



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

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December 16, 2022

Bill Parkhill
Parkhill Development
631 High Street
Denver, CO 80218

Re: Technical Submission Review – Metro Center Parcel B – Infrastructure Site Plan
Application Number: **DA-1489-23**
Case Numbers: **2022-6010-00**

Dear Mr. Parkhill:

Thank you for your fourth technical submission, which we started to process on Thursday, December 8, 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.

A technical correction submittal will not be required to address all outstanding redline comments but the site plan cannot go to recordation till both Real Property and Public Works approves the application. The building permits will not be approved till these review items are complete. Once Real Property and Public Works comments are complete the site plan may move to recordation – please follow the site plan requirements attached at the end of this letter.

The Plat Mylar must be **digital**.
The Site Plan Mylar must be a **physical copy** per the County Requirements.

Please send in the Final Mylars for this Site Plan once the easement dedication process has been completed and recorded. When printing Final Mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed to 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

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7259 or amuca@auroragov.org.

Sincerely,


Ariana Muca, PLA
Planner I

cc: Eva Mather - Norris Design 1101 Bannock St Denver CO 80204
Ariana Muca, Case Manager
Scott Campbell, Neighborhood Services
Laura Rickhoff, ODA
Filed: K:\SDA\1489-23tech4.rtf



Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- The easement process needs to be started as to not to hold up the Civil approval processes.
- PDR not approved.

PLANNING DEPARTMENT COMMENTS

1. Introduction Letter

1A. No further comments.

2. Completeness and Clarity of the Application

2A. No further comments.

3. Urban Design Issues

3A. No further comments.

4. Landscaping Issues (Chad Giron / 303-739-7185 / cgiron@auroragov.org / Comments in bright teal)

4A. No further comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

5. Civil Engineering (Julie Bringham / 303-739-7306 / jbringham@auroragov.org / Comments in green)

5A. 12/16/22: PDR not approved, resubmittal requested

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

6A. No further comments.

7. Utilities (Steven Dekoski / 303-739-7249 / sdekoski@auroragov.org / Comments in red)

7A. No further comments.

8. Fire / Life Safety (Mark Apodaca / 303-739-7656 / mapodaca@auroragov.org / Comments in blue)

8A. No further comments.

9. Real Property (Andy Niquette / aniquett@auroragov.org / Comments in magenta)

9A. The easement process needs to be started as to not to hold up the Civil approval processes. This easement release will also hold up the building permit process if the easements are still in place. Go to this link for the Real Property web page document links:

<https://auroragov.org/cms/One.aspx?portalId=16242704&pageId=16509313>

9B.

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 Océ 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.



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
 - 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