



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

*AuroraGov.org*

September 18, 2024

Donald Provost  
Alberta Development Partners  
5750 DTC Parkway Suite 210  
Greenwood Village, CO 80111

**Re: Second Submission Review:** Windler Subdivision Filing No 4, Amendment No 1 – Plat  
**Application Number:** DA-1707-37  
**Case Numbers:** 2024-3040-00

Dear Mr. Provost:

Thank you for your second submission, which we started to process on Wednesday, August 28. 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. There is 1 minor comment to address and then the application can move to digital recordation.

The Plat Mylar must be digital per the County Requirements – see the attached PDF for further clarification.

Please utilize the attached Mylar Checklist and include it with your digital mylars. The digital mylars should be emailed directly to your case manager.

As always, if you have any comments or concerns, please let me know. I may be reached at (303)739-7220 or [bbravene@auroragov.org](mailto:bbravene@auroragov.org).

Sincerely,

Ben Bravenec, Planner I  
City of Aurora Planning Department

cc: Tom Odle, Westwood  
Lorianne Thennes, ODA  
Filed: K:\\$DA\1707-37rev2



## *Second Submission Review*

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

- Please connect with E-470 during next steps.
- Revise curb cut to 20' raddi on sheet 5 of plat.

### **PLANNING DEPARTMENT COMMENTS**

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

1A. No comments were received at this time.

#### **2. Completeness and Clarity of the Application**

2A. Fees have been paid at this time.

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

3A. Approved.

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

#### **4. Civil Engineering (Julie Bingham / 303-739-7403 / [jbingham@auroragov.org](mailto:jbingham@auroragov.org))**

4A. Revise the raddi to 20' at the curb cut.

#### **5. Aurora Water (Samantha Bayliff / 303-739-7490 / [sbayliff@auroragov.org](mailto:sbayliff@auroragov.org) / Comments in red)**

5A. Approved

#### **6. PROS (Curtis Bish / 303-739-7131 / [cbish@auroragov.org](mailto:cbish@auroragov.org) / Comments in mauve)**

6A. Approved.

#### **7. Land Development Services (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)**

7A. Approved

#### **8. Easements (Grace Gray / 303-739-7277 / [ggray@auroragov.org](mailto:ggray@auroragov.org))**

8A. Approved

#### **9. E-470 (Brandi Kemper / 303-537-3727 / [bkemper@e-470.com](mailto:bkemper@e-470.com))**

8A No comments were received. E-470 comments will apply for when projects are ready for construction.

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

10A. Please be aware that Xcel will have comments for future divisions for construction.



## RECORDING CHECKLIST - SUBDIVISIONS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012

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 at no more than 300 DPI. In addition, no electronic plat may be over 20 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