



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

AuroraGov.org

January 8, 2025

Dan Kmiecik
Ambrose Property Group
8888 Keystone Crossing Suite 1150
Indianapolis, IN 46240

Re: Fifth Technical Submission Review – Fine Parking – Master Plan Amendment
Application Number: **DA-1964-03**
Case Number: **2014-7003-01**

Dear Dan Kmiecik:

Thank you for your fifth technical submission, which we started to process on December 26, 2024. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. There is no need for another submittal.

Please submit the following for properties within Adams County:

- I. One complete signed and notarized site plan PDF in 18" x 24" format at **50MB or under** (can be emailed to the case planner).
- II. If the site plan **PDF is over 50MB**, please submit MYLARS following the below instructions:
 - ✓ 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
 - ✓ All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality
 - ✓ One complete site plan set in PDF (can be emailed to the case planner).

Please complete the Mylar Checklist and include it with your Mylars.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7541 or rrabbaa@auroragov.org.

Sincerely,

Rachid Rabbaa
Planner III
City of Aurora Planning Department

cc: Brad Cooney, Kimley Horn
Lorianne Thennes, ODA
Filed: K:\Dept\Planning and Dev Serv\ZDR\DA\1900-1999\1964-03tech5



Fifth Technical Submission Review

- Please submit your Mylars

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

PLANNING DEPARTMENT COMMENTS

1. Planning (Rachid Rabbaa / 303-739-7541 / rrabbaa@auroragov.org / Comments in blue)

1. Completeness and Clarity of the Application

1A. No comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

2. Civil Engineering (Julie Bingham / 303-739-7403 / jbingham@auroragov.org / Comments in green)

TAB 13 PIP

2A. No comments.

3. Aurora Water (Casey Ballard / 303-739-7382 / cballard@auroragov.org / Comments in red)

Master Utility Study

3A. No comments.



RECORDING CHECKLIST - MASTER PLANS

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 MYLARs to the planning case manager. Use this form for all new Master Plans and all major Master Plan Amendments. Minor Master Plan Amendments may not need to be recorded. Please allow a minimum of 10 business days for MYLAR recording.

Master Plan Name: _____ DA #: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for Final Master Plan Recording	Staff (√)
	Comments from all departments have been addressed and all changes to the Master Plan have been approved by the affected departments prior to submittal of the Final Master Plan to the planning case manager.	
	Open Space, Circulation, and Neighborhood Plan (Tab 9) has been <u>signed</u> by the Parks, Recreation, and Open Space Director and Public Art Plan (Tab 7) has been <u>signed</u> by the Library and Cultural Services Director.	
	Final versions of all tabs and engineering documents have been emailed to the planning case manager.	
	Public art fee has been paid (if applicable for properties in Metro Districts or zoned MU-TOD).	
	All tabs that are required to be recorded per the Master Plan Manual (pages 6 and 7) are formatted on the appropriate sheet size. A Cover Sheet should be included with Signature Blocks, Sheet Index, Title, Master Plan Notes, Vicinity Map, Contacts, and Adjustments (if applicable).	
	Master Utility Study and Master Drainage Study have been approved.	
	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: <ul style="list-style-type: none">• One complete signed and notarized Master Plan PDF in 18" x 24" format at 40MB or under (can be emailed to the case manager). It must be black and white, 300 dpi.• If the Master Plan PDF is over 40MB, please submit MYLARS following the below instructions.	
	Please submit the following for properties within Arapahoe or Douglas Counties: <ul style="list-style-type: none">• One complete signed and notarized Master Plan PDF in 24" x 36" format at 40MB or under (can be emailed to the case planner). It must be black and white, 300 dpi.• If the Master Plan PDF is over 40MB, please submit MYLARS following the below instructions.	

	<p align="center">Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.</p>	
	<p>For properties within Adams County:</p> <ul style="list-style-type: none"> · 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 · All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality. · One complete Master Plan set in PDF (can be emailed to the case manager). 	
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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.