



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

[AuroraGov.org](http://AuroraGov.org)

May 13, 2025

Amy Nostrom  
Asbury Automotive  
2905 Premiere Parkway, Ste 300  
Duluth, GA 30097

**Re: (Technical) Submission Review: Centretch Inventory Parking Lot - Site Plan**  
**Application Number: DA-1005-33**  
**Case Numbers: 2024-6055-00**

Dear Amy Nostrom:

Thank you for your submission, which we started to process on April 28, 2025. We have reviewed your plans and all major review comments have been resolved for this application, with no further review submission required at this time. ***Please be sure to coordinate with Land Development Services and other departments as needed regarding their comments submitted about Easements on the following page, as the recording of easements can have an impact on construction. Please be sure to cc' your case manager on all communication. This must be resolved before we can move forward to recording the Site Plan.***

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. The Site Plan must be scanned black and white with 300 dpi.

***If the site plan exceeds 40 MB***, the mylars should be submitted by Arapahoe standard, which is 1 set of 24"x36" physical Mylars plus 1, Complete PDF of the Site Plan emailed to the Case Planner. Please review the Mylar Checklist closely for additional details for required documents. The 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 Pkwy, Ste 2300  
Aurora, CO 80012

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

Sincerely,

Ani Karabashian  
Planner 1  
City of Aurora Planning Department

cc: Shelby Madrid | Kimley Horn and Associates, 6200 S Syracuse Way Greenwood Village, Colorado, 80111  
Justin Andrews, ODA  
Filed: K:\\$DA\1000-1099



## *Technical Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Coordinate with Land Development Services and Other Departments Regarding Easement Questions (see Item 1A-1D)

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

- 1A. Have the easements (Fire Lane easement, Water and Drainage easements and Sidewalk easement) been submitted for review? They will need to be recorded soon. And the requesting Dept's. should have said they wanted these easements to be dedicated by separate document. Please start these separate documents soon.
- 1B. Please confirm with Fire/Life Safety Dept. that the Fire lane easement is needed here.
- 1C. Please confirm with Aurora Water Dept. that the Water and Drainage easements are needed here.
- 1D. Please confirm with Aurora Engineering Dept. that the Sidewalk easement is needed here.



## 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 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.	
	<b>Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.</b>	
	For properties within Adams County: · One complete set of signed and notarized MYLARS in 18" x 24" format.	

	<ul style="list-style-type: none"> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> <li>· One complete set of signed and notarized MYLARS in 24" x 36" format</li> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	

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