



Office of Development Assistance
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October 26, 2023

Alan Jacob - alan.j@carwashprodesigners.com
Car Wash Pro Designers LLC

Re: Express Car Wash (#1754300)/Pre-Application Meeting held October 12, 2023

Dear Mr. Rueben Bachayev:

I would like to take this opportunity to thank you for considering the City of Aurora for the Express Car Wash project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

▶ **Havana Street Overlay (HSO):** Your property is in Havana Street Overlay District. The HSO is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. Your project will be subject to the HSO district requirements, Condition 1, set in Section 146-2.6.7 of the Unified Development Ordinance (UDO). See page 6 for additional information.

▶ **Parking:** In Subarea A no more than 25 percent of the lot frontage on arterial or collector streets to a depth of 60 feet can be occupied by surface parking. This requirement does not appear to be compliant regarding the proposed parking fronting Havana Street.

▶ **Forestry:** Ownership of the trees to the south and east of the site need to be determined. If trees are on this property and any will be removed, mitigation will be required. If they are neighboring properties, communication with them will be required so that they understand tree protection measures, possible tree loss, and how their site plan will be made whole.

▶ **Utilities:** The car wash should implement a reuse/recycle system. Any water discharged from the car wash should go through a sand/oil separator before going into the sanitary sewer system. Sanitary sewer service will need to be extended to the site from the north. At the moment, this area is served by a dead-end water main. This can supply a domestic service, but no additional fire services can be tapped from this main.

- ▶ **Traffic:** A Detailed Traffic Impact Study (TIS) will be required for this development, detailing traffic counts, trip generation, circulation, and analysis of access points and intersections. See page 19 for additional information.
- ▶ **Public Improvements:** A 10-foot detached sidewalk along Havana Street will be required for this development, along with curb returns and ADA compliant curb ramps.
- ▶ **Easements:** If the building is encroaching into the 16-foot utility easement, then a portion of that easement will need to be released (vacated). If the building is moved out of the easement, then no easement release is needed. Since there is no parking in the Fire Lane, one of the parking spaces will need to be eliminated to accommodate the use of the Fire Lane easement.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7597 or jpandrew@auroragov.org.

Sincerely,



Justin Andrews
Project Manager



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved at a public hearing.

Step II - Construction Document Phase

Civil Engineering Plans: This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All civil plans are electronic submittal only.

- A preliminary drainage letter is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. This review is separate from the Planning Phase review above and requires a per-sheet review fee.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the city's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Justin Andrews, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
Justin Andrews
303.739.7044.7597
jpandrew@auroragov.org

Planning

Zoning and Plan Review
Rachid Rabbaa
303.739.7450
rrabbaa@auroragov.org

Landscape Design

Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting

Forestry

Jacque Chomiak
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Aurora Water

Casey Ballard
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Aurora Water - Drainage

Richard Ommert
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Public Works

Traffic Division
Dean Kaiser
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Roadway & Public Improvements

Engineering Division
Kendra Hanagami
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Life Safety and Building Division

Richard Tenorio
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rtenorio@auroragov.org

Land Development Review

Services Division
Maurice Brooks
303.739.7294
mbrooks@auroragov.org

Energy & Environment

Jeffrey S. Moore
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Maria Alvarez

303.739.6824
malvarez@auroragov.org

STEP I – PLANNING PHASE

Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ Conditional Use Criteria
- ▶ Havana Street Overlay – Condition 1
- ▶ Access & Connectivity
- ▶ Parking and Drive Area
- ▶ Pedestrian Network
- ▶ Landscaping and Screening
- ▶ Building Design and Permitted Materials (EFIS is Not Permitted)

Project Overview:

- Zoning: MU-C (Mixed Use - Corridor District) Subject to the Havana Overlay District requirements
- Character Area: Subarea A
- Proposed Use: Drive-Through Motor Vehicle (Car) Wash
- Permitted Use: Permitted with a Conditional Use Approval

Type of Application:

- Conditional Use
- Site Plan

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application will require approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website.

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

Your property is zoned MU-C Mixed Use - Corridor District. The intent of the MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district is designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subarea A, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas. Uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

1B. Havana Street Overlay – Condition 1

Your property is in Havana Street Overlay District. The HSO is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. All property development in the Havana Street Overlay District shall comply with adopted City ordinances or rules and regulations. Your project will be subject to the HSO district requirements, Condition 1, set in Section 146-2.6.7 of UDO. Condition 1 is the demolition or clearance of existing buildings or development on vacant ground. All development that occurs on vacant ground, on redevelopment sites, or that includes expansions of an existing building footprint by more than 25 percent, or by more than 2,000 square feet, whichever is less, shall provide:

- i. A curbside landscaping area;
- ii. A detached sidewalk; and
- iii. A landscape buffer per Figure 2.7-1 and Section 146-2.6.7.C.1.

1C. Subarea

Your property is within Subarea A, which includes a mix of industrial, residential and commercial developments. Future development will occur as mainly infill as well as redevelopment of existing sites and structures.

1D. Placetype

This area is designated as a City Corridor Placetype by the Aurora Places Comprehensive Plan. City Corridors are centered along the city's major roadways, home to a wide range of uses, including commercial, retail, institutional, service and some residential. Recommended practices for City Corridors include:

- Accommodating pedestrians through amenities such as common greens, sidewalks, crosswalks, benches, and pedestrian-scale lighting
- Developing a complete access network for connection with urban districts and adjacent residential neighborhoods, including gridded urban blocks
- Promoting shared parking opportunities

2. Land Use

2A. Conditional Use

The proposed use is subject to Conditional Use approval, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning

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Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

Please be sure to include an Operations Plan that details hours of operation, number of employees per shift, and expected peak times where there may be more queuing than anticipated. Additional information should also be included that addresses potential noise impacts of both the wash as well as vacuuming operations. If possible, all mechanical equipment should be placed on the inside of the building in order to mitigate noise and lighting as much as feasible. The city's Noise Ordinance limits specific decibel levels.

3. Development Standards

3A. Dimensional Standards

The expectation is all UDO requirements will apply. Setbacks and dimensional requirements are described in UDO Section 146-4.2.2.B, Table 4.2-3.

3B. Access and Connectivity

Section 146-4.5 requires access and connectivity standards for development; each development shall accommodate safe and convenient movement for all modes of transportation throughout the development. General pedestrian access and connectivity standards (See Section 146-4.5.4.D) require that safe and convenient pedestrian access be provided to points within a development and to nearby uses and amenities to encourage walking and reduce the frequency and number of automobile trips. Public improvements for this development include a new sidewalk and tree lawn and curb ramp updates on Havana Street. Also, the curb ramps on both sides of the access at Havana Street shall be updated to meet current standards. The expectation is for an accessible sidewalk connection from the front of the building to the public sidewalk. The sidewalk improvements shall include the segment north of the existing curb cut along the entire frontage of the property. The access is too close to Havana Street and that overall site circulation will be affected.

The main building entrance need to open onto a patio amenity space. This space should have a minimum dimension of 8' and include site furniture such as benches and amenities such as shade and landscape features.

3C. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Parking counts will be based off the Operations Plan submitted with the application. In addition to vehicle parking, the development is required to provide 10% of the required vehicle parking count in bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2, including providing a design that includes 2 points of contact with each bicycle. Each inverted "U" rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

In Subarea A no more than 25 percent of the lot frontage on arterial or collector streets to a depth of 60 feet shall be occupied by surface parking. The remaining 75 percent of the lot frontage on arterial or collector streets shall be occupied by a structure, and no surface parking shall be located between that building and the street. This requirement does not appear to be compliant regarding the proposed parking fronting Havana Street.

Vehicle stacking details are outlined in Section 146-4.6.7. Each lane must provide at least 3 stacking spaces.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe

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pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets.

3D. Landscape, Water Conservation, Stormwater Management

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code sections: 146-4.7.5 Q. Landscape Requirements for Sites with Existing Development, 146-2.6.7 Havana Overlay District and 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp, and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street, and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

Section 146-2.6.7 Havana Overlay District

– The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-2.6.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

– The proposed development coincides most closely with Condition 1. Condition 1 arises when development occurs on vacant ground, when redevelopment of an existing site involves clearing the land before adding new construction or the expansion of existing buildings.

Condition 1 Requirements:

- A 10’ detached sidewalk with a 10’ wide curbside area to be planted with one street tree per 40 linear feet.
- A nine-foot-wide buffer is required but may be reduced to a minimum of five feet as measured from back of walk if a 2.5’ tall masonry wall is provided or a 2.5’ tall landscape hedge.
- Plant material shall consist of a minimum of one tree and ten shrubs per 40 linear feet.
- All plant material along Havana Street must come from the Havana Street Overlay District Plant List. Your Case Manager may provide you with the plant list.
- Refer to Figure 2.6-1 for Condition 1 requirements.

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Section 146-4.7 Landscape, Water Conservation, Stormwater Management

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

Section 146-4.7.5 Q. Landscape Requirements for Sites with Existing Development

Landscaping is required when redevelopment occurs on an existing site. Redevelopment includes changes or expansions to existing parking areas as well as the construction of new buildings. This allows improvement to sites where existing structures and land uses are outdated while ensuring that the resulting redevelopment improves the visual quality of the neighborhood and mitigates any negative impacts of the redevelopment on nearby properties.

Based upon the current proposal, modifications are being made to the internal circulation between the existing uses and the proposed car wash. In addition, a reconfiguration of the parking as it relates to the existing businesses is proposed as well as the construction of a new building. These modifications will necessitate compliance with the current UDO standards.

– Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a.

Follow the Havana Overlay District requirements as noted above for Havana Street curbside landscape requirements.

– Section 146-4.7.5 D. Street Frontage Landscape Buffers

Street frontage buffer requirements shall follow the Havana Overlay District requirements as noted above.

– Section 146-4.7.5 K. Parking Lot Landscaping

The perimeter of all parking lots shall be screened from public rights-of-way, public open space, and adjacent property. Parking lot screening will be required in accordance with the Havana Overlay District requirements as noted above for the street frontage buffer. The reconfigured parking lot to the east of the proposed car wash will require screening from the adjacent uses. The perimeter screening may be combined with the non-street buffer requirements as noted below. The most restrictive requirement shall be met.

All parking rows must terminate in a landscaped island. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. This is applicable to all parking spaces including any proposed vacuum stalls. Provide each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used in key locations as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

– Section 146-4.7.5 E.2.b. Non-Street Perimeter Buffers.

Provide a 10' wide non-street buffer along the eastern property line between the proposed car wash and the reconfigured parking for the existing commercial development and along the southern property boundary line adjacent to the existing car dealership. A buffer reduction to five feet is possible depending upon the landscape incentive feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. The buffer shall consist of one tree and five shrubs per 40 linear feet with 30% of the tree species evergreen.

– Section 146-4.8.5 J. Building Perimeter Landscaping

Building perimeter landscaping is required when building elevations face public rights-of-way,

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residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet.

– Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

– Section 146-4.7.5 L. Site Entryways and Intersections.

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation.

– Section 146-4.7.3 M. Detention and Water Quality Ponds.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. Staff will determine whether an overlap exists once a formal site plan is submitted.

– Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at 303.739.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

3E. *Building Design Standards*

Proposed Building elevations must conform to the requirements of the UDO. Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. EFIS is not permitted.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also

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requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Table 4.8-1
Building Design Standards Applicability by Building Type
 Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:
 [1] Only applies when more than two stories or over 30 feet tall.

3F. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Show typical details of lighting on the plan and/or building elevations. Sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one footcandle on the walking surface. On-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall. Fixtures shall be of a downcast type.

3G. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. Any proposed changes or additions to the signage on site must adhere to these standards and may not exceed the maximum square footage permitted.

3H. Screening of Mechanical Equipment and Garbage Dumpsters

All equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. Trash collection must be incorporated into the overall design of the building, fully shielded from view of the adjacent rights-of-way, or be in a fully enclosed building that is architecturally similar to the primary building. (Section 146.4.7.8)

4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed

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and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approval of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

5. Submittal Reminders

5A. CAD Data Submittal Standards

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

5B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

5C. Mineral Rights Notification

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with the Land Development Review Services Division for the Subdivision Plat prior to application submittal. Please contact them directly to schedule this meeting.

Community Participation:

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

Community Meetings:

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.

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- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#)

Energy and Environment Development

There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time. There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Energy & Environment Division can assist by providing additional information.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Energy & Carbon Management Commission (ECMC) for more information.

Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Energy & Environment Division.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

Forestry Division

Ownership of the trees to the south and east of the site need to be determined. If these trees are on this property and any will be removed, mitigation will be required.

If the trees are not on this property, trees should be protected that are located on the neighboring properties to the south and east. Communication with those neighboring properties will be required so that they understand tree protection measures, possible tree loss and how their site plan will be made whole so they are still in compliance with it should damage occur. If the trees are damaged during development activities, the entity who damaged them will be required to mitigate their loss or injury. The neighboring property owner should be contacted using registered mail to notify them of your plan to develop and how you plan to protect the tree(s). Forestry will need you to submit this letter with your plan so that we are sure the neighboring property owner has been notified.

Tree Mitigation Requirements

- Trees on site that are 4” or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from

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the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10” tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

Forestry’s Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

Name	Company	Address	Phone
David Merriman	Arbor Scape	5044 S. Youngfield Court Morrison, CO 80465	303-795-2381
Keith Worley	Forestree Development, LLC	7377 Osage Road, Larkspur, CO 80118	303-681-2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303/347-0988
Scott Grimes	Colorado Tree Consultants	coloradotreeconsultants@yahoo.com	303-720-8170
Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court Boulder, CO 80301	303-530-0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site – the Consulting Arborist should contact Forestry to make sure they provide the correct number of inches. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss.
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual – this includes trees on the neighboring property. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement.

Aurora Water

Utilities

Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.

Key Issues:

- ▶ Car wash should implement a reuse/recycle system for the process water. Any water discharged from the car wash goes through a sand/oil separator before going into the sanitary sewer system. See Appendix E for additional information regarding new car wash developments.
- ▶ Water meter is to be in a landscaped area. If the meter is outside of the public ROW, a pocket easement must be provided.
- ▶ There are existing easements on site that currently do not contain water, wastewater, or stormwater utilities. These may be vacated.
- ▶ Sanitary sewer service will need to be extended to the site from the north. Currently the closest sanitary main is on the north side of the existing commercial buildings.
- ▶ At the moment this area is served by a dead end watermain. This can supply a domestic service but no additional fire services can be tapped from this main.
- ▶ A stormwater management plan (SWMP) will likely be required. If more than 1-acre of land is disturbed, then it is required. Disturbance includes redevelopment of a site, trenching for utility construction, construction vehicle travel over non-paved surfaces, etc.

Utility Services Available:

- Water service may be provided from: On Site 6-inch Main
- Sanitary sewer service may be provided from: On site extension
- Project is located on the following Map Page: 07C

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development.
 - Sand/Oil Interceptors are required for vehicle maintenance facilities.
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

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Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

Stormwater Management

Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's ["Storm Drainage Design and Technical Criteria"](#) and ["Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure"](#).

Key Issues:

- ▶ A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and address any changes in imperviousness from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan sized no larger than 11" x 17" shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Aurora Water at the time of the Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.
 - For development or redevelopment projects that create less than 1000 square feet of new impervious area, formal detention and water quality facilities are not required as long as the new impervious area is designed to drain to pervious areas to the maximum extent practicable.
- ▶ If changes are made, outside of those shown in this plan submittal, then a reevaluation of the requirements will be necessary.
- ▶ If there are no changes in the historic drainage pattern then the existing system will not need to be evaluated.
- ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at: <https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>
- ▶ Note that for all preliminary drainage letters (PDL) that review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
- ▶ All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- ▶ This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features and any future updates to the COA Storm Drainage Design and Technical Criteria.

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- ▶ The City of Aurora is currently revising their storm drainage manual, the site will need to be in compliance with the latest storm drainage manual update. Use the following tables for imperviousness and C value computations (if needed for this site).

Table 5-6. Imperviousness Values for Urban Surfaces for Site and Small Watershed Analysis

Surface Type		Imperviousness
Paved Streets		100%
Concrete Drive and Walks		90%
Roofs		90%
Gravel	No Traffic Areas (pedestrian use)	40%
	Low Traffic Areas (maintenance paths and substations)	60%
	High Traffic Areas (roadways and parking)	80%
Landscaping (including water-wise vegetation, active turf, uncompacted gravel, planting beds, residential artificial turf, etc.)		20%
Artificial Turf (non-residential)	Landscape applications (with subgrade drainage layer)	25 - 45%
	Sport fields with underdrain pipe system	65%
Open Water Areas, including footprint of WQCV		100%
Solar Panels Gravel Cover, Rows Parallel to Contours [#]		50%
Solar Panels, Gravel Cover, Rows Diagonal to Contours [#]		60%
Solar Panels, Gravel Cover, Rows Perpendicular to Contours [#]		75%
Solar Panels, Grass Cover, Rows Parallel to Contours [#]		5%
Solar Panels, Grass Cover, Rows Diagonal to Contours [#]		20%
Solar Panels, Grass Cover, Rows Perpendicular to Contours [#]		45%
Historic Flow Analysis, Greenbelts, Agricultural		5%
Newly Graded Areas		65%

[#]Assumes 1:1 ratio of panels to aisles. See MHFD's Technical Memorandum regarding Determination of Solar Panel Field Runoff Coefficients and Imperviousness Values for additional information on procedures to reflect other impervious areas such as roads and pads that may be part of a solar field and layouts with wider inter-panel spacing.

Table 5-7. Runoff Coefficient Equations Based on NRCS Soil Group and Storm Return Period (MHFD Manual)

NRCS Soil Group	Storm Return Period						
	2-year	5-year	10-year	25-year	50-year	100-year	500-year
A	$C_A = 0.84i^{1.302}$	$C_A = 0.86i^{1.276}$	$C_A = 0.87i^{1.232}$	$C_A = 0.88i^{1.124}$	$C_A = 0.85i + 0.025$	$C_A = 0.78i + 0.110$	$C_A = 0.65i + 0.254$
B	$C_B = 0.84i^{1.169}$	$C_B = 0.86i^{1.088}$	$C_B = 0.81i + 0.057$	$C_B = 0.63i + 0.249$	$C_B = 0.56i + 0.328$	$C_B = 0.47i + 0.426$	$C_B = 0.37i + 0.536$
C/D	$C_{C/D} = 0.83i^{1.122}$	$C_{C/D} = 0.82i + 0.035$	$C_{C/D} = 0.74i + 0.132$	$C_{C/D} = 0.56i + 0.319$	$C_{C/D} = 0.49i + 0.393$	$C_{C/D} = 0.41i + 0.484$	$C_{C/D} = 0.32i + 0.588$

- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available of the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil

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Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

- Refer to EDN's (890001 and 880053) for supporting information related to your site. Contact rommert@auroragov.org for a copy of this report.
- 2.08.1.06.2 The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Stormwater Conveyance - Notification of Adjacent Property Owners link: https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf

Public Works Department

Traffic Engineering will receive a referral of the Site Plan, Subdivision Plat, and Civils for review and comment.

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information.
 - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
- ▶ Site access drives shall be located 150' CL-CL from Havana Street (arterial).
- ▶ Traffic calming elements will be an area of focus of review for this site. See TIS requirements below.
- Havana Street is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Steve Loeffler* at CDOT, phone number 303.757.9891. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to ensure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es). **This letter must be received 10 days prior to the Planning Commission hearing.**
 - Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate

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of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for construction of the accesses in the State Highway right-of-way.

- Show all adjacent and opposing access points on the Site Plan.
- Site access shown onto the interior drive aisle is too close to Havana Street access. Relocate this access to provide a minimum 150-foot offset from Havana Street.
- Label the access movements on the Site Plan. The western-most access shall be permitted as a right-in/right-out only if no additional changes are made to relocate this access.
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

Add the following note landscape plans: ‘All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10’

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2050 average daily traffic counts.
 - 2) Trip Generation to/from the site.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Intersection of center access at Havana Street
 - 5) Analysis of site queuing based on similar facilities.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Dean Kaiser* at djkaiserz@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

- Based on our review of the Traffic Impact Study, additional improvements may be required.

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- If a parking waiver is sought, A Parking Reduction Study will be required for this site which will include addressing the following items:
 - Waivers from the City of Aurora Code.
 - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
 - Site comparison to a minimum of three Comparable Sites. Comparable Sites shall be similar in use and surrounding environment.
 - Parking Reduction Factors, which may include parking management strategies, site specific uses, proximity to local transit modes, and bicycle facilities.
 - Calculations Page showing Parking Reduction Calculations.

Submitting the Parking Reduction Study:

- The Parking Reduction Study shall be sent directly to Scott Bauman at sbauman@auroragov.org as soon as possible.
- The Parking Reduction Study shall also be uploaded with the rest of the submittal.

Engineering Division

The Engineering Division reviews the roadway and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

- ▶ Provide a 10' detached sidewalk in accordance with our major six lane arterial typical section detail S1.4 along Havana Street to the north boundary line of Block 1, Lot 2 of the Havana Commercial Park Subdivision Filing No. 2.
- ▶ Provide curb returns and ADA compliant curb ramps at the access off Havana Street.
- ▶ Evaluate the existing street lights for compliance with the 2023 Roadway Manual.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).
- ▶ Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Improvements:

Sections and details referenced in the Improvements section refer to the City's [Roadway Design and Construction Specifications \(Roadway Manual\)](#).

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in Standard Detail S1.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.

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- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

ROW/Easements/Plat:

- ROW dedication is required for public streets.
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Fire/Life Safety Comments - Building Division

The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.

Key Issue:

- ▶ The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC.

Advisory Comment:

On behalf of the Aurora Fire Department, all plan reviews, permits, and inspection associated to site plans, civil plans, platting documents, the International Fire Code and fire protection systems are conducted by the Aurora Building Division's Fire/Life Safety Group. Please avoid contacting Aurora Fire Rescue or the

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Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2021 IBC, Chapter 11, the 2017 ICC/ANSI A117.1.

- Accessibility Requirements - [Commercial](#)

Addressing Requirements:

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2021 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#).

Civil Plans:

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Keep Drive Aisle Passable at All Times Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

Fire Department Access:

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this site is:

- Due to the access being provided from the adjacent street and existing fire lane easement, no additional fire lane easement within the site are being requested.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance.

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Knox Hardware:

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

- Approved Knox Hardware is required for new and existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox devices on the site plan submitted to the Planning & Development Service Department.

Legend:

The cover sheet must include a “Site Plan Legend” reflecting both existing and/or proposed site elements that are existing or proposed within site.

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

Special Design Considerations:

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.

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- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Trash Enclosure:

Per the 2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

[Land Development Review Services Division](#)

The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

Key Issues:

- ▶ If the building is encroaching into the 16' U.E., then a portion of that easement will need to be released (vacated). If the building is moved out of the easement, then no easement release is needed. See below for the procedure of starting the easement release process.
- ▶ Since there is no parking in the Fire Lane, one of the parking spaces will need to be eliminated to accommodate the use of the Fire Lane easement.

Subdivision Plats:

- A subdivision plat is not required at this time.

Site Plans:

A Site Plan will be required by the Planning Department. Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Land Development Review Services [Subdivision Plat Checklist](#).

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)

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- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

STEP II – CONSTRUCTION DOCUMENT PHASE

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Civil Construction Plans are not required for your project as proposed.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)
 - [Civil Plan Submittal Form](#)
 - [Civil Plan Submittal Pre-Acceptance Checklist](#)

Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street Plan and Profiles
 - Structural Calculations
 - Signing and Striping Plan

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- Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Aurora Water

Utilities

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - Fire Service Lines
 - Commercial and Domestic Water Service Lines.
 - These devices are required to be located within the building or within a heated and drained vault after the water meter.
 - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
 - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

At first submittal of the construction documents, structural calculations should be submitted for the following items:

- Structural calcs/reports are required for life safety items (unless standard details such as CDOT apply):
 - Vehicular Bridges
 - Pedestrian Bridges
 - All Vertical Walls (such a headwalls, wingwalls, retaining walls, etc.) over 4’ (unless special or surcharge conditions exist per RW Manual 4.02.7.03.3.1)
- Structural details are required for all other cast-in-place structures. These include, but are not limited to, the following (note: Aurora and/or CDOT standard details can be used when applicable.). Refer to 4.02.7.
 - Headwalls and wingwalls less than 4’ that do not require calculations (RW Manual Section 4.02.7.03.3.2)
 - Storm sewer connections to structural inlets larger than 15 feet.
 - Multiple storm sewer connections to inlet.
 - Skewed storm sewer connection to inlets where pipe penetration exceeds the inside wall width.
 - All structures with non-standard grate openings and grate hinges.
 - Wingwalls with pipe penetrations.
 - Spillway cutoff walls and baffle blocks.
 - Forebays and micropools.
- No details or calculations are required for pre-cast concrete structures.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

Public Works Department

Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.

Traffic Engineering

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook.
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers’ vehicles) shall access the site from Havana Street, via 1st Avenue and not through any adjacent residential neighborhood(s).

Engineering Division

Roadway Design and Construction Specifications:

- Sidewalk construction shall conform to the “[City’s Roadway Design and Construction Specifications](#)” latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

Building Plans

Building Division Comments:

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)

Fire (click on this [link](#) to find checklist below)

 - Fire Alarm
 - [Hazardous Materials Storage](#)
 - Knox Box
 - Knox Box Rapid Entry

Key Issues:

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jrodrig@auroragov.org).
- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2021 IBC, Chapter 11, and the 2017 ICC 117.1.

Adopted Codes by the City of Aurora:

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#)

Building Division General Comments:

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

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Checklist for Plan Review Submittals:

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

General Fire Protection System Requirements:

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2021 IFC, Section 907.
- **Fire Sprinkler System** – 2021 IFC, Section 903.

Geographic Design Criteria:

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

Occupancy Specific Building Code Requirements:

Based on the information provided, your building occupancy or occupancies are as follows.

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

Land Development Review Services Division

Reminder – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

STEP III – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the city's website.*

Aurora Water

Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of the building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:

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- Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Stormwater Management

- The developer shall have a licensed Professional Engineer certify each stormwater detention pond and/or water quality BMP is built according to the approved plans and specifications and the required detention volume, including the WQCV when used, is met. The certification shall also verify all pertinent dimensions, elevations, required outlet orifice plates for detention and WQCV and other permanent BMPs requirements are installed per the approved plans and specifications, and shall show the as-built design volumes (WQCV, 10- year, 100 year, EURV) and other pertinent dimensions, elevations and capacity requirements associated with the WQ BMP used. The certification shall be provided to the City of Aurora Engineering Control Section Principal Engineer. An approved pond certificate shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit) for sites that do not require a certificate of occupancy. Examples of these sites include but are not limited to: sites without vertical construction, oil and gas well pads, outdoor storage, and tow yards. An approved pond certificate shall be required prior to commencement of business operations. In no case shall a Certificate of Occupancy or Temporary Certificate of Occupancy be issued without an approved pond certificate.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor’s risk to begin paving without the initial acceptance of the wet utilities.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along

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with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section [146-5.3.19\(b\)](#).

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - major arterials
 - fire lanes
 - culverts
 - curbs, gutters, curb ramps, and sidewalks
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

- ▶ Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting with the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Construction Permits:

Please click on the link provided for a listing of required construction permits.

Fire Safety during Construction, Alteration or Demolition of a Building:

Utilize the requirements of the 2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department by calling 303.739.7420.

Access Roadways during Construction:

Please click on the "link" provided for requirements for fire department access during construction.

Single Points of Access through an Adjacent Jurisdiction:

Providing only one point of access through another jurisdiction is not an acceptable operational position for the city. Please click on the "link" provided to obtain the full requirements.