



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

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July 24, 2024

James Spehalski  
Cottonwood Creek Investors, LLC  
9750 W Cambridge Pl  
Littleton, CO 80127

**Re: Technical Submission Review – Cottonwood Creek Phase 1 – Site Plan, Two Infrastructure Site Plans, and Subdivision Plat**  
Application Number: **DA-2019-02**  
Case Numbers: **2023-4005-00; 2023-6016-00; 2023-6017-00; 2023-3012-00**

Dear Mr. Spehalski:

Thank you for your technical submission, which we started to process on July 10, 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.

All review comments have been resolved for this application, so no further review submission is required. However, Land Development Services has indicated that the easement process is not yet complete and the avigation documents have not been uploaded to the portal. Please coordinate the timing of this process as you proceed with your mylar submission, as it may cause your final plan recordation to be denied or rejected.

When ready, please send in the final documents for the 2 ISPs, Site Plan and Plat. Plat mylars may be processed with final digital copies, but the site plan mylars will need to be printed per the county recording requirements. 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](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, Planner II  
City of Aurora Planning Department

cc: Garrett Graham, PCS Group  
Brit Vigil, ODA  
Filed: K:\\$DA\2019-02tech3



## Technical Submission Review

### SUMMARY OF KEY COMMENTS

- Please upload the completed avigation easement to the portal
- All new easements are to be dedicated by plat. Easement releases to be submitted [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).

### PLANNING DEPARTMENT COMMENTS

#### 1. Community Questions, Comments and Concerns

1A. No comments, questions, or concerns were received from adjacent property owners or registered neighborhood groups during this application review.

#### 2. Completeness and Clarity of the Application

2A. Continue working on the avigation easement for this development. Please sign and execute the easement to be recorded. Note: the Buckley Space Force Base easement is the only avigation easement required; the DIA easement is not applicable as this property is not within that influence district. This needs to be uploaded to the portal.

#### 3. Zoning and Subdivision Comments

3A. No further comments.

#### 4. Streets and Pedestrian Comments

4A. No further comments.

#### 5. Office of Energy and Environment (Maria Alvarez / [malvarez@auroragov.org](mailto:malvarez@auroragov.org))

5A. No new comments.

#### 6. Landscaping Comments (Tammy Cook / 954-684-0532 / [tdcook@auroragov.org](mailto:tdcook@auroragov.org) / Comments in bright teal)

6A. No further comments.

#### 7. Addressing (Phil Turner / 303-739-7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))

7A. Addressing comments have been addressed.

### REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

#### 8. Civil Engineering (Kendra Hanagami / 303-739-295 / [khanagam@auroragov.org](mailto:khanagam@auroragov.org) / Comments in green)

8A. No further comments.

#### 9. Traffic Engineering (Steve Gomez / 303-739-7336 / [segomez@auroragov.org](mailto:segomez@auroragov.org) / Comments in amber)

9A. No further comments.

#### 10. Fire / Life Safety ((Erick Bumpass / 303-739-7627 / [ebumpass@auroragov.org](mailto:ebumpass@auroragov.org)) & (Will Polk / 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org)) Comments in blue)

10A. No further comments.



**11. Aurora Water** (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

11A. No further comments.

**12. PROS** (Curtis Bish / 303-739-7131 / [cbish@auroragov.org](mailto:cbish@auroragov.org) / Comments in mauve)

12A. No further comments.

**13. Land Development Services** (Grace Gray / [ggray@auroragov.org](mailto:ggray@auroragov.org) / 3037397277 / Comments in magenta)

13A. All new easements are to be dedicated by plat. Easement releases to be submitted  
[releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).

**14. Land Development Services** (Roger Nelson / 720-587-2657 / [ronelson@auroragov.org](mailto:ronelson@auroragov.org) / Comments in magenta)

14A. No further comments.

**15. Public Art** (Roberta Bloom / 303-739-6747 / [rbloom@auroragov.org](mailto:rbloom@auroragov.org) )

15A. No further comments.

**16. Revenue** (Melody Oestmann / 303-739-7395 / [moestman@auroragov.org](mailto:moestman@auroragov.org))

16A. Storm Drain Development Fee Due 322 acres x \$1,242.00 = \$412,344.



# RECORDING CHECKLIST - SITE PLANS

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 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**

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 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><b><i>For properties within Adams County:</i></b></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><b><i>For properties within Arapahoe or Douglas Counties:</i></b></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