



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

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October 30, 2019

Cliff Stout
EMG Company
510 E Memorial Drive Suite A-1
Oklahoma City, OK 73114

Re: Second Submission Review – Southeast Commons Subdivision Filing No. 8 - Replat
Application Number: **DA-1013-14**
Case Number: **2019-3049-00**

Dear Mr. Stout:

Thank you for your second submission. We reviewed it and attached our comments along with this cover letter. There are a couple redlined comments on the Plat. These remaining minor issues must be addressed before Mylars can be recorded. Please review this letter and the redline comments on the Plat and make the requested changes. Once you have done so, please email a PDF of the Plat directly to myself and Maurice Brooks to verify the changes are ready for recordation. After this you may print and submit Mylars for recordation. A copy of the City's Mylar Checklist has been attached for your convenience. This checklist must be reviewed, all items completed, signed off and submitted to the Planning Department along with the physical Mylar sheets.

As always if you have any comments or concerns, please feel free to contact me.

Sincerely,

Christopher Johnson, Planner I
City of Aurora Planning Department

cc: Mindy Parnes, Planning Manager
Susan Barkman, Neighborhood Services
Woody Bryant, Engineering Service Company
Filed: K:\SDA\1013-14rev2



Second Submission Review

REFERRAL COMMENTS FROM OTHER DEPARTMENTS

3. Real Property (Maurice Brooks / 303.739.7294 / mbrooks@auroragov.org / comments in magenta)

Plat: Sheet 1 of 2

3A. Fill in the missing blank in the Surveyor's Certificate.

Plat: Sheet 2 of 2

3B. Add B&D for the new easements.



City of Aurora Planning and Development Services Department

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 7-10 business days for Mylar processing

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

Note: This form is also available online