Planning and Development Services

City of Aurora

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

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March 10, 2021

Nick Spadaccini
Beacon Roofing Supply
165 W. Sycamore Street
Saint Paul, MN 55117

Re: **Second Technical Review:** 14000 E. Moncrieff Place – Redevelopment Plan and Replat
Application Number: DA-1000-16
Case Numbers: 2009-6015-01; 2020-3037-00

Dear Mr. Spadaccini:

Thank you for your submission, which we started to process on February 18, 2021. We have reviewed your plans and have a few minor comments on the redlines that will need to be addressed prior to mylar approval and recordation. Please contact me when the License Agreement is ready to record. At that time, you may send us your final mylar drawings for signature and recording. To ensure proper tracking when you submit your mylar drawings, please use our Mylar Checklist attached to this letter. The Planning Department reserves the right to reject any mylars that fail to address these items.

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

Sincerely,

Deborah Bickmire, Senior Planner
City of Aurora Planning Department

Attachment: Mylar Checklist

cc: Dan Allen, Ware Malcomb, 990 S Broadway Suite 230, Denver, CO 80209
Filed: K:\$DA\1000-16tech2.rtf

City of Aurora Planning and 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.

- ☐ 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