



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

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June 28, 2019

Dennis Haberkorn
Archdiocese of Denver
1300 S Steele St
Denver, CO 80210

Re: Technical Submission Review – Queen of Peace Catholic Parish – Site Plan Amendment
Application Number: **DA-1165-03**
Case Number: **1988-6042-06**

Dear Mr. Haberkorn:

Thank you for your technical submission. There are some formatting issues that remain, which must be addressed on the plans prior to recordation. Please review this letter, address the comments, and resubmit the plans to your case manager to verify all corrections meet city standards. Once these changes have been, Mylars may be printed and *submitted* to the Planning Department.

Please keep in mind that while Mylars may be submitted, they cannot be sent to the county for final recordation until several remaining aspects with other city departments have been finalized and approved, such as the preliminary drainage report, easement dedications, and coordination with tree mitigation.

A Mylar checklist has been attached for your convenience, which must be completely filled out, signed, and submitted to the Planning Department along with your Mylars.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7112.

Sincerely,

Christopher Johnson, Planner I
City of Aurora Planning Department

cc: Joseph Wilson, Sterling Design Associates LLC
Scott Campbell, Neighborhood Liaison
Mark Geyer, ODA
Filed: K:\SDA\1165-03tech1.rtf



Technical Submission Review

PLANNING DEPARTMENT COMMENTS

1. Formatting

1A. Please update the building height figures to reflect the height of the building from the finished grade. The measurements appear to show the building heights plus 100 feet, which is confusing and misleading. Please make this change on all building elevations as well.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

2. Civil Engineering (Kristin Tanabe / 303-739-7306 / ktanabe@auroragov.org / Comments in green) Sheet 1

2A. The site plan will not be approved by Public Works until the preliminary drainage report is approved.

3. Real Property (Darren Akrie / 303-739-7331 / dakrie@auroragov.org / Comments in magenta)

3A. Continue working with Andy Niquette on the easement dedications for this Site Plan Amendment.

3B. Please update note 7 on the cover sheet to follow the Real Property comment verbatim.

4. Forestry (Rebecca Lamphear / 303-739-7139 / rlamphea@auroragov.org / Comments in magenta)

4A. Please update mitigation chart as well as tree protection plan to reflect recent changes, including the tree to be removed for a temporary structure.

Please show a tree mitigation chart on the landscape plan taken from the Landscape Manual page 29. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.



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 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 7-10 business days for Mylar processing

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

Note: This form is also available online