



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

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November 27, 2023

Matt Jenkins
Buckley Yard Ref Acquisition LLC
7220 S Alton Way, Suite C400
Centennial, CO 80112

Re: Technical Submission Review – Buckley Yard Residential - Site Plan and Plat
Application Number: **DA-2252-06**
Case Numbers: **2023 4012 00; 2023 3029 00**

Dear Mr. Jenkins:

Thank you for your technical submission, which we started to process on Tuesday, November 14, 2023. We have reviewed your plans and attached our comments along with this cover letter. There are no further review comments, and the application can move to mylar recordation.

The Plat Mylar must be digital and the Site Plan Mylar must be a physical copy per the County Requirements.

Please send in the Final Mylars for this Site Plan once the easement dedication process has been completed and recorded. When printing Final Mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed into 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

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.

Sincerely,

Ariana Muca, PLA
Planner II

cc: Elyse Applegate Norris Design 1101 Bannock Street Denver, CO 80204
Ariana Muca, Case Manager
Jacob Cox, ODA
Filed: K:\SDA\2252-06tech1.rtf



Technical Submission Review

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments, and Concerns

1A. No community comments were received.

2. Completeness and Clarity of the Application

2A. No further comments.

3. Architectural and Urban Design Issues

3A. No further comments.

4. Landscaping Issues (Kelly Bish / 303-739-7189 / kbish@auroragov.org / Comments in bright red)

4A. No further comments.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

5. Addressing (Phil Turner / 303-739-7271 / pturner@auroragov.org)

5A. No further comments.

6. Civil Engineering (Julie Bingham/ 303-739-7403 / jbingham@auroragov.org)

6A. No further comments.

7. Traffic Engineering (Steven Gomez / 303-739-7336 / segomez@auroragov.org / Comments in amber)

7A. No further comments.

8. Utilities (Daniel Pershing / 303-739-7646 / ddpershi@auroragov.org/ Comments in red)

8A. No further comments.

9. Fire / Life Safety (Stephen Kirchner / (303) 739-7489 / stkirchn@auroragov.org / Comments in blue)

9A. No further comments.

10. Real Property (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

10A. No further comments.

11. Xcel Energy (Donna George / 303-571-3306 / donna.l.george@xcelenergy.com)

11A. No further comments.

ELECTRONIC RECORDING CHECKLIST

15151 E. ALAMEDA PARKWAY, STE 2300 • AURORA, CO 80012 • 303.739.7217 • planning@auroragov.org



Applicant Signature Set Checklist

Instructions: The applicant shall confirm that each item listed below has been completed by checking each bullet point or writing not applicable (N/A) and signing and dating the bottom of the form before submitting final plans in PDF form to the Planning Case Manager.

- All required city fees have been paid (verify this with Planning).
- Comments from all departments have been addressed and all changes to the documents have been approved by the affected departments prior to providing the electronic signature set.
- The effective date on the title work and Certificate of Taxes Due is within 30 days of the final city approval of the plan. (Subdivision Plats Only)
- If an Avigation Easement is required, a copy of the recorded document has been submitted to the Planning Case Manager and the City Clerk.
- A flattened PDF of the site plan, subdivision plat, or master plan has been submitted to the Planning Case Manager. Files with AutoCAD SHX Text items will not be accepted.
- The surveyor and property owner(s) have signed the cover sheet with an electronic signature. (Subdivision Plat only)
- The notary has filled in the signature block and applied their electronic signature.
- The City of Aurora will no longer accept Mylars to be sent to the county to be recorded. All recordings will now be done electronically. The following are the requirements:
 - Electronic signatures on the PDF
 - A minimum of 300 dots per inch
 - The size needs to be 24" X 36"
 - The PDF is in gray scale
 - Electronic maps must have a physical space on the cover sheet of 3" tall by 7" long to accommodate the recording stamp (For Arapahoe County)
 - Electronic maps must have a physical space of 2" tall by 3" long in the top, left corner to accommodate the recording stamp (for Adams County)

Project Name: _____ DA #: _____

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____



City Section Only - Case Manager Signature Set Checklist

Case Manager: _____ Date: _____

All items must be checked as complete before the signature set is accepted to be routed.

- _____ Have all the outstanding technical review comments been addressed by all departments?
- _____ Have all Planning Director, Planning & Zoning Commission, and/or City Council conditions of approval been satisfied?
- _____ Are all AMANDA processes signed off or closed? Is the application in the "Route Mylar" stage?
- _____ Match the last review set of plans and ensure all components are consistent with the signature set plans.
- _____ Master Plan only - Review the Master Plan Manual Table 1.9 Summary of MP Documents and Formats
- _____ Are all fees been paid? (Check AMANDA and refer to the latest review letter).
- _____ Has an Avigation Easement been recorded (if applicable)?



MYLAR CHECKLIST

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303.739.7420

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 30 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.
- 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: _____