



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

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March 27, 2024

Nick Singh-Sandhu  
Nicks Investments LLC  
6180 S Oak Hill Way  
Aurora, CO 80016

**Re: Technical Submission Review – Nick’s Convenience – Jackson Gap at Porteos – Site Plan and Plat**  
Application Number: **DA-1903-35**  
Case Numbers: **2023-6040-00, 2023-3038-00**

Dear Nick Singh-Sandhu:

Thank you for your technical submission, which we started to process on March 11<sup>th</sup>, 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.

Since only a few minor issues remain, you will not need to make another technical submission. Please address the remaining comments and submit a final pdf copy of the site plan and plat for verification. After we have verified that the remaining comments have been addressed, you may submit your final mylars for recording. The signed plat may be submitted electronically, but the site plan must be submitted as a physical copy. Please see the attached mylar checklists and fill them out and include them with your final mylars.

If you have made any other changes to your documents other than those requested, you will need to make another submission. Be sure to also specifically list the new changes in your comment response letter.

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

cc: Steve Cromer, The Dimension Group  
Jazmine Marte, ODA  
Filed: K:\SDA\1900-1999\1903-35tech1



## Technical Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Show the street frontage buffer as measured from the back of walk. [Landscaping]
- Unpaid tap fees totaling **\$2,034.40** are due prior to mylar recordation. [TAPS]
- Send in the updated Title Commitment and Certificate of Taxes Dues. [Land Development Review]
- Several minor labeling comments remain. [Land Development Review]

### PLANNING DEPARTMENT COMMENTS

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

1A. There are no community comments on this first review cycle.

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

2A. There were no more completeness or clarity comments on this application.

#### 3. Planning Comments

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

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

[Site Plan Page 5]

4A. The street frontage buffer is measured from the back of walk. Revise to show this.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 5. Fire / Life Safety (Stephen Kirchner / 303-739-7489 / [stkirchn@auroragov.org](mailto:stkirchn@auroragov.org) / Comments in blue)

5A. There were no more Fire/Life Safety comments on this review.

#### 6. TAPS/Aurora Water (Diana Porter / 303-739-7395 / [dsporter@auroragov.org](mailto:dsporter@auroragov.org))

6A. Unpaid tap fees totaling **\$2,034.40** are due prior to mylar recordation.

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

[Site Plan Page 2]

7A. Advisory Comment: fill in the blanks as indicated.

7B. This portion of the monument sign will need to be covered by a License Agreement - Submit documents to [licenseagreement@auroragov.org](mailto:licenseagreement@auroragov.org). [2 comments]

7C. Add label where indicated: easement name and "to be dedicated by separate document".

[Plat Page 1]

7D. (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.) (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.)

7E. (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.

[Plat Page 2]

7F. Add: "to be dedicated" where indicated on the sheet.



**8. Denver International Airport (Brodie Ayers / 303-342-2804 / [brodie.ayers@flydenver.com](mailto:brodie.ayers@flydenver.com))**

8A. There were no more comments from DIA on this review.

ELECTRONIC RECORDING CHECKLIST

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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: \_\_\_\_\_



## City Section Only - Case Manager Signature Set Checklist

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

All items must be checked as complete before the signature set is accepted to be routed.

- \_\_\_\_\_ Have all the outstanding technical review comments been addressed by all departments?
- \_\_\_\_\_ Have all Planning Director, Planning & Zoning Commission, and/or City Council conditions of approval been satisfied?
- \_\_\_\_\_ Are all AMANDA processes signed off or closed? Is the application in the "Route Mylar" stage?
- \_\_\_\_\_ Match the last review set of plans and ensure all components are consistent with the signature set plans.
- \_\_\_\_\_ Master Plan only - Review the Master Plan Manual Table 1.9 Summary of MP Documents and Formats
- \_\_\_\_\_ Are all fees been paid? (Check AMANDA and refer to the latest review letter).
- \_\_\_\_\_ Has an Avigation Easement been recorded (if applicable)?



## MYLAR CHECKLIST

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**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: \_\_\_\_\_