



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

AuroraGov.org

June 18, 2025

GVP Windler LLC
Don Provost
5750 DTC Parkway Ste 210
Greenwood Village, CO 80111

Re: First Technical Review: Windler Connector Road 3 | Biloxi Street South – Infrastructure Site Plan and Plat
Application Number: DA-1707-43
Case Numbers: 2025-6009-00; 2025-3012-00

Dear Don Provost:

Thank you for your first submission, which we started to process on June 4, 2025. We have reviewed your plans and attached our comments along with this cover letter. Since no major issues remain, please send a final plan set for review prior to recordation. Please note the advisory comments from Land Development. Mylar checklists have been attached for your use and reference.

Note: 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 reactivated will be closed and retired.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7121 or cbailey1@auroragov.org.

Sincerely,

Connor Bailey, AICP, Senior Planner
City of Aurora Planning Department

cc: Craig Northam - 10333 E Dry Creek Road, Ste 400, Englewood, CO 80112
Jazmine Marte, ODA
Filed: K:\\$DA\1700-1799\1707-43tech1



Technical Submission Review

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of the Application

1A. All planning comments addressed.

2. Landscaping Issues (Tammy Cook / 954.266.6488 / tcook@auroragov.org / Comments in bright teal)

2A. No comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

3. Civil Engineering (Julie Bingham / jbingham@auroragov.org / comments in green)

3A. No comments.

4. Traffic Engineering (Jason Igo / jigo@auroragov.org / Comments in orange)

4A. No further comments.

5. Fire / Life Safety (Steve Kirchner / (303) 739-7489 / rtenorio@auroragov.org / Comments in blue)

5A. No further comments.

6. Aurora Water (Samantha Bayliff / (303) 828-6563 / sbayliff@auroragov.org / Comments in red)

6A. No further comments.

7. Land Development Services (Su Wever / Swever@auroragov.org / Comments in magenta)

7A. Advisory: 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.)

7B. Advisory: 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.)

8. Easements (Grace Gray / 303.990.3413 / ggray@auroragov.org)

8A. No comments.

9. Parks, Recreation, and Open Space (Scott Hammons / shammons@auroragov.org)

9A. No comments.



RECORDING CHECKLIST - SITE 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 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.	
	Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.	
	For properties within Adams County: · One complete set of signed and notarized MYLARS in at least 18" x 24" and no larger than 24" x 36" format.	

	<ul style="list-style-type: none"> · 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). 	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> · One complete set of signed and notarized MYLARS 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). 	

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



City of Aurora Planning & Development Services

RECORDING CHECKLIST - SUBDIVISIONS

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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 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 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).</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