



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

*AuroraGov.org*

May 20, 2025  
Martin Petrov  
Housing Authority of The City of Aurora  
2280 S Xanadu Way  
Aurora, CO 80014

**Re: Technical Submission Review: STANLEY 98 MULTI-FAMILY - SITE PLAN W/ ADJUSTMENT**  
**Application Number: DA-2393-01**  
**Case Numbers: 2024-4025-00; 2024-3051-00**

Dear Martin Petrov,

Thank you for your technical submission, which we started to process on Wednesday, May 7, 2025. 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.

Minor comments from Traffic and Land Development Services remain. It is recommended that the applicant reach out directly to the review staff and gain approval offline. Following all approvals, please send the final documents for the Site Plan and Plat. Plat mylars may be processed with final digital copies, but the site plan mylars must be printed unless the file size can be reduced to 40MB per the county recording requirements. When preparing the final documents, please utilize the attached Mylar Checklist and include it with your mylars. Printed mylars should be mailed or delivered 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

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 303.739.7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, Planner III  
City of Aurora Planning Department

cc: Derek Westby VMWP 1738 Wynkoop St Suite 203, Denver, CO 80202  
Ariana Muca, Case Manager  
Brit Vigil, ODA  
Filed: K:\\$DA\DA 2393-01tech1.rtf



## Technical Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Minor comment on stop sign placement (Traffic).
- Minor comments on the plat (Land Development Services).
- Storm Drain Development fees are \$3,255.88. These fees are due ahead of plat recordation.

### PLANNING DEPARTMENT COMMENTS

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

- 1A. Thank you for your patience with the recordation of the four street vacations. The final street vacation, Ordinance 2025-44, will be recorded on 6/21/2025.

#### 2. Parking Comments

- 2A. No further comments.

#### 3. Architectural and Urban Design Comments

- 3A. No further comments.

#### 4. Signage & Lighting Comments

- 4A. No further comments.

#### 5. Landscaping Issues (Kelly Bish / 303.739.7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)

- 5A. No further comments.

#### 6. Addressing (Phil Turner / 303.739.7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))

- 6A. No further comments.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 7.Civil Engineering (Sergio Um / [sum@auroragov.org](mailto:sum@auroragov.org) / 303.739.7563)

- 7A. No further comments.

#### 8.Traffic Engineering (Dean Kaiser / 303.739.7584 / [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) / Comments in amber)

- 8A. Minor comment regarding STOP sign placement on Ironton & Site drive due to placement on curve.

#### 9.Utilities (Fatin “Iman” Ghazali / [ighazali@auroragov.org](mailto:ighazali@auroragov.org) / Comments in red)

- 9A. No further comments.

#### 10.Aurora Water Revenue (TAPS Office / [moestman@auroragov.org](mailto:moestman@auroragov.org))

- 10A. Storm Drain Development fees are \$3,255.88.

#### 11.Fire / Life Safety (Erick Bumpass / 303.739.7627 / [ebumpass@auroragov.org](mailto:ebumpass@auroragov.org) / Comments in blue)

- 11A. No further comments.

#### 12.Land Development Services (Maurice Brooks / 303.739.7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 12A. Fill in the Reception Number.  
12B. Add the area of the Subdivision in Sq. Ft and Acres.  
12C. Send the updated Title Commitment and update Note #2 with this information.  
12D. No comments on the Site Plan.



**13.Land Development Services** (Grace Gray / [ggray@auroragov.org](mailto:ggray@auroragov.org) / 303.739.7277 / Comments in magenta)

13A. All new easements are to be dedicated by plat. Easement releases to be submitted [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).

**14.PROS** (Adison Petti / 303.739.7131 / [apetti@auroragov.org](mailto:apetti@auroragov.org))

14A. No further comments.

**15. Forestry** (Rebecca Lamphear / 303.739.7139 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

15A. No further comments.

**16.RTD**

16A. No new comments.



**17.Xcel Energy** (Donna George / 303.571.3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))

17A. Please refer to the comments submitted on February 7, 2025.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303.571.3284  
[donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)

February 7, 2025

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Ariana Muca

**Re: Stanley 98 Multi-Family – 3<sup>rd</sup> referral, Case # DA-2393-01**

As previously stated for **Stanley 98 Multi-Family**, the property owner/developer/ contractor must complete the application process for any new natural gas or electric service via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect).

Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformer) – be sure to have the Designer contact a Right-of-Way Agent.

Dial Colorado 811 for utility locates prior to construction.

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)



# RECORDING CHECKLIST - SITE PLANS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012  
 303.739.7217 • Email: [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 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.	
	<b>Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.</b>	
	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"> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> <li>· One complete set of signed and notarized MYLARS in 24" x 36" format</li> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	

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



# RECORDING CHECKLIST - SUBDIVISIONS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012

303.739.7217 • Email: [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 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.	

	<p>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>	
	<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