



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

*AuroraGov.org*

May 22, 2025

Randall Hertel  
Tower Metropolitan District  
20100 E 32<sup>nd</sup> Parkway  
Aurora, CO 80011

**Re: Technical Submission Review – 38<sup>th</sup> Extension Between Himalaya Rd and Odessa St - Site Plan**  
**Application Number:** DA-1127-49  
**Case Number:** 2023-6057-00

Dear Randall Hertel:

Thank you for your technical submission, which we started to process on May 7, 2025. 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.

Since no more issues remain, you may submit your final mylars for recording. Please see the attached mylar checklist and send it along with your signed mylar set to me. If you need to make any other changes to your documents prior to recording, you will need to make another submission. Be sure to specifically list any changes in an updated comment response letter.

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 303.739.7132 or [egates@auroragov.org](mailto:egates@auroragov.org).

Sincerely,

Erik Gates, Planner II  
City of Aurora Planning Department

cc: Ryan Littleton, HR Green, INC.  
Justin Andrews, ODA  
Filed: K:\\$DA\1100-1199\1127-49tech2



## *Technical Submission Review*

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

- No more comments. Please submit your final signed electronic mylar set and mylar recording checklist to your case manager.

### **PLANNING DEPARTMENT COMMENTS**

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

1B. There were no community comments or concerns on this review cycle.

#### **2. Planning Issues (Comments in teal)**

2A. There were no more Planning comments on this review.

#### **3. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

3A. There were no more Landscaping comments on this review.

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

#### **4. Civil Engineering (Christopher Eravelly / 303-739-7457 / [ceravell@auroragov.org](mailto:ceravell@auroragov.org) / Comments in green)**

4A. There were no more Civil Engineering comments on this review



## 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 final plans 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 recording.

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

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

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

Applicant (√)	Steps Needed for Final Plan Set 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 Final Plan Set have been approved by the affected departments prior to submittal of the Final Plan Set 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 for properties within Adams County: · One complete signed and notarized site plan PDF in at least 18" x 24" and no larger than 24" x 36" format at 40MB or under (can be emailed to the case planner). Plans must be scanned black and white with 300 dpi. · If the site plan PDF is over 40MB, please submit MYLARS following the below instructions.	
	Please submit the following for properties within Arapahoe or Douglas Counties: · One complete signed and notarized site plan PDF in 24" x 36" format at 40MB or under (can be emailed to the case planner). It must be scanned black and white with 300 dpi. · If the site plan PDF is over 40MB, please submit MYLARS following the below instructions.	
	<b>Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.</b>	
	For properties within Adams County: · One complete set of signed and notarized MYLARS in at least 18" x 24" and no larger than 24" x 36" format.	

	<ul style="list-style-type: none"> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> <li>· One complete set of signed and notarized MYLARS in 24" x 36" format</li> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	

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