

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



August 23, 2022

Skip Bailey  
Majestic Realty Co  
20100 E 32<sup>nd</sup> Pkwy Ste 150  
Aurora, CO 80011

**Re: Technical Submission Review – Majestic Commercenter Phase 2 – Site Plan Amendment**

Application Number: **DA-1127-40**  
Case Numbers: **1997-6060-06**

Dear Skip Bailey:

Thank you for your technical submission, which we started to process on July 7<sup>th</sup>, 2022. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

You will not need to make another full submission. However, some important issues remain, please address the remaining reviewer comments before submitting your mylars. When you submit the mylars, please send me the completed Mylar Checklist and a fresh PDF copy of the updated site plan. Note that all our comments are numbered. The Planning Department reserves the right to reject any mylar submissions that fail to address these items.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7132 or [egates@auroragov.org](mailto:egates@auroragov.org).

Sincerely,

Erik Gates, Planner 1  
City of Aurora Planning Department

cc: Brian Holmes, Ware Malcomb  
Scott Campbell, Community Engagement Coordinator  
Laura Rickhoff, ODA  
Filed: K:\SDA\1100-1199\1127-40tech3



## Technical Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- You will need to start and complete any and all easements and license agreement processes with Real Property.
- Minor corrections requested on the site plan.

### PLANNING DEPARTMENT COMMENTS

#### 1. Community Questions, Comments and Concerns

1B. There were no more community comments on this application.

#### 2. Planning (Comments in teal)

2A. There were no more planning comments on this review

#### 3. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)

3A. There were no comments from Landscaping on this review.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 4. Civil Engineering (Julie Bingham / 303-739-7403 / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / Comments in green)

4A. There were no more civil engineering comments on this review.

#### 5. Traffic Engineering (Kyle Morris / 720-587-2668 / [kdmorris@auroragov.org](mailto:kdmorris@auroragov.org) / Comments in amber)

5A. There were no comments from Traffic Engineering on this review.

#### 6. Fire / Life Safety (Ted Caviness / 303-739-7628 / [tcavines@auroragov.org](mailto:tcavines@auroragov.org) / Comments in blue)

6A. There were no more Fire/Life Safety comments on this review.

#### 7. Aurora Water (Chong Woo / 303-739-7249 / [cwoo@auroragov.org](mailto:cwoo@auroragov.org) / Comments in red)

7A. There were no more comments from Aurora Water on this review.

#### 8. Real Property (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

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8A. To begin the Release process, contact Andy Niquette at [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org).

8B. Add: vacated by separate document. [2 instances]

8C. Label easement.

8D. License agreement for fence and gate in the easement.

8E. For Vacation & Dedication work with Andy Niquette at [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org) and [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org). [3 instances]

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8F. For Vacation & Dedication work with Andy Niquette at [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org) and [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).



## 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 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](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

[https://www.auroragov.org/business\\_services/development\\_center/development\\_process/forms\\_and\\_applications](https://www.auroragov.org/business_services/development_center/development_process/forms_and_applications)

MYLAR Checklist (Revised 12/2016)