



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
phone 303.739.7217

[AuroraGov.org](http://AuroraGov.org)

March 26, 2025

Chris Fellows  
Windler Public Improvement Authority  
9155 E Nichols Ave, Suite 360  
Centennial, CO 80112

**Re: 3<sup>rd</sup> Technical Submission Review:** Windler Village North - Site Plan and Plat  
**Application Number:** DA-1707-35  
**Case Numbers:** 2024-4016-00, 2024-3035-00

Dear Chris Fellows:

Thank you for your third technical submission, which we started to process on March 10, 2025. We have reviewed your plans and attached our comments along with this cover letter. Since minor issues remain, please send a final plan set, with the minor corrections, for review prior to recordation. Mylar checklists have been attached for your use and reference.

Note: Projects that have gone one year without a submission will be considered inactive and require a 25% restart fee to be reactivated. After 18 months of inactivity, projects that are not reactivated will be closed and retired.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7121 or [cbailey1@auroragov.org](mailto:cbailey1@auroragov.org).

Sincerely,

Connor Bailey, AICP, Senior Planner  
City of Aurora Planning Department

cc: Jim Jannicke/ Tom Odle, Westwood, 10333 E Dry Creek Rd, Ste 400, Centennial, CO 80112  
Jazmine Marte, ODA  
Filed: K:\\$DA\1700-1799\1707-35tech2



## *Technical Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- All major comments have been addressed. Please provide digital .shp or .dwg file to Addressing.

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Streets and Pedestrian Comments**

- 1A. Advisory- Staff awaits a determination regarding if a street or a park will be provided west of the t-intersection between East 54<sup>th</sup> Place and N. Buchanan Street.
- 1B. All planning comments addressed.

#### **2. Addressing (Phil Turner / 303.739.7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))**

- 2A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital files provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **3. Civil Engineering (Sergio Um / 303.739.7563 / [sum@auroragov.org](mailto:sum@auroragov.org) / Comments in green)**

- 3A. Ready for approval, minor comments need to be addressed in civil plans.

#### **4. Traffic Engineering (Steve Gomez / 303.739.7336 / [segomez@auroragov.org](mailto:segomez@auroragov.org) / Comments in orange)**

Site Plan & Landscape Plan

- 4A. All comments addressed.



## RECORDING CHECKLIST - SITE PLANS

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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 final plans 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 recording.

Site Plan Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (√)	Steps Needed for Final Plan Set 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)	
	· Public art fee has been paid (if applicable for properties with Metro Districts or zoned MU- TOD).	
	Comments from all departments have been addressed and all changes to the Final Plan Set have been approved by the affected departments prior to submittal of the Final Plan Set 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 for properties within Adams County: · One complete signed and notarized site plan PDF in 18" x 24"format at 40MB or under (can be emailed to the case planner). Plans must be scanned black and white with 300 dpi. · If the site plan PDF is over 40MB, please submit MYLARS following the below instructions.	
	Please submit the following for properties within Arapahoe or Douglas Counties: · One complete signed and notarized site plan PDF in 24" x 36" format at 40MB or under (can be emailed to the case planner). It must be scanned black and white with 300 dpi. · If the site plan PDF is over 40MB, please submit MYLARS following the below instructions.	
	<b>Steps Needed for MYLAR Recording</b> <b>if the file size exceeds the size limitations mentioned above.</b>	
	For properties within Adams County: · One complete set of signed and notarized MYLARS in 18" x 24" format.	

	<ul style="list-style-type: none"> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> <li>· One complete set of signed and notarized MYLARS in 24" x 36" format</li> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	

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



## RECORDING CHECKLIST - SUBDIVISIONS

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303.739.7217 • Email: [Planning@AuroraGov.org](mailto:Planning@AuroraGov.org) • [AuroraGov.org/Planning](http://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 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 the relevant school district has been paid (for residential plats only). Please attach the paid invoice from the respective district.	
	· Impact fee for parks has been paid (for residential plats only). Please attach the paid invoice.	
	· 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 black and white at no more than 300 dots per inch (DPI). In addition, no electronic plat may be over 40 MB in size as the Counties will reject anything over that size.	
	<p><i>For properties within Adams County.</i></p> <p>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).</p> <p>b) 2" on left margin and ½" margins on all the other sides.</p>	
	<p><i>For properties within Arapahoe or Douglas Counties.</i></p> <p>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).</p> <p>b) For Douglas County, 2" margin on left side and 1" margin on all other sides.</p> <p>c) For Arapahoe County, 2" margin on left side and ½" margin on all other sides.</p>	

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