

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



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June 30, 2022

Rob Montano
Montano Homes, LLC
7375 Orchard Road
Greenwood Village, CO 80111

Re: Technical Submission Review – Murphy Creek Parcel PA 3E South – Site Plan
Application Number: **DA-1250-49**
Case Numbers: **2020-4024-00**

Dear Rob:

Thank you for your second technical submission. There are no further comments regarding Murphy Creek Parcel PA 3E South within the Planning process.

Please send in the Final Mylars for this Site Plan to be recorded. When printing Final Mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed into the Planning & Development Services Department at the address below:

ATTN: Ariana Muca
Planning & Development Services Department
15151 E Alameda Pkwy, Ste 2300
Aurora, CO 80012

Note that all our comments are numbered.

Sincerely,

Ariana Muca, PLA / Planner I
City of Aurora Planning Department

cc: Karen Henry, Henry Design Group
Scott Campbell, Neighborhood Liaison
Cesarina Dancy, ODA
Filed: K:\SDA\1250-49tech2.rtf



Technical Submission Review

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

1A. No specific comments have been received from adjacent property owners at this time.

2. Completeness and Clarity of the Application

2A. No further comments.

3. Streets and Pedestrian Issues

3A. No further comment.

4. Architectural and Urban Design Issues

4A. No further comment.

5. Landscaping Issues (Kelly Bish / 303-739-7185 / kbish@auroragov.org / comments in red)

5A. No further comments

6. Addressing (Phil Turner / 303-739-7357 / pturner@auroragov.org)

6A. No further comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

7. Civil Engineering (Kristin Tanabe / 303-739-7306 / KTanabe@auroragov.org / Comments in green)

7A. No further comments.

8. Traffic Engineering (Steve Gomez / 303-739-7336 / segomez@auroragov.org / Comments in amber)

8A. No further comment.

9. Fire / Life Safety (John Van Essen / 303-739-7489 / jvanesse@auroragov.org / Comments in blue)

9A. No further comments.

10. Aurora Water (Ryan Tigera / 303-326-8867 / rtigera@auroragov.org / Comments in red)

10A. No further comments.

11. PROS (Michelle Teller / 303-739-7437 / mteller@auroragov.org / Comments in mauve)

11A. No further comments.

12. Real Property (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

12A. No further comments.



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

Aurora's standards for mylars for recording are as follows:

- Minimum of 4 mm thick,
- Mylars must be 24 x 36 inches for Arapahoe and Douglas counties and 18 x 24 inches for Adams county. Maintain a 1/2 inch border on the top, right and bottom of each sheet.
- For Adams and Arapahoe County, a two-inch border is required on the left hand side of each sheet.
- Photocopy quality black line reverse printed matte finish on top (either a photocopy or a Oce print copy is acceptable)
- Original signatures, with indelible ink pen, fine point (a Pilot or Sanford brand permanent marker fine point pen is acceptable)
- All signatures must be with indelible ink. When required, the surveyor and notaries must also apply their seals with indelible ink.

Please submit one complete set and one extra cover sheet with all of the correct signatures. . Please inspect your mylars before you submit them to the City. Sepia prints, non-photographic or too thin mylars, incorrectly signed or non-notarized plans will be returned for correcting. Incorrectly sized mylars, or any sheets not compliant with these standards will not be accepted.

Special instructions for plats:

If you are submitting a plat, make sure the title commitment is no older than 120 days from the proposed approval date of the plat. If it's not current, it will need to have it updated and submit a copy of the update with the mylars.

Both sets cover sheets must be signed in black, indelible ink by the owners, contract purchasers, notaries, and surveyor. The surveyor and notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly.

Other requirements

If you are interested in expediting the final mylars, the City Clerk's office requires a licensed, bonded courier and a \$25.00 check to administer/expedite the mylars to Arapahoe County. Several mylar projects are typically bundled together and go to the county on Thursdays. The \$25.00 check and courier ensure this can happen any day of the week and not just a Thursday. I am the person in our office that takes care of the mylar routing, so if you are unable to get in touch with me, please contact him at 303-739-7133 or wbarrett@auroragov.org for more information on the specifics of expediting the mylars.