the Public Works Department. Although you will submit these plan separately, these two review processes may be conducted concurrently. You should also make sure that any necessary utility extension agreements are executed. For assistance with Civil Engineering or Building Department processing or scheduling, please contact your Project Manager, Mark Geyer, at 303-739-7588 in the Office of Development Assistance who will be pleased to assist you.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7468.

Sincerely,

Anthony Avery, Planner I  
City of Aurora Planning Department

cc: Mindy Parnes, Planning Department  
Kathryn Miller, MM&D Engineering Services Inc, 6901 South Yosemite St, Suite 201, Centennial, CO 80112  
Mary Avgerinos, Neighborhood Liaison  
Mark Geyer, ODA  
Filed: K\SDA\2051-00tech1



## ***Technical Submittal Review***

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Trees in Sight lines
- Tree Mitigation Payment Required
- Updated Title Work Required for Plat Recordation

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **1. Traffic Engineering**

Reviewed by: Victor Rachael / [vrachael@auroragov.org](mailto:vrachael@auroragov.org) / 303-739-7309 / PDF comment color is orange.

1A. Comment regarding trees in sight lines addressed in response, but not in the plan set. Add note to plans to address.

#### **2. Real Property**

Reviewed by Maurice Brooks / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / 303-739-7294 / PDF comment color is magenta.

2A. See Red Line comments on the plat.

2B. Monument records with the dates identified on your plat are required to be submitted to Real Property.

2C. Title work must be dated within 120 days of recordation of the plat. Please submit the updated title work prior to recordation of Mylars.

#### **3. Forestry**

Reviewed by: Jacque Chomiak / [jchomiak@auroragov.org](mailto:jchomiak@auroragov.org) / 303-739-7178

3A. Tree mitigation in the amount of \$10,918 due prior to recordation of Mylars.



City of Aurora Planning & Development Services Department

## 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 (please 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 two sets 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
  - **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

Project Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Note: This form is also available online: <https://www.auroragov.org/CityHall/FormsAndApplications/Development/index.htm>