



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

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January 18, 2022

Thomas Gissen
Meritage Homes
8400 Crescent Pkwy, Suite 200
Greenwood Village, CO 80111

Re: Fifth Technical Submission Review – Murphy Creek PA 16 & 20 – Site Plan & Plat
Application Number: **DA-1250-48**
Case Numbers: **2020-3045-00**

Dear Mr. Gissen:

Thank you for your fifth technical submission, which we started to process on December 14, 2021. We have reviewed your plans and attached our comments along with this cover letter.

After offline discussions with Maurice Brooks, it has been determined that you can submit mylars. Please be sure all license agreement/easement issues are resolved as the mylars cannot be recorded until those are done.

Please remember that the Enterprise GIS CAD file process must be complete and approved before mylars can be recorded. A mylar checklist has been provided for your reference and use.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7184 or hlamboy@auroragov.org.

Sincerely,

Heather Lamboy, Planning Supervisor
City of Aurora Planning Department

cc: Karen Henry, Henry Design Group
Scott Campbell, Neighborhood Liaison
Cesarina Dancy, ODA
Filed: K:\SDA\1250-48tech5



Fifth Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Please make corrections on the Site Plan and Plat per Real Property Comments.

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

1A. No comments were received during this review period.

2. Completeness and Clarity of the Application

2A. No additional comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

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

Site Plan

Sheets 3, 4, and 5

3A. Correct the following: "easement" and add the reception number - the License did not create the easement.

3B. Match the plat name of the easement.

Plat

Cover Sheet

3C. Correct the spelling of "guaranty."



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