



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

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February 15, 2023

Robinson Zamorano  
Landmark Companies  
21500 Biscayne Blvd, 4<sup>th</sup> Floor, Ste 402  
Aventura, Florida, 33180

**Re: 3<sup>rd</sup> Technical Submission Review** – Landmark at Town Center – Site Plan and Final Plat  
Application Number: **DA-1594-11**  
Case Number: **2022-4007-00; 2022-3007-00**

Dear Mr. Zamorano:

Thank you for your third technical submission. We reviewed it and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and outside agency referrals.

Minor issues remain; however, another technical submission will not be required. Please revise your work based on these minor issues and resolve them with Civil Engineering and Real Property. Once the revisions and requested documents have been completed, please reference the mylar checklists below for recording procedures. Note that the site plan is recorded on mylars, and the subdivision plat is recorded digitally.

If you have any comments or concerns regarding this review, please contact me at [dosoba@auroragov.org](mailto:dosoba@auroragov.org) or 303-739-7121.

Sincerely,

Dan Osoba, Planner II  
City of Aurora Planning Department

cc: Elyse Applegate, Norris Design  
Diana Rael, Norris Design  
Brit Vigil, ODA  
Filed: K:\\$DA\1594-11tech3



## 3<sup>rd</sup> Technical Submission Review

### PLANNING DEPARTMENT COMMENTS

#### **1. Generally**

- 1A. All AutoCAD SHX Text items must be flattened on future PDF submissions. Future documents that contain these text items and/or non-flattened PDFs will be rejected. Electronic PDFs for mylar recordings submitted with these items will be rejected.

#### **2. Signage Comments**

- 2A. Signage comments have been addressed.

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

#### **3. Civil Engineering** (Julie Bingham / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / Comments in green)

##### *Site Plan Comments*

##### *Sheet 6*

- 3A. Revise where this is pointing to so it actually points to the maintenance path. Ensure the width of it is also labeled.

#### **4. Real Property** (Maurice Brooks / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / 303-739-7294 / Comments in magenta)

##### *Site Plan and Plat Comments*

- 4A. See the minor redline changes and comments on the Plat and Site Plan.
- 4B. Send in the current Certificate of Taxes Due for the platted area. See the red line changes and comments on the Plat and Site Plan. Some of the easement names do not match the documents; the Site Plan should match the Plat. On the Site Plan, I have indicated some steps (and possible railings) encroaching into some easements. These encroachments will need to be covered by a License Agreement. No portion of any building can encroach into any easement, including balconies, overhangs, awnings, etc. The monument sign is shown on the Site Plan; make sure it or any retaining walls do not encroach into any easements, or else they will need to be added to the License Agreement. Submit your License Agreement documents to [licenseagreement@auroragov.org](mailto:licenseagreement@auroragov.org). There is an easement shown to be encroaching into the easement; this easement will need to be released prior to any building permits. Submit your easement release documents to [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).

**ELECTRONIC RECORDING CHECKLIST**

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## Applicant Signature Set Checklist

Instructions: The applicant shall confirm that each item listed below has been completed by checking each bullet point or writing not applicable (N/A) and signing and dating the bottom of the form before submitting final plans in PDF form to the Planning Case Manager.

- All required city fees have been paid (verify this with Planning).
- Comments from all departments have been addressed and all changes to the documents have been approved by the affected departments prior to providing the electronic signature set.
- The effective date on the title work and Certificate of Taxes Due is within 120 days of the final city approval of the plan. (Subdivision Plats Only)
- If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk.
- A flattened PDF of the site plan, subdivision plat, or master plan has been submitted to the Planning Case Manager. Files with AutoCAD SHX Text items will not be accepted.
- The surveyor and property owner(s) have signed the cover sheet with an electronic signature. (Subdivision Plat only)
- The notary has filled in the signature block and applied their electronic signature.
- The City of Aurora will no longer accept Mylars to be sent to the county to be recorded. All recordings will now be done electronically. The following are the requirements:
  - Electronic signatures on the PDF
  - A minimum of 300 dots per inch
  - The size needs to be 24" X 36"
  - The PDF is in gray scale
  - Electronic maps must have a physical space on the cover sheet of 3" tall by 7" long to accommodate the recording stamp (For Arapahoe County)
  - Electronic maps must have a physical space of 2" tall by 3" long in the top, left corner to accommodate the recording stamp ( for Adams County)

Project Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ELECTRONIC RECORDING CHECKLIST**

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## City Section Only - Case Manager Signature Set Checklist

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

All items must be checked as complete before the signature set is accepted to be routed.

- \_\_\_\_\_ Have all the outstanding technical review comments been addressed by all departments?
- \_\_\_\_\_ Have all Planning Director, Planning & Zoning Commission, and/or City Council conditions of approval been satisfied?
- \_\_\_\_\_ Are all AMANDA processes signed off or closed? Is the application in the "Route Mylar" stage?
- \_\_\_\_\_ Match the last review set of plans and ensure all components are consistent with the signature set plans.
- \_\_\_\_\_ Master Plan only - Review the Master Plan Manual Table 1.9 Summary of MP Documents and Formats
- \_\_\_\_\_ Are all fees been paid? (Check AMANDA and refer to the latest review letter).
- \_\_\_\_\_ Has an Avigation Easement been recorded (if applicable)?



## 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.
- ☐ 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: \_\_\_\_\_