

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



July 16, 2024

Gadi Ogbogu
CJG Transport LLC
2782 E 136th Place
Thornton, CO 80602

Re: Technical Submission Review – CJG Transport Outdoor Storage – Site Plan with Adjustment and Plat
Application Number: **DA-2328-00**
Case Numbers: **2022-6056-00, 2022-3086-00**

Dear Gadi Ogbogu:

Thank you for your technical submission, which we started to process on July 2, 2024. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since only a few minor issues remain, you will not need to make another full submission. Please make the remaining changes and send in a final copy of the site plan and plat. Note that all our comments are numbered. If you have made any other changes to your documents other than those requested, be sure to submit a comment response letter and specifically list them in your letter. The Planning Department reserves the right to reject any resubmissions that fail to address these items.

Once the remaining comments have been addressed and you have submitted the final site plan and mylar copies, you may submit a signed physical site plan mylar set and a signed electronic plat mylar set to your case manager. Please also fill out and include the attached site plan and plat mylar checklists.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7132 or egates@auroragov.org.

Sincerely,

Erik Gates, Planner II
City of Aurora Planning Department

cc: Mike Groselle, Modern Engineering Solutions LLC
Cesarina Dancy, ODA
Filed: K:\SDA\2300-2399\2328-00tech3



Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Finish the Drainage Plan acceptance and make the remaining Land Development Review corrections prior to sending your final site plan and plat mylars in for recording. [Planning]
- The drainage report must be accepted before the site plan can be approved. [Aurora Water]
- There is a new hydrant added to the Site Plan – confirm with Aurora Water to see if it needs to be in a Pocket Water easement. Show the new pocket water easement on the Site Plan. [Land Development Review]

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

1B. There were no community comments on this application.

2. Planning Comments (Comments in teal)

2A. There were no more Planning comments on this application.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

3. Civil Engineering (Kendra Hanagami / 303-739-7295 / khanagam@auroragov.org / Comments in green)

3A. There were no more Civil Engineering comments on this application.

4. Aurora Water (Jennifer Wynn / 734-258-6523 / jwynn@auroragov.org / Comments in red)

[Site Plan Page 1]

4A. Repeat Comment: The drainage plan must be accepted before the site plan can be accepted.

5. Land Development Review (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

5A. Send in the updated Title Commitment with the copy with active hyperlinks.

5B. Delete Tract A from the Dedicatory Language and City Approvals on this plat.

5C. There is a new hydrant added to the Site Plan. A Pocket Water easement is needed. Show the new pocket water easement on the Site Plan.

5D. Add easement on the plat.



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 MYLARs 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 MYLAR recording.

Site Plan Name: _____ DA #: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant (√)	Steps Needed for MYLAR 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 MYLARs have been approved by the affected departments prior to submittal of the final MYLARs 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: · One complete site plan set in PDF (can be emailed to the case planner). · All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality	
	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	
	For properties within Arapahoe or Douglas Counties: · 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	

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



City of Aurora Planning & Development Services

RECORDING CHECKLIST - SUBDIVISIONS

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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 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 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 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><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) 2" margin on left side and 1" margins 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