



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

AuroraGov.org

January 31, 2025

Orlando Martinez
1530 Quebec St
Denver, CO 80220

Re: First Technical Submission Review: Martinez Minor Subdivision Filing No 1 Amdt 1 – Plat Amendment
Application Number: DA-2192-01
Case Numbers: 2024-3052-00

Dear Orlando Martinez:

Thank you for your first technical submission, which we started to process on January 23, 2025. We have reviewed your plans and found the application is ready for recordation. Please email the case planner with the recording checklist, updated title commitment, certificate of taxes due and signed mylar. Section 3 of this letter provides additional information from Land Development Services on the required documents prior to the recordation of the plat.

The recording checklist can be found here: [Recording Checklist Subdivisions Updated 1-2025.pdf](#). In addition to the above-referenced items, the storm drain development fee must be paid prior to the recordation of the plat. Please contact Melody Oestman at 303-739-7244 or moestman@auroragov.org for the invoice and payment details.

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 303-739-7126 or jfettig@auroragov.org.

Sincerely,

Jeremiah Fettig, AICP – Planner II
City of Aurora Planning Department

cc: Jim Rogers, Aegis Surveying Inc., 3395 Yates St, Denver, CO 80212
Cesarina Dancy, ODA
Filed: K:\\$DA\2192-01tech1.docx



First Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Payment of drainage fees prior to recordation of the plat.
- Submission of updated title commitment.
- Submission of Certificate of Taxes Due.
- Completion and submission of the Mylar Recording Checklist: [Recording Checklist Subdivisions_Updated_1-2025.pdf](#).

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of the Application

- 1A. Pay the storm drain development fee before the recordation of the plat.
- 1B. Submission of documents for recordation.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS

2. Aurora Water / Taps Office (Melody Oestman/ 303-739-7244 / moestman@auroragov.org)

- 2A. Storm drain development fee of \$360.18 due before recordation of the plat. Please contact Melody Oestman regarding the invoice and payment of the outstanding fee. This fee must be paid prior to plat recordation.

3. Land Development Services (Roger Nelson / 720-587-2657 / ronelson@auroragov.org / Comments in magenta)

- 3A. Advisory Comment: Send in the updated Title Commitment to be 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.) per COA 2024 Subdivision Plat Checklist Item 19.b.
- 3B. Advisory Comment: Be advised – sometimes the margins or scale factor may not match the County or City standards as stated in the Subdivision Plat Checklist. If any of these factors are misaligned or scale does not match the drawing information, then this may cause the plat to be sent back and corrected and thus adding time to your submittal. And in turn, you may need to update the Title Commitment to bring it within the 30-day time limit. Please check these items before sending the plat in for recording.
- 3C. Advisory Comment: Send in the Certificate of Taxes Due show they are paid in full up to and through the plat approval date of recording. Obtained from the County Treasurer's office (This Certificate of Taxes should be submitted no later than your second submittal of the plat) per COA 2025 Subdivision Plat Checklist Item #19.a.