



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

AuroraGov.org

April 24, 2025

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

Re: Third Submission Review: Windler Midtown Phase One – Landscape Plan and Plat
Application Number: DA-1707-39
Case Numbers: 2024-4027-00; 2024-3055-00

Dear Chris Fellows:

Thank you for your third submission, which we started to process on April 9, 2025.

We have reviewed your plans and attached minor corrections/comments along with this cover letter. An additional review will not be required. Once the corrections have been made, and verification that all fees are paid, please submit the final documents for recordation and finalization. Staff will quickly check on the final corrections and then route for signature once the changes have been confirmed.

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 303.739.7227 or atibbs@auroragov.org.

Sincerely,

Aja Tibbs, Planning Supervisor
City of Aurora Planning Department

cc: Rachell Schall, Martin Martin, 12499 W Colfax Ave, Lakewood, CO 80215
Jazmine Marte, ODA
Filed: K:\\$DA\1700-1799\1707-39rev3



Third Submission Review

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of the Application

- 1A. Staff has acquired the separate tracking table for this plat and will accept it as complete for this submission. Some comments will be sent to PCS group on how to improve this document for the next submission of Midtown Phase II.
- 1B. Please add DA-1707-39 to the title block on the landscape plan cover sheet.
- 1C. The remaining comments are minor corrections that will not require another round of review. Please make the corrections listed below and submit final sets back to planning.
- Please send the revised digital plat (signed) along with the checklist and recording documents for recordation with the clerk.
 - Please send a revised digital copy of the landscape plan for signature and record keeping purposes. This document will be saved in our digital files but not recorded.
- 1D. Based on communication with Aurora Public Schools, it appears that following the Village North plat, the number of approved lots have exceeded the 18-acre land dedication amount. This means that a portion of the lots included in this filing may require cash-in-lieu payment prior to the recordation of this plat. Staff have been in contact with the school district and an invoice should be prepared and available to you upon request. Contact Joshua Hensley at jdhensley@aurorak12.org, and include proof of payment with/prior to the plat submission.

2. Landscaping Issues (Kelly Bish / 303.739.7189 / kbish@auroragov.org / Comments in bright teal)

Landscape Plan

Sheet 3

- 2A. The identified lot does not conform to the standard typical for its category. Please provide a lot typical for this lot as it will accommodate more front yard landscaping than the others in this category.

Sheet 4

- 2B. General Comment: Please include the front setbacks on all lot typicals.

Sheet 6

- 2C. Please add a note that the ornamental grasses must be five gallon otherwise the shrub requirement will not be met.

Sheet 7

- 2D. Notes one and six are essentially the same. Consider combining these.

Sheet 9

- 2E. Please turn the circles off if not needed.

Sheet 11

- 2F. Please include the entirety of the Phase One lots and the abutting N. Denali Street.

Sheet 20, 21, 22 & 25

- 2G. Please do not use crusher fines as a mulch treatment. The UDO does not permit this. Perhaps for the single specimen trees, shift the trees and enlarge wood mulch bed to eliminate the crusher fines.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

3. Fire / Life Safety (Mark Apodaca / 303.739.7656 / mapodaca@auroragov.org / Comments in blue)

Landscape Plan:

Sheet 15 of 35

- 3A. Please provide a fire apparatus auto turn template. (Note: this may be resolved with the removal of the median as discussed in the 4/23 summit meeting)



4. Traffic (Jason Igo / 303.739.1792 / jigo@auroragov.org / Comments in gold)

Landscape Plan:

- 4A. Trees should be 50' from stop sign. Repeat comment.
- 4B. Make sure all plants within sight triangle are called out.
- 4C. Plants are shown to be in the pedestrian ramp at locations along 51st.

5. Land Development Services (Maurice Brooks / 303.739.7294 / mbrooks@auroragov.org / Comments in magenta)

Plat:

- 5A. The Statement of Authority (Business) doesn't match. Send the Statement of Authority with the correct information.
- 5B. Delete this Note on the plat - it is not a Plat Note - see checklist
- 5C. Send the updated Certificate of Taxes Due showing taxes are paid in full
- 5D. Correct errors in the legal description which do not align with the measurement tables on sheet 5.

6. Xcel Energy (Donna George / 303.571.3306 / donna.l.george@xcelenergy.com)

- 6A. No resubmittals necessary



City of Aurora Planning & Development Services

RECORDING CHECKLIST - SUBDIVISIONS

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

303.739.7217 • Email: Planning@AuroraGov.org • 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