



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

*AuroraGov.org*

August 5, 2024

Carlo Ferreira  
The Aurora Highlands, LLC  
141 Union Blvd Ste 150  
Lakewood, CO 80228

**Re: First Technical Review:** The Aurora Highlands Site Plan No. 25 – Site Plan and Final Plat  
**Application Number:** DA-2062-45  
**Case Numbers:** 2023-4007-00; 2023-3023-00

Dear Mr. Ferreira:

Thank you for your submission. We have reviewed your plans and attached our comments along with this cover letter. There are a few items to be addressed, however, another submittal will not be required. Please revise your plans to address the attached comments and redlines before printing your mylars. If you would prefer, you can also send them over for an off-line review before printing the mylars.

To ensure proper tracking, please complete and include the attached Mylar Checklist when you submit your mylars. The Planning Department reserves the right to reject any mylars that fail to address these items.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7261.

Sincerely,

Debbie Bickmire, Senior Planner  
City of Aurora Planning Department

cc: Patrick Chelin, BOWMAN  
Jeff Killion, Matrix Design Group  
Jacob Cox, Director of Development Review  
Justin Andrews, ODA  
Filed: K:\\$DA\2062-45tech1.rtf



## *First Technical Review*

### **PLANNING DEPARTMENT COMMENTS**

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

##### **Site Plan**

- 1A. Revise the location of the leaders showing the rear setback dimension on the alley loaded lot typical so the setback is from the property line.
- 1B. Start easement release process(es). They must be submitted an in review before civils can be approved.

#### **2. Landscaping Issues**

- 2A. There is one lot that is nearly 150' wide and over 9,900 square feet. Add a landscape typical for this lot that includes 2 trees and 26 shrubs. Add a category for this lot in the Key Map.\
- 2B. Make the Kentucky Coffee Tree a seedless variety.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS**

#### **3. Land Development Services (Maurice Brooks / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)**

##### **Plat**

- 3A. Fix overwrites.
- 3B. Provide an updated Title Commitment dated within 30 calendar days of the plat approval date. This Commitment should be submitted at the time of your final submittal of the electronic Plat for recording.
- 3C. Provide a Certificate of Taxes Due obtained from the County Treasurer's office showing they are paid in full up to and through the plat approval date of recording. (This Certificate of Taxes should be submitted at the time of your final submittal of the electronic Plat for recording)
- 3D. Start the easement vacations and submit to [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org). All easements dedications to be dedicated by plat.



## 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



## 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