



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

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July 3, 2024

Bruce Odette  
Carpet Exchange  
2121 S Havana Street  
Aurora, CO 80012

**Re: Technical Submission Review – Carpet Exchange Redevelopment Plan - Redevelopment**  
Application Number: **DA-2323-00**  
Case Numbers: **2022 6035 00**

Dear Mr. Odette:

Thank you for your technical submission, which we started to process on Thursday, June 20, 2024. We have reviewed your plans and attached our comments along with this cover letter.

All major review comments have been resolved for this application, so no further review submission is required. However, Real Property has indicated that the easement process is not yet complete. Please coordinate the timing of this process as you proceed with your mylar submission, as it may cause your final plan recordation to be denied or rejected.

When ready, please send in the final documents for the Site Plan. When printing final mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed to the Planning & Development Services Department at the address below:

ATTN: Ariana Muca  
Planning & Development Services Department  
15151 E Alameda Pkwy, Ste 2300  
Aurora, CO 80012

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, PLA  
Planner II

cc: Dan Horvat Horvat Architects 3210 S Birch St Denver CO 80222  
Ariana Muca, Case Manager  
Brit Vigil, ODA  
Filed: K:\SDA\2323 00tech3.rtf



## *Technical Submission Review*

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

- There may need to be a sidewalk easement, so please contact Engineering and Land Development Services to address this.

### **PLANNING DEPARTMENT COMMENTS**

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

- 1A. No citizen comments were received during the review.

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

- 2A. No further comments.

#### **3. Architectural and Urban Design Issues**

- 3A. No further comments.

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

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

- 4A. No further comments.

#### **5. Utilities** (Nina Khanzadeh/ 720-859-4365/ [nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org) / Comments in red)

- 5A. No further comment.

#### **6. Fire / Life Safety** (William Polk / 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / Comments in blue)

- 6A. No further comments.

#### **7. Real Property** (Grace Gray / [ggray@auroragov.org](mailto:ggray@auroragov.org) / 3037397277 / Comments in magenta)

- 7A. There possibly needs to be a sidewalk easement, please contact Engineering to address this.



## City of Aurora Planning & Business Development

# RECORDING CHECKLIST - SITE PLANS

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 MYLARs 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 MYLAR recording.

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

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

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

Applicant (√)	Steps Needed for MYLAR 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 MYLARs have been approved by the affected departments prior to submittal of the final MYLARs 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: • One complete site plan set in PDF (can be emailed to the case planner). • All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality	
	For properties within Adams County: • One complete set of signed and notarized MYLARs in 18" x 24" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	
	For properties within Arapahoe or Douglas Counties: • One complete set of signed and notarized MYLARs in 24" x 36" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	

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