



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

AuroraGov.org

March 4, 2025

Dayna Ashley-Oehm
Aurora Housing Authority
2280 S Xanadu Way
Aurora, CO 80014

Re: Technical Submission Review: Potomac Campus Housing Aurora Housing Authority – Site Plan
Application Number: DA-2322-02
Case Number: 2023-4013-00

Dear Dayna Ashley-Oehm:

Thank you for your submission, which we started to process on February 20, 2025. We have reviewed your plans and all major review comments have been resolved for this application. One minor comment should be resolved, which is to remove the recorder's certificate from the Cover Sheet as this is no longer required by the county.

When ready, please send in the **final documents for the Site Plan**. When printing final mylars, please utilize and fill out the attached Mylar Checklist and include it with your mylars. For this project, ***if the file size of the Site Plan is 40 MB or below***, one complete signed and notarized site plan PDF in 24"x36" can be emailed to the assigned case planner. ***If the Site Plan exceeds 40 MB***, the mylars should be submitted by Arapahoe standard, which is one (1) set signed and notarized of 24"x36" mylars plus one (1) additional signed and notarized 24"x36" Cover Sheet.

Please review the Mylar Checklist closely for additional details for required documents. If the file size exceeds the requirements, physical mylars for the Site Plan should be mailed to the Planning & Development Services Department at the address below:

ATTN: Ani Karabashian
Planning & Development Services
15151 E Alameda Parkway, Ste 2300
Aurora, CO 80012

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7133 or akarabas@auroragov.org.

Sincerely,

Ani Karabashian
Planner 1
City of Aurora Planning Department

cc: Charley Mayer | Davis Partnership Architects 2901 Blake Street Ste 100 Denver CO 80205
Jazmine Marte, ODA
Filed: K:\\$DA\2300-2399



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 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 18" x 24"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.	
	Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.	
	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	

	<ul style="list-style-type: none"> · All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality · One complete site plan set in PDF (can be emailed to the case planner). 	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> · 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 · All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality · One complete site plan set in PDF (can be emailed to the case planner). 	

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