



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

April 13, 2020

Liban Buni  
Mubarak Villa LLC  
10307 E Iliff Avenue  
Aurora, CO 80247

**Re: Technical Submission Review – Mubarak Villa – Site Plan w/ Waivers and Replat**  
Application Number: **DA-2171-00**  
Case Number: **2019-4004-00**

Dear Mr. Buni:

Thank you for your technical submission. We have reviewed it and attached our comments along with this cover letter. There are a few remaining comments from Real Property and Landscaping which require formatting changes to the Site Plan and Plat detailed in this letter. These changes must be made, and plans resubmitted to verify completeness accuracy. The necessary easement dedications and releases, and License Agreements must also be completed. Additionally, tree mitigation fees must be paid, and the Preliminary Drainage approved before the plans can be approved by all remaining departments.

Once each of these remaining items are completed, Mylars may be printed and submitted to the City to begin Mylar routing. Please keep in mind that Mylar routing takes approximately 10-15 days. A Mylar checklist has been attached for your reference, which must be completed, signed, and submitted to Planning & Development Services with your final Mylars. Please keep in mind that the plans will not be officially approved and recorded at the county until all outstanding comments are resolved in the technical review period.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7112.

Sincerely,

Christopher Johnson, Planner II  
City of Aurora Planning Department

cc: Brian Johnson, Prism Design and Consulting  
Jacob Cox, ODA  
Filed: K:\\$DA\2171-00tech1.rtf



## Technical Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Address all comments on completeness, formatting, and accuracy of the application.
- Remove landscaping notes accordingly (see Item 1)
- Continue working with Public Works on your Preliminary Drainage (see Item 2)
- There are outstanding fees required prior to plan recordation (see Item 3)
- Review and address all comments from Real Property on the Plat (see Item 4)
- Continue working with Real Property on License Agreements as needed.

### PLANNING DEPARTMENT COMMENTS

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

##### **1A. Sheet LS1.0**

- Remove the notes and asterisks from the Standard Rights-of-Way table. See comments on plan.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

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

##### **Cover Sheet**

2A. The Site Plan will not receive final approval from Public Works until the preliminary drainage letter/report is approved. Continue working on your Preliminary Drainage.

#### **3. Forestry** (Rebecca Lamphear / 303-739-7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

3A. Applicant has decided to pay into the community tree fund in the amount of \$13,600.00, to achieve mitigation requirements. Aurora Forestry must receive payment prior to plan approval.

#### **4. Real Property** (Darren Akrie / 303-739-7331 / [dakrie@auroragov.org](mailto:dakrie@auroragov.org) / Comments in magenta)

See the red line comments on the plat and site plan. Continue working with Andy Niquette on the easement releases from the previous plat. Continue working with Grace Gray on the object encroaching onto the easements shown on the site plan. I noted on the plat and site plan that the decks will need the easements to go around them; instead of the License Agreement for them. I have pointed this out on both the plat and site plan. Since the plat is dedicating the easements, you can revise the plat easements and use a detail if it would help visualize the changes. There were some bearings, distances and curve data that did not match the closure sheet. Revise those items to match the closure sheet.

##### **Site Plan Set**

4A. Cover all indicated physical structures that encroach into easements or right of way with a License Agreement. Contact Grace Gray to start the process.

##### **Plat**

4B. The existing easements that were dedicated by the previous plat(s) need to be released (vacated) by separate documents. Contact Andy Niquette to start this process.

4C. Update and upload the Title Commitment for the site, as referred in Note #

4D. Upload the State Monument records for the aliquot corners used in the plat.

4E. Update all indicated lot dimensions to match the closure sheet.



## 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 120 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.
- Digital files, preferably on a compact disc, for the site plan, CSP, subdivision plat, GDP, FDP, etc. have been submitted to the Planning Case Manager. Instructions can be found online:
  - [https://www.auroragov.org/UserFiles/Servers/Server\\_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards\\_11\\_28\\_2016.pdf](https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards_11_28_2016.pdf)
  - Also refer to the **Instructions for Submitting Digital Files for Addressing**.
- 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: \_\_\_\_\_

Note: This form is also available online