



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

AuroraGov.org

June 7, 2024

Matt Hopper
Aerotropolis Regional Transportation Authority
8390 E Crescent Pkwy Ste 300
Greenwood Village, CO 80111

Re: First Technical Review: 48th Avenue (Aerotropolis to Monaghan) - Infrastructure Site Plan and Plat
Application Number: DA-2342-03
Case Number: 2023-6051-00; 2023-3054-00

Dear Mr. Hopper:

Thank you for your submittal. We have reviewed your proposed Site Plan and Plat and all city comments have been addressed. There is an outstanding response to the Xcel Energy comments. Upon confirmation from Xcel that all their comments have been addressed, and the approval of the Preliminary Drainage Report, you may print your mylars.

To ensure proper tracking, please complete and submit the attached Mylar Checklists when you submit your signed and notarized electronic plat file, the electronic site plan file and site plan mylars. Additionally, all development fees need to be paid prior to recordation. The Planning Department reserves the right to reject any mylars that fail to address these items.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7261.

Sincerely,

Debbie Bickmire, Senior Planner
City of Aurora Planning and Business Development

Attachment: Xcel Comments, Mylar Checklists

cc: Margie Krell, Aecom 7595 Technology Way Denver CO 80237
Nick Senn, Aecom
Jacob Cox, Director of Development Services
Justin Andrews, ODA
Filed: K:\\$DA\2342-03tech1.rtf



First Technical Review

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of Application

Site Plan

- 1A. Per the last review, Xcel requested a response. Where is this provided? Xcel must confirm that all comments have been addressed prior to printing your mylars.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

2. Land Development Services (Roger Nelson / ronelson@auroragov.org / Comments in magenta)

Plat

- 2A. Update the Title Commitment to be dated within 30 calendar days of the plat approval (mylar submittal) date. This commitment should be submitted at the time of your final submittal of the electronic plat for recording.
- 2B. Provide the Certificate of Taxes Due obtained from the County Treasurer's Office showing taxes are paid in full up to and through the plat approval date of recording. This Certificate of Taxes should be submitted at the time of your final submittal of the electronic plat for recording.
- 2C. Be advised - sometimes the margins or scale factor may not match the County or City standards as stated in the Subdivision Plat Checklist. If any of these factors are misaligned or the scale does not match the drawing information, then this may cause the plat to be sent back and corrected thus adding time to your submittal. And in turn, you may need to update the Title Commitment to bring it within the 30-day time limit. **Please check these items before sending the plat in for recording.**

3. Xcel Energy (Donna George / donna.l.george@xcelenergy.com)

- 3A. Repeat Comment: See attached comment letter. A comment response is expected.



City of Aurora Planning & Business Development

RECORDING CHECKLIST - SITE PLANS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012

303.739.7217 • Email: Planning@AuroraGov.org • AuroraGov.org/Planning

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 form before submitting MYLARs to the planning case manager. Use this form for all new site plans and all major site plan amendments. Minor site plan amendments, mylar changes, and redevelopment plans do not need to be recorded. Please allow a minimum of 10 business days for MYLAR recording.

Site Plan Name: _____ DA #: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for MYLAR recording	Staff (√)
	All required city application and recording fees have been paid (verify this with the planning case manager)	
	• Impact fee for tree mitigation fund has been paid (if applicable)	N/A
	• Public art fee has been paid (if applicable for properties with Metro Districts or zoned MU-TOD).	N/A
	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/study approved and civil drawings near completion.	
	If an Avigation Easement is required, a copy of the final document with signatures has been submitted to the planning case manager.	
	The property owner(s), mortgage company/lien holder (if applicable), and notary have signed both cover sheets with black, permanent ink. Please ensure that any signatures, stamps, and seals do not smear	
	Any public notice/hearing signs on the property have been taken down	
	Please submit the following: • One complete site plan set in PDF (can be emailed to the case planner). • All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality	
	For properties within Adams County: • One complete set of signed and notarized MYLARs in 18" x 24" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	
	For properties within Arapahoe or Douglas Counties: • One complete set of signed and notarized MYLARs in 24" x 36" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	N/A

When ready to submit the MYLARs, please drop off at the Access Aurora Window in the Lobby of the Municipal Center during business hours. Please attach this checklist for ease of routing and review.

Note: This form is also available online



City of Aurora Planning & Business Development

RECORDING CHECKLIST - SUBDIVISIONS

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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 form before submitting electronic copies to the planning case manager. Use this form for all subdivision plat applications including plat amendments, replats, and lot line adjustments. NOTE: All subdivision must be recorded electronically. No MYLARS will be accepted. Please allow a minimum of 10 business days for recording.

Subdivision Name: _____ DA #: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for Electronic Recording	Staff (√)
	All required city application and recording fees have been paid (verify this with the planning case manager)	
	• Impact fee for relevant school district has been paid (for residential plats only). Please attach the paid invoice from the respective district.	N/A
	• Impact fee for parks has been paid (for residential plats only). Please attach the paid invoice..	N/A
	• Impact fee for stormwater drainage fee has been paid. Please attach the paid invoice.	
	Comments from all departments have been addressed and all changes to the final electronic copy have been approved by the affected departments prior to submittal of the final PDF to the planning case manager.	
	Drainage plan/study approved and civil drawings near completion.	
	If an Avigation Easement is required, a copy of the final document with signatures has been submitted to the planning case manager.	
	The property owner(s), mortgage company/lien holder (if applicable), surveyor, and notary must sign the plat electronically, using either 1) digital stamps and flattening the document, or 2) physically signing the document and scanning it to a digital PDF format. Do not use e-signature technology as that locks the file, and can cause issues with adding additional signatures and reprinting to an incorrect scale. The notaries must also apply their seals. Signature blocks on Sheet 1 must match the most current title work exactly and must not deviate from the Statement of Authority statement. The surveyor is required to sign and stamp all sheets per the State Surveying Bylaws.	
	The effective date on the title work is within 30 days of signature set submission of the plat.	
	The effective date on the Certificate of Taxes Due is within 30 days of signature set submission of the plat.	
	Ensure the Statement of Authority is submitted and up to date.	

	Please submit the following: One final and approved subdivision plat copy in PDF. NOTE- all subdivision plats can be scanned at no more than 300 DPI. In addition, no electronic plat may be over 20 MB in size as the Counties will reject anything over that size.	
	For properties within Adams County: a) One complete set of signed and notarized subdivision sheets in 18.00 inch by 24.00 inch electronic format (Please note, all plat must be this exact size on ALL sheets. If any sheet is determined to be a different size, even by a tenth or a hundredth, the plat will be returned for correction). b) 2" on left margin and ½" margins on all the other sides.	
	For properties within Arapahoe or Douglas Counties: a) One complete set of signed and notarized subdivision sheets in 24.00 inch by 36.00 inch electronic format. (Please note, all plat must be this exact size on ALL sheets. If any sheet is determined to be a different size, even by a tenth or a hundredth, the plat will be returned for correction). b) 2" margin on left side and 1" margins on all other sides.	

When ready to submit the electronic copy of the plat, please attach this checklist for ease of routing and review.

Note: This form is also available online