



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

AuroraGov.org

November 5, 2024

Jarrett Lawaway
Archdiocese of Denver
1300 S Steele Street
Denver, CO 80210

Re: Third Submission Review: Mississippi and Uvalda Subdivision Filing No 1 - Plat
Application Number: DA-1165-04
Case Numbers: 2024-3047-00

Dear Mr. Lawaway:

Thank you for your recent submission, which we started to process on October 24, 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. The following sections contain more specific comments, including those received from other city departments and community members.

Several important issues remain that need to be addressed. Please coordinate offline with Land Development Services to address the remaining comments. The contact information for the Land Development Services reviewer, Roger Nelson, is listed on the next page. I would also include his supervisor, Darren Akrie, in your communications with Roger. His contact information is dakrie@auroragov.org / (303) 739-7331. Please copy your case manager in all correspondence with Land Development Services. Upon your submission of the revised documents, please coordinate with your case manager and Land Development Services to verify that the requested revisions have been addressed sufficiently based on the comments listed in this letter. In addition, please to verify with your case manager that the Storm Drain Development Fee has been paid. If they fee has not been paid, it will prevent moving the project forward with approval of the plan.

Once the remaining comments from Land Development Services are addressed, the plans can move forward to be recorded with Arapahoe County. The County requires one (1) set of mylars for a subdivision plat sent electronically as a PDF. It is important to note that all subdivision plats can be scanned at no more than 300 DPI and no electronic plat may be over 20 MB in size as the County will reject anything over that size. Be sure that the complete set is signed and notarized, and that the sheets are exactly 24.00 inch by 36.00 inch with 2" margin on the left side and ½" margin on all other sides. All plat sheets must be exact size on ALL sheets, otherwise the plat will be returned for correction. Please review and fill out the attached 'Recording Checklist.' When ready to submit your subdivision plan for recording, send the plans and the recording checklist to your case manager.

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.



As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7133 or akarabas@auroragov.org.

Sincerely,

Ani Karabashian, Planner I
City of Aurora Planning Department

Cc: Frank Zwolinski, Power Surveying Company Inc
Lorianna Thennes, ODA
Filed: K:\\$DA\1100-1199\1165-04rev3



Third Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Storm Drain Development Fee (see item 2A)
- Land Development Review – Certificate of Taxes (see item 3A)
- Land Development Review – Plan Revisions (see item 3C)

PLANNING DEPARTMENT COMMENTS

1A. No Comment

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

2. Revenue (Melody Oestmann / (303) 739-7244 / moestman@auroragov.org)

2A. Remaining Storm Drain Development Fee - \$2,582.12. Please verify with your case manager that the fee has been paid. Fees must be paid in order to move forward with the approval of the plan and recording.

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

The plat mylar can be submitted and advanced for recordation with the County **provided that the following items are address:**

- 3A. Send in the Certificate of Taxes Due to 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 2024 Subdivision Plat Checklist Item #19.a.
- 3B. Please make sure any easement releases that the Department of Land Development Services may have required are completed. All dedications would need to be on the new plat. Please contact Grace Gray regarding this comment at ggray@auroragov.org or (303) 739-7277.
- 3C. Subdivision Plan Revision - Sheet 1 & 2: Note #9 there is conflicting boundary evidence at the NE corner of the parcel that needs to be explained.



City of Aurora Planning & Development Services

RECORDING CHECKLIST - SUBDIVISIONS

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 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 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.	
	<i>For properties within Adams County:</i> 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). b) 2" on left margin and ½" margins on all the other sides.	
	<i>For properties within Arapahoe or Douglas Counties:</i> 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). b) 2" margin on left side and 1" margins on all other sides.	

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