



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

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July 7, 2023

James Cochran
Aspen Capital Partners
4950 S Yosemite St F2 Ste 112
Greenwood Village, CO 80111

Re: Second Technical Review – Aspen Business Park - Master Plan
Application Number: **DA-2304-00**
Case Numbers: **2022-7001-00**

Dear Mr. Cochran:

Thank you for your submission. We have reviewed your plans and all comments have been addressed. You may prepare your mylars for submittal and recordation. The following should be included in the mylars:

- Cover sheet with the Master Plan Title, Vicinity Map, Section, Township and Range, Owner, and City Signature Blocks, Sheet Index
- Master Plan Narrative
- Public Art Plan
- Land Use Map, Matrix and Standard MP Notes
- Open Space, Circulation and Neighborhood Plan and Form J
- Urban Design Standards
- Landscape Standards
- Architectural Standards
- Public Improvements Plan

The sheets should be numbered and formatted at 24" x 36". Maps, tables, and text can be combined on sheets as long as all text is legible. You will need to submit an electronic copy of your layout for approval prior to printing the mylars.

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

Sincerely,

Deborah Bickmire, Senior Planner
City of Aurora Planning Department

Attachment: Master Plan Summary of MP Documents and Formats, Mylar Checklist

cc: Ken Harshman - Grey Wolf Architecture, 17301 W Colfax Avenue #140, Golden, CO 80401
Brit Vigil, ODA
Filed: K:\\$DA\2304-00tech2.rtf

TABLE 1.9 SUMMARY OF MP DOCUMENTS AND FORMATS

Required MP Component	Formats				
	Preliminary Application (Pre-application Meeting)	MP Application	MP Design Standards Amendment Submitted With or Before First Site Plan	Planning Department Approved Set	Signed Mylars (To be Recorded with the County)
Index	Not required.	8 ½ x 11 inch	On cover page of amendment.	MP cover sheet with title, notes, and vicinity map. 24 x 36 inch format	Signed and notarized MP cover sheet with title, notes, & vicinity map. 24 x 36 inch (18 x 24 in Adams County)(if being recorded)
TAB #1: Letter of Introduction	8 ½ x 11 inch	8 ½ x 11	Letter summarizes the contents of the amendment.	Not required	Not required
TAB #2: No longer required	N/A	N/A	N/A	N/A	N/A
TAB #3: Context Map	24 x 36 inch map	24 x 36 inch map	Not required.	Not required	Not required
TAB #4: Site Analysis Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not applicable.	Not required	Not required
Existing Conditions Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
Natural Features Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
TAB #5: Response to Pre-Application/Other Review Comments	Not applicable.	8 ½ x 11 inch	Not applicable.	Not required	Not required
TAB #6: MP Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not required unless changes are proposed.	Not required	Required
TAB #7: Public Art Plan (If not applicable, so state)	Not required, but consult with staff of Art in Public Places Program.	Optional Submission.	"11 x 17" combined with 8.5" x 11" as appropriate	Combined on 24x36 inch map and narrative	Required
TAB #8: MP Land Use Map.	11 x 17 inch	11 x 17 inch	Not required unless changes are proposed.	Combined on 24 x 36 inch	Combined on 24 x 36 inch signed mylar (18 x 24 in Adams County) Include all MP notes.
MP Land Use Matrix	8 ½ x 11 inch	8 ½ x 11 inch			
Standard MP Notes	Not applicable	8 ½ x 11 inch			

	Pre-App	MP Application	MP Amendment	Approved Set	Recorded Mylars
TAB #9: MP Open Space, Circulation, and Neighborhood Plan	11 x 17 inch	8 ½ x 11 inch Form J 11 x 17 inch	Not required unless changes are proposed.	24 x 36 inch	24 x 36 inch signed mylar (18 x 24 in Adams County)
TAB #10: MP Urban Design Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar—4 to a sheet.	Required
TAB #11: MP Landscape Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar—4 to a sheet.	Required
TAB #12: MP Architectural Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar—4 to a sheet.	Required
TAB #13 Public Improvements Plan	Not required	11 x 17 inch fold out bound into ring binder		11 x 17 images electronically placed on a 24 x 36 mylar—4 to a sheet.	Required
TAB #14: Appendix of Other Supporting Documents	Not required	8 ½ x 11 inch bound into ring binder.	Not required unless changes are proposed.	Not required	Not required
Site Contours/ Slope Map	24 x 36 inch format	24 x 36 inch format	Not applicable.	Not required	Not required
Alta Survey	Not required	24 x 36 inch format	Not applicable.	Not required	Not required
24 x 36 Composite MP Land Use Map	Only if your 11 x 17 land use map is divided into more than one sheet.	Only if your 11 x 17 land use map is divided into more than one sheet.	Not required unless changes are proposed.	See MP Land Use Map description above	See MP Land Use Map description above
Bound Separately: Traffic Impact Study	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Drainage Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Utilities Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Ownership Documents	Letter from owner(s) approving submittal of pre- application documents.	Title Report or Commitment current within 120 days. Letter from any owner not listed in title work authorizing submittal of MP		Mylars signed and notarized by owner (JS)	
Submitted separately: Digital Map Submittal	Not required	Electronic, submitted at least one week prior to application submission.	Not applicable.	Final version, Electronic Version	Not required



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, front print/burn, and photo quality
 - d. For plats, one complete set of 24 inch by 36 inch plats

(total 2 signed and notarized cover sheets)

**Allow 10 or more business days for Mylar processing*

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____