



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

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July 10, 2018

Bobbi Gear
Alliance Roofing
15657 E. Centretech Circle
Aurora, CO 80011

Re: 1st Technical Review – Alliance Roofing – Site Plan and Plat Amendment
Application Number: **DA-1005-25**
Case Number: **2016-6029-00; 2016-3042-00**

Dear Mr. Gear:

Thank you for your technical submission, which we started to process on Friday, June 29th, 2018. All comments and issues have been resolved on both the Site Plan and Plat.

To ensure proper tracking when you submit your mylar drawings, please use our Mylar Checklist attached to this letter. The Planning Department reserves the right to reject any mylars that fail to address these items. Please note that all easements by separate document and license agreements must be finalized prior to recording the Site Plan.

I would like to remind you that before construction or building permits can be issued for your project, review and approval of the construction drawing sets must be completed, in addition to completing the mylar recordation process. Civil plans need to be submitted to the Engineering Division of the Public Works Department and building plans need to be submitted to the Building Division of the Development Services Department. For assistance with Civil Engineering or Building Division processing or scheduling, please contact your Project Manager, Gary Sandel, at 303-739-7354 in the Office of Development Assistance who will be pleased to assist you.

In our All 4 Business initiative we are endeavoring to improve our customer service. Below is a link to a survey that will help us measure how we are doing in our efforts. We would greatly appreciate your participation. Please visit the link and take the survey at your earliest convenience. Thank you!

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7121 or dosoba@auroragov.org.

Sincerely,

Dan Osoba, Planner I
City of Aurora Planning Department

cc: Gary Jones – Intergroup Architects 2000 W. Littleton Blvd. Littleton CO 80120
Susan Barkman, Neighborhood Services
Gary Sandel, ODA
Filed: K:\SDA\1005-25tech1



MYLAR CHECKLIST

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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 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 120 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.
- Digital files, preferably on a compact disc, for the site plan, CSP, subdivision plat, GDP, FDP, etc. have been submitted to the Planning Case Manager. Instructions can be found online:
 - https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Final%20-%20CAD%20Data%20Submittal%20Standards_11_28_2016.pdf
 - Also refer to the **Instructions for Submitting Digital Files for Addressing**.
- 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: _____

Note: This form is also available online