

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



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December 8<sup>th</sup>, 2023

Pravesh Upadhaya  
10851 E Jewell Ave  
Aurora, CO 80012

**Re: Administrative Decision Results:** Kenton Heights Street Vacation  
**Application Number:** DA-2310-00  
**Case Number:** 2022-3071-00

Dear Mr. Upadhaya:

Congratulations! The Planning Director, Jeannine Rustad, administratively approved your above-referenced application on December 6, 2023.

A copy of the Director's Decision has been sent to you under separate cover. Please note that this administrative approval may be appealed by an abutting property owner or called up for further review by a majority vote of the City Council.

Since there were no more comments on the last review, you may submit your electronic Mylar set for the amended plat at any time. When doing so, please fill out and follow the instructions of the attached Mylar Checklist and include it along with your Mylars. You may email these items to me directly. If you have any questions about the Planning Department's approval process, please feel free to give me a call. I can be reached at 303-739-7132 or [egates@auroragov.org](mailto:egates@auroragov.org).

In our Aurora Advantage 4 Business initiative, we are endeavoring to improve our customer service. Below is a link to a survey that will help us measure how we are doing in our efforts. We would greatly appreciate your participation. Please visit the link and take the survey at your earliest convenience. Thank you!  
[https://www.surveymonkey.com/s/CityofAurora\\_DevelopmentReviewSurvey](https://www.surveymonkey.com/s/CityofAurora_DevelopmentReviewSurvey).

Sincerely,

Erik Gates, Planner II  
City of Aurora Planning Department

cc: Brit Vigil, ODA  
Filed: k:\SDA\2310-00adres.rtf

**ELECTRONIC RECORDING CHECKLIST**

15151 E. ALAMEDA PARKWAY, STE 2300 • AURORA, CO 80012 • 303.739.7217 • [planning@auroragov.org](mailto:planning@auroragov.org)



## Applicant Signature Set Checklist

Instructions: The applicant shall confirm that each item listed below has been completed by checking each bullet point or writing not applicable (N/A) and signing and dating the bottom of the form before submitting final plans in PDF form to the Planning Case Manager.

- All required city fees have been paid (verify this with Planning).
- Comments from all departments have been addressed and all changes to the documents have been approved by the affected departments prior to providing the electronic signature set.
- The effective date on the title work and Certificate of Taxes Due is within 30 days of the final city approval of the plan. (Subdivision Plats Only)
- If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk.
- A flattened PDF of the site plan, subdivision plat, or master plan has been submitted to the Planning Case Manager. Files with AutoCAD SHX Text items will not be accepted.
- The surveyor and property owner(s) have signed the cover sheet with an electronic signature. (Subdivision Plat only)
- The notary has filled in the signature block and applied their electronic signature.
- The City of Aurora will no longer accept Mylars to be sent to the county to be recorded. All recordings will now be done electronically. The following are the requirements:
  - Electronic signatures on the PDF
  - A minimum of 300 dots per inch
  - The size needs to be 24" X 36"
  - The PDF is in gray scale
  - Electronic maps must have a physical space on the cover sheet of 3" tall by 7" long to accommodate the recording stamp (For Arapahoe County)
  - Electronic maps must have a physical space of 2" tall by 3" long in the top, left corner to accommodate the recording stamp ( for Adams County)

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

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

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

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## City Section Only - Case Manager Signature Set Checklist

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

All items must be checked as complete before the signature set is accepted to be routed.

- \_\_\_\_\_ Have all the outstanding technical review comments been addressed by all departments?
- \_\_\_\_\_ Have all Planning Director, Planning & Zoning Commission, and/or City Council conditions of approval been satisfied?
- \_\_\_\_\_ Are all AMANDA processes signed off or closed? Is the application in the "Route Mylar" stage?
- \_\_\_\_\_ Match the last review set of plans and ensure all components are consistent with the signature set plans.
- \_\_\_\_\_ Master Plan only - Review the Master Plan Manual Table 1.9 Summary of MP Documents and Formats
- \_\_\_\_\_ Are all fees been paid? (Check AMANDA and refer to the latest review letter).
- \_\_\_\_\_ Has an Avigation Easement been recorded (if applicable)?