



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

*AuroraGov.org*

July 26, 2024

Carlo Ferreira  
The Aurora Highlands, LLC  
141 Union Blvd Ste 150  
Lakewood, CO 80228

**Re: Fourth Submission Review: The Aurora Highlands North Area A - Replat**  
Application Number: DA-2062-46  
Case Number: 2023-3021-00

Dear Mr. Ferreira,

Thank you for your submission. We have reviewed your plans and attached our comments along with this cover letter. There are several items to be addressed prior to submitting your mylars. Please revise your previous work and send us a new submission at your earliest opportunity. Staff will expedite a review to confirm all items have been addressed prior to recordation. Please ensure all reception numbers are provided prior to final approval.

When you submit your signed and notarized plans, please provide an updated Title Commitment and Certificate Of Taxes Due. To ensure proper tracking, please complete the attached mylar checklist when you submit your final plans. The Planning Department reserves the right to reject any resubmissions that fail to address these items.

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

Sincerely,

Debbie Bickmire, Senior Planner  
City of Aurora Planning Department

Attachment: Electronic Mylar Checklist

cc: Patrick Chelin, BOWMAN  
Jeff Killian - Matrix Design Group 707 17th Street Ste 3150 Denver, CO 80202  
Jacob Cox, Director of Development Review  
Justin Andrews, ODA  
Filed: K:\\$DA\2062-46rev4.rtf



## *Fourth Submission Review*

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

- 1A. Provide geometry for non-concentric easement curves.
- 1B. Label and dimension all easements.
- 1C. Fill in missing reception numbers.
- 1D. See the red line comments on the plat.
- 1E. There are several easements listed to be dedicated by separate documents. Our records indicate they have not been submitted. Please consult the [Easement Dedication Packet](#) and submit your documents at [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org).
- 1F. Provide in the 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.
- 1G. 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.
- 1K. Please be advised - 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 the scale does not match the drawing information, then this may cause the plat to be sent back and corrected 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.	

	<p>Please submit the following: One final and approved subdivision plat copy in PDF. NOTE- all subdivision plats can be scanned at no more than 300 DPI. In addition, no electronic plat may be over 20 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