



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

AuroraGov.org

August 26, 2024

Jessica Glavas
Quiktrip Corporation
12000 Washington Street, Suite 175
Thornton, CO 80241

Re: First Technical Submission Review: QuikTrip Store #4245- Conditional Use and Site Plan
Application Number: DA-2350-00
Case Numbers: 2023-6024-00 (Site Plan) and 2023-6024-01 (Conditional Use)

Dear Jessica:

Thank you for your 1st technical submission, which we started to process on August 15, 2024. We have reviewed your plans and attached our comments along with this cover letter. The following sections contain more specific comments, including those received from other city departments and community members.

At this time, the remaining comments can be reviewed and approved offline with the respective remaining departments. Once I have received confirmation that these comments have been addressed, you may submit your site plan for recording. I have attached the information related to the recording of site plans for your review.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Steve Timms".

Steve Timms, AICP
Planning Supervisor
City of Aurora Planning Department

cc: Stacey Weeks, Norris Design, Agent
Lorianne Thennes, ODA
Filed: K:\SDA\2350-00tech1



First Technical Submission Review

1. Community Questions, Comments, and Concerns

1A. No additional community questions at this time.

2. Narrative

2A. No additional comments at this time.

3. Site Plan and Conditional Use Comments

3A. No additional comments at this time.

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

4A. No additional comments at this time.

5. Addressing (Phil Turner / 303-739-7357 / pturner@auroragov.org)

5A. No additional comments at this time.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

6. Civil Engineering (Sergio Um/ sum@auroragov.org/ Comments in green)

6A. No additional comments at this time.

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

7A. No additional comments at this time.

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

Site Plan Comments-Sheet 21

8A. Please identify the exit discharge route on the photometric sheet.(repeat comment)

9. Aurora Water (Chong Woo cwoo@auroragov.org/ Comments in red)

9A. No additional comments at this time.

10. Forestry (Rebecca Lamphear/ 303-739-7139/ rlamphea@auroragov.org/ Comments in purple)

10A. No additional comments at this time.

11. Land Development Services Easements (Grace Gray/ ggray@auroragov.org / Comments in magenta)

11A. Easements by separate document have not been started. Easement dedications are to be submitted to DEDICATIONPROPERTY@AURORAGOV.ORG, Releases are to be submitted to: RELEASEEASEMENTS@AURORAGOV.ORG.



City of Aurora Planning & Development Services

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 MYLARs 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 MYLAR recording.

Site Plan Name: _____ DA #: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for MYLAR 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 MYLARs have been approved by the affected departments prior to submittal of the final MYLARs 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: · One complete site plan set in PDF (can be emailed to the case planner). · All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality	
	For properties within Adams County: · 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	
	For properties within Arapahoe or Douglas Counties: · One complete set of signed and notarized MYLARs in 24" x 36" format · One additional signed and notarized MYLAR cover sheet in 24" x 36" format	

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