

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



January 18, 2024

Thomas Gissen  
Meritage Homes  
8400 Crescent Pkwy Ste 200  
Greenwood Village, CO 80111

**Re: Technical Submission Review** – Murphy Creek PA 13, 14 and 9C - GDP Amendment, Site Plan with Adjustment and Plat  
Application Number: **DA-1250-51**  
Case Numbers: **1995-2002-10; 2021-4019-00; 2021-3039-00**

Dear Mr. Gissen:

Thank you for your technical submission, which we started to process on Wednesday, January 3, 2024. We have reviewed your plans and there are no further comments. The site plan and plat can move to recordation. Please update the site plan set per Real Property's comments and send the digital pdf to your case manager ahead of mylar recordation.

The Plat Mylar must be digital, and the Site Plan Mylar must be a physical copy per the County Requirements. Please send in the Final Mylars for this Site Plan once the easement dedication process has been completed and recorded. When printing Final Mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed to the Planning & Development Services Department at the address below:

ATTN:  
Ariana Muca  
Planning & Development Services Department  
15151 E Alameda Pkwy, Ste 2300  
Aurora, CO 80012

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, PLA  
Planner II

cc: Karen Henry - Henry Design Group Inc 1501 Wazee Street, #1-C Denver, CO 80202  
Ariana Muca, Case Manager  
Cesarina Dancy, ODA  
Filed: K:\\$DA\1250-51tech5.rtf



## Technical Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- See comments to both the site plan and plat (Real Property).

### PLANNING DEPARTMENT COMMENTS

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

- 1A. No community comments were received during this review period.

#### 2. Completeness and Clarity of the Application

- 2A. Please eliminate all AutoCAD Shx Text from the plat.

#### 3. Architectural and Urban Design Issues

- 3A. No further comments.

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

- 4A. No further comments.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 5. Civil Engineering (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)

- 5A. No further comments.

#### 6. Traffic Engineering (Steven Gomez / 303-739-7336 / [segomez@auroragov.org](mailto:segomez@auroragov.org) / Comments in amber)

- 6A. No further comments.

#### 7. Fire / Life Safety (William Polk / 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / Comments in blue)

- 7A. No further comments.

#### 8. Aurora Water (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

- 8A. No further comments.

#### 9. Forestry (Rebecca Lamphear / 303-739-7139 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

- 9A. No further comments.

#### 10. Real Property (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 10A. See the Advisory Comments on the first page of the plat. Delete the rectangular space in the upper right-hand corner of the plat. The signed plat may be submitted for the recording process.
- 10B. (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.)
- 10C. (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 at the time of your final submittal of the electronic Plat for recording.)
- 10D. (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.
- 10E. Please update the general notes and city of aurora general approvals.

Site Plan



10F. Update page 6 easement.

**11.PROS** (Michelle Teller / 303-739-7437 / [mteller@auroragov.org](mailto:mteller@auroragov.org) / Comments in purple)

11A. No further comment

**12.Xcel Energy** (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))

12A. No further comments

**13.Mile High Flood District** (Mark Schutte / 303-455-6277 / [mschutte@mhfd.org](mailto:mschutte@mhfd.org))

13A. See comments attached – nothing was attached, and it is recommended the applicant reach out directly.



## Mylar Checklist

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 •  
303.739.7217 [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 bottom of the form before submitting MYLARs to the Planning Case Manager.

- ☐ All required city fees have been paid (verify this with the Planning Case Manager).
- ☐ Comments from all departments have been addressed and all changes to the MYLARs have been approved by the affected departments prior to submittal of the final MYLARs to the Planning Case Manager.
- ☐ Drainage plan approved and civil drawings near completion.
- ☐ The effective date on the title work and Certificate of Taxes Due is within 30 days of final city approval of the plan.
- ☐ If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk and Recorder.
- ☐ The surveyor, property owner(s), and mortgage company have signed both cover sheets with **black indelible ink**.
  - Please ensure that the signatures, stamps and seals text do not smear
- ☐ The notary has filled in the signature block and applied their indelible stamp in **black indelible ink**.
  - Please ensure that the stamp does not smear
- ☐ The surveyor has applied their stamp and signed their name through the stamp.
  - Please ensure that the stamp does not smear
- ☐ Submit one complete set of signed and notarized MYLARs and one additional signed and notarized cover sheet for each site plan, CSP, GDP, FDP, etc. Subdivision plats require submittal of one set of signed and notarized MYLARs.
  - **Adams County**
    - a. One complete set of signed and notarized MYLARs in 18 inch by 24 inch format
    - b. One additional signed and notarized MYLAR cover sheet in 24 inch by 36 inch format for the city
    - c. For plats one complete set 18 inch by 24 inch
  - **Arapahoe County & Douglas County**
    - a. One complete set of signed and notarized MYLARs in 24 inch by 36 inch format
    - b. One additional signed and notarized MYLAR cover sheet in 24 inch by 36 inch format for the city
    - c. Please note that all MYLARs shall be four millimeters thick, double mat, reverse print/burn, and photo quality
    - d. For plats, one complete set of 24 inch by 36 inch plats

*\*Allow 10 or more business days for Mylar processing*

Project Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ELECTRONIC RECORDING CHECKLIST**

15151 E. ALAMEDA PARKWAY, STE 2300 • AURORA, CO 80012 • 303.739.7217 • [planning@auroragov.org](mailto:planning@auroragov.org)



## Applicant Signature Set Checklist

Instructions: The applicant shall confirm that each item listed below has been completed by checking each bullet point or writing not applicable (N/A) and signing and dating the bottom of the form before submitting final plans in PDF form to the Planning Case Manager.

- All required city fees have been paid (verify this with Planning).
- Comments from all departments have been addressed and all changes to the documents have been approved by the affected departments prior to providing the electronic signature set.
- The effective date on the title work and Certificate of Taxes Due is within 30 days of the final city approval of the plan. (Subdivision Plats Only)
- If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk.
- A flattened PDF of the site plan, subdivision plat, or master plan has been submitted to the Planning Case Manager. Files with AutoCAD SHX Text items will not be accepted.
- The surveyor and property owner(s) have signed the cover sheet with an electronic signature. (Subdivision Plat only)
- The notary has filled in the signature block and applied their electronic signature.
- The City of Aurora will no longer accept Mylars to be sent to the county to be recorded. All recordings will now be done electronically. The following are the requirements:
  - Electronic signatures on the PDF
  - A minimum of 300 dots per inch
  - The size needs to be 24" X 36"
  - The PDF is in gray scale
  - Electronic maps must have a physical space on the cover sheet of 3" tall by 7" long to accommodate the recording stamp (For Arapahoe County)
  - Electronic maps must have a physical space of 2" tall by 3" long in the top, left corner to accommodate the recording stamp ( for Adams County)

Project Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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