

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



June 10, 2022

Havana Office Park & Mini Storage LLLP  
30 Havana St  
Aurora, CP 80012

**Re: Initial Submission Review –Havana Office Park Subdivision Filing No 2 – Plat**  
Application Number: **DA-1236-02**  
Case Numbers: **1977-6044-21**

Dear David Lilierose:

Thank you for your initial submission, which we started to process on May 20th, 2022. We have reviewed your plans 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 community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before July 1st, 2022.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated administrative decision date is tentatively set for July 25<sup>th</sup>, 2022. Please remember that all abutter notices for decisions must be sent and the site notices must be posted at least 10 days prior to the approval date. These notifications are your responsibility and the lack of proper notification will cause the decision date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7132 or [egates@auroragov.org](mailto:egates@auroragov.org).

Sincerely,

Erik Gates, Planner 1  
City of Aurora Planning Department

cc: Scott Pulling, GSS Surveying  
Scott Campbell, Community Engagement Coordinator  
Cesarina Dancy, ODA  
Filed: K:\SDA\1200-1299\1236-02rev1



## Initial Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Upon resubmittal, provide a response letter individually addressing each of the comments found in this letter. Also provide a copy of the redlined plat with applicant response comments addressing all comments from Staff.
- Add the Right of Way width.
- The property line cannot go under an existing building, unless there is a 2 hour fire wall separation.
- Provide the closure report.
- See the plat for the complete redline comments from Real Property.

### PLANNING DEPARTMENT COMMENTS

#### 1. Community Questions, Comments and Concerns

1B. There were no community comments on this application.

#### 2. Planning (Erik Gates / 303-739-7132 / [egates@auroragov.org](mailto:egates@auroragov.org) / Comments in teal)

2A. There were no comments from Planning on this review. Please provide a comment response letter and comment response plat upon resubmittal.

#### 3. Addressing (Phil Turner / 303-739-7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))

3A. No comments from Addressing on this review.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 4. Civil Engineering (Julie Bingham / 303-739-7406 / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / Comments in green)

[Plat]

4A. Add the ROW width. Typical. **Addressed**

#### 5. Fire / Life Safety (Mark Apodaca / 303-739-7656 / [rnelson@auroragov.org](mailto:rnelson@auroragov.org) / Comments in blue)

[Plat]

5A. Label and show the existing 26' Fire Lane Easement. **Addressed**

5B. This property line cannot go under a existing building, unless there is a 2 hour fire wall separation. I have a snippet that shows the locations of fire walls for 50 Havana St. **Will be addressed with Party wall agreement After Plat**

#### 6. Aurora Water (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

6A. No comments from Aurora Water on this review.

#### 7. Real Property (Roger Nelson / 720-587-2657 / [ronelson@auroragov.org](mailto:ronelson@auroragov.org) / Comments in magenta)

[Plat]

7A. Provide closure report. **Submitted**

7B. See full minor redline comments on Subdivision Plat. **Addressed**

7C. Provide recording information. **Added recording information for adjoining properties and ROW**

7D. Extend Vicinity Map to cover 1/2 mile in each direction (See COA 2022 Subdivision Plat Checklist Item #3) **Revised Vic. Map**

7E. Show all publicly dedicated streets. COA 2022 Subdivision Plat Checklist Item #3. The vicinity map must show the outline of the property being subdivided and its relationship to existing street rights-of-way (with street name labels) within a ½ mile. Include a north arrow and distance ratio. If not to scale, add a label stating "NTS".

7F. Provide recording information. Reference to future agreements is not acceptable. **Addressed**

7G. If you want to invoke your surveyor's limitation of liability, include the statement below. Otherwise, there will be no limitation of liability per Colorado Law. **It is in Title block added to Sheet 1**

“According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.”



- 7H. Fully describe the monuments used in the basis of bearing. AES Board Rule: 1.6.H. Basis of Bearing Statements. 2. Composition. The basis of bearing statement shall state the method used to derive the bearing (i.e., assumed, astronomic, geodetic, grid, reference to recorded or deposited survey, etc.) and the bearing between fully described monuments (i.e., monument material, diameter, length (if set), cap size and material, cap markings/stampings, etc.) at each end of a single line. When the monuments at each end of the reference line are fully described on the plat, they need only be referenced in the “Basis of Bearings” statement. A land survey plat shall show the graphic and mathematical relationship between the basis of bearing and the survey. *Address<sup>ed</sup>*
- 7I. Recording Information for ROW & show other side of this ROW per COA 2022 Subdivision Plat Checklist (Item #14). *Added recording information*
- 7J. Provide the length for set monuments (Typical). AES Board Rule 1.6.M. Description of Monuments. Section 38-51-106(1)(f), C.R.S., requires professional land surveyors to provide “a description of all monuments, both found or set, that mark the boundaries of the property and of all control monuments used in conducting a survey.”
1. Purpose. The purpose of this statute is to identify the physical attributes of the monuments and caps set or found during the original survey and subsequent retracement surveys. *Revised Descriptions*
  2. Acceptable description of monuments. Description of monuments found or set should include, but not be limited to the physical attributes and size of the monument, and the physical attributes and size of the cap.
- 7K. Havana Office Park Subdivision Filing No. 1 shows a gap between these two easements? *Addressed*
- 7L. Provide length of rebar and size of cap. *Addressed*
- 7M. Label B&D's for all existing easements per COA 2022 Subdivision Plat Checklist Item 16.b. *Completed*
- 7N. Provide tie to property line for existing easement. *Addressed*
- 7O. If there is no drainage easement to be depicted, this reference can be removed. *Removed Label*
- 7P. Place tic marks at all easement change of directions (Typical). *Added tic marks*

**8. Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

- 8A. Public Service Company of Colorado’s (PSCo) Right of Way & Permits Referral Desk has reviewed the plat for Havana Office Park F2 and has no concerns with the lot split.

**9. Arapahoe County Planning Division (Terri Maulik / 720-874-6650 / [referrals@arapahoe.gov](mailto:referrals@arapahoe.gov))**

- 9A. Thank you for the opportunity to review and comment on this project. The Arapahoe County Planning Division has no comments; However, other Arapahoe County departments and/or divisions may submit comments.