



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

*AuroraGov.org*

January 27, 2025

Kent Pedersen  
Lennar  
9193 S. Jamaica Street, 4<sup>th</sup> Floor  
Englewood, CO 80112

**Re: Technical Submission Review:** Aurora One PA-4 – Site Plan with Adjustments and Plat  
**Application Number:** DA-2241-04  
**Case Numbers:** 2022-4051-00; 2022-3099-00

Dear Kent Pedersen:

Thank you for your first technical submission, which we referred out on January 9, 2025. We have reviewed your plans and attached our comments along with this cover letter. The review letter contains comments from all city departments.

Another full submittal is not required, but final mylars for the Site Plan and Plat cannot be submitted until the adjacent Infrastructure Site Plans are approved and recorded. In addition, all Land Development Review comments must be addressed and confirmed.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

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 reacted will be closed and retired.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7857.

Sincerely,

A handwritten signature in blue ink that reads "Sarah Wile".

Sarah Wile, AICP  
Senior Planner III, City of Aurora  
Planning & Business Development Department

cc: Julie Gamec, THK Associates  
Brit Vigil, ODA  
Filed: K:\\$DA\2241-04tech1.rtf



## *Technical Submission Review*

### **1. Planning** (Sarah Wile / 303-739-7857 / [swile@auroragov.org](mailto:swile@auroragov.org) / Comments in teal)

- 1A. As noted above, the Site Plan and Plat cannot be recorded until the ISPs for the adjacent infrastructure are approved and recorded. Please continue working on these ISPs.
- 1B. When the adjacent ISPs are approved and Land Development Review comments have been addressed, the Site Plan and Plat can be recorded. The Plat can be recorded electronically, while the Site Plan will vary depending on the size of the PDF. Please review the attached recording checklists when preparing these in the future and submit them to your Case Manager.

### **2. Civil Engineering** (Julie Bingham / 303-739-7306 / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / Comments in green)

- 2A. The Site Plan cannot be approved until the ISPs with the required infrastructure are approved.

### **3. Land Development** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 3A. Begin the easement release process.
- 3B. Lots within the Plat must have direct or indirect access to a dedicated public street. The adjacent ROW must be dedicated and recorded, and the recording information needs to be added to the Plat as a reference. After this occurs, send to staff for review before submitting the electronic mylars.
- 3C. The title work must be updated within 30 days of the Plat recordation date.
- 3D. Address other miscellaneous comments on the Site Plan and Plat.



# 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 more than 24" x 36" format. · One additional signed and notarized MYLAR cover sheet in 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>· One additional signed and notarized MYLAR cover sheet 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



# 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 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 at least 18.00 inch by 24.00 inch and no larger than 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) 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