

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



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June 27, 2025

Matt Hopper  
Summit Strategies  
6331 S Blackhawk Way  
Centennial, CO 80016

**Re: Third Technical Review:** The Aurora Highlands Parkway Phase 2 - Site Plan and Plat  
**Application Number:** DA-2062-32  
**Case Numbers:** 2022-6020-00, 2023-3046-00

Dear Matt Hopper:

Thank you for your technical submission. We have reviewed your Site Plan and Plat and have attached our comments along with this cover letter. There are several items on the Site Plan that need to be addressed; however, I can review these off-line. Please revise your previous work and send them to me at your earliest convenience.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

The plat has been approved and you may submit your electronic mylars, along with the other required documents. To ensure proper tracking, please complete and include the attached Subdivision Recording Checklist when you submit your mylars.

As always, if you have any comments or concerns, please give me a call. I can be reached at 303-739-7261.

Sincerely,

Deborah Bickmire, Senior Planner  
City of Aurora Planning Department

Attachment: [Recording Checklist - Subdivisions](#)

cc: Dave Center, ARTA  
Margie Krell, AECOM  
Jacob Cox, Director of Development Review  
Justin Andrews, ODA  
Filed: K:\SDA\2062-32tech3.rtf



## *Third Technical Review*

### **PLANNING DEPARTMENT COMMENTS**

#### **1. General Comments**

- 1A. The acreage in the site data should be consistent with the legal description.
- 1B. Provide an approximate area of the drainage easement for Pond 8515.
- 1C. Ensure sheet numbers are shown on all sheets.
- 1D. Add a note that the southern right of way will tie into the proposed 26<sup>th</sup> Avenue right-of-way.
- 1E. Clarify the location of the drainage easement on the southern end of Pond 8515.
- 1F. Fix overwrites as noted on the redlines.

#### **2. Landscape Comments**

- 2A. The plans include the full section of E. 32<sup>nd</sup> Avenue between the north and southbound lanes of The Aurora Highlands Parkway. Per the street section, there is an 8' area for curbside landscape on both sides of the street over the linear park. Provide curbside landscape for that section of roadway.
- 2B. The landscape around Pond 8515 should be revised to meet z-zone standards. The city expects the landscape to be irrigated until established, prior to the city accepting the site for maintenance. There is some information available on the City's website at [Water Wise Landscape](http://WaterWiseLandscape.com) and you are also encouraged to coordinate with Tim York. He can be reached at [tyork@auroragov.org](mailto:tyork@auroragov.org) or 303-326-8819.
- 2C. Revise the sheet references for the details. Some sheets have been removed from the plan set.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS**

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

##### **Plat**

- 3A. Add "storm collection mains" to the Drainage Covenant language.
- 3B. Provide an updated Title Commitment, 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.
- 3C. Revise Note #6 to match the updated Title.
- 3D. Provide a Certificate of Taxes Due obtained from the County Treasurer's office showing the taxes are paid in full up to and through the plat approval date of recording. This Certificate of Taxes should be submitted at the time of your final submittal of the electronic Plat for recording.
- 3E. Advisory comments:
  - There may be some items that were not shown or pointed out in this review. The Subdivision Plat checklist is to be utilized as a guide. Any items not adhering to the Checklist may be pointed out in this or the subsequent reviews, then it is up to the Surveyor to have those changes made prior to the final submission of the plat for electronic recording.
  - 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.



## 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.	

	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