



Office of Development Assistance
15151 E Alameda Pkwy
Aurora, Colorado 80012, Suite 5200
phone 303.739.7345
email oda@auroragov.org

AuroraGov.org

December 19, 2024

Katherine Knight - katherine.knight@merrick.com
Merrick & Company
2480 26th Avenue Unit B225
Denver, CO 80211

Re: First Creek Detention Facility Upstream of I-70 (#1854045)/Pre-Application Meeting held 12/05/2024

Dear Katherine Knight:

I would like to take this opportunity to thank you for considering the City of Aurora for the First Creek Detention Facility Upstream of I-70 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:

- ▶ **Zoning Inquiry:** The subject property is currently located in Arapahoe County and is primarily surrounded by Mixed Use-Regional District (MU-R). Appropriate Zoning will be determined by staff upon submittal of a Zoning Inquiry.
- ▶ **Access and Connectivity:** Show the proposed access and maintenance road to the ponds on the future Site Plan. Additionally, 14th Avenue is a critical east-west connection that crosses the city's property. This is a direct connection from Picadilly to Harvest, tying together the city's two new interchanges on I-70.
- ▶ **Mile High Flood District (MHFD):** Please coordinate with Mile-High Flood Control District regarding your proposal.
- ▶ **Forestry:** Trees will be impacted by this development. Any trees that are within the banks of the channel will not require any mitigation. However, if there are trees outside of this area that are impacted, those will require mitigation. Since grading is planned before a full submittal, you will need to coordinate the inventory and appraisal with Forestry or the Consulting Arborist before the Stormwater Management Plan (SWMP) is approved.
- ▶ **Aurora Water:** PRI/Tributary plans to construct a sanitary interceptor through the southern side of the property. Please continue to coordinate with PRI/Tributary to determine the final location of this interceptor. It is Aurora Water's preference to not have the sanitary interceptor overlap with the footprint of the detention ponds as the ponds shall need to be recertified should they be impacted by any maintenance work done on the sanitary interceptor.

- ▶ **Stormwater Management Plan (SWMP):** A Stormwater Management Plan is required for this project. Further coordination with the Aurora Water – Utilities and Environmental Compliance teams will be required to determine the required SWMP submittals for temporary grading and full construction of the ponds.
- ▶ **Conditional Letter of Map Revision (CLOMR):** A Conditional Letter of Map Revision (CLOMR) approval will be required prior to the start of work within the floodplain. A Letter of Map Revision (LOMR) or Physical Map Revision (PMR) will be required following completion of the project. Process must be initiated within 6 months of completing construction.
- ▶ **Jurisdictional Dam:** Proposed detention ponds may qualify as Jurisdictional Dams. Coordinate with the State Engineer's Office as the City does not want to maintain a Jurisdictional Dam.
- ▶ **Downstream Water Rights Holder:** Detention or infiltration facilities are required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements.
- ▶ **Public Storm Sewer:** A Public storm sewer system appears to be located along the western edge of this site. Please have your Engineer or Surveyor verify and tie your site drainage into
- ▶ **Traffic:** A Traffic Letter will be needed discussing truck routing during grading. It will need to state a rough estimate of the number of trucks and duration of construction.
- ▶ **I-70 Frontage Road:** I-70 Frontage Road is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). See page 14 for additional information.
- ▶ **Annexation:** Our understanding is that the property is currently within unincorporated Arapahoe County but is planned to be annexed into the city. Should grading work be permitted for the project prior to annexation, an agreement between the applicant and Arapahoe County is required to address MS4 permit responsibilities and allowances. If an agreement cannot be reached before the property is annexed into the city, and the applicant is still pursuing an early grading permit, they shall follow the Arapahoe County permit process.
- ▶ **Surrounding Coordination:** Continue coordination with the Aurora Crossroads development to the west and the Tributary Master Plan (RSN 1792692) to the east.

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 303.739.7585 jmarte@auroragov.org.

Sincerely,



Jazmine Marte
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 outline 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 meetings are scheduled as necessary.
- The Annexation is approved by City Council, the Zoning Map Amendment is approved at a public hearing and City Council, and the Site Plan is approved administratively.
- The Subdivision Plat is approved administratively during the same timeline. However, the Annexation will need to move forward before platting the property.

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 submitted electronically.

- A Preliminary Drainage Report 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)

- Typically 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 approval.
- **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 **Jazmine Marte, 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.

Development Services

Office of Development Assistance
Jazmine Marte
303.739.7585
jmarte@auroragov.org

Planning

Zoning and Plan Review
Brandon Cammarata
Rachid Rabbaa
303.739.7541
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
Scott Hammons
shammons@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Iman Ghazali
303.807.8869
ighazali@auroragov.org

Aurora Water - Drainage

Christopher Hill
303.739.7263
chhill@auroragov.org

Development Services Department

Traffic Division
Jason Igo
303.739.1792
jigo@auroragov.org

Roadway & Public Improvements

Engineering Division
Kendra Hanagami
303.739.7295
khanagam@auroragov.org

Life Safety and Building Division

Steve Kirchner
303.739.7489
stkirchn@auroragov.org

Land Development Review
Services Division
Maurice Brooks
303.739.7294
mbrooks@auroragov.org

Energy & Environment

Maria Alvarez
303.739.6824
malvarez@auroragov.org

STEP I – PLANNING PHASE

Planning and Business Development

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:

- ▶ 14th Avenue is a critical east-west connection that crosses the city's property. This is a direct connection from Picadilly to Harvest.
- ▶ Coordinate with and provide documentation from CDOT with their recommendations for the I-70 Frontage Road
- ▶ Zoning Inquiry submittal: Initial Zoning required with annexation (Zoning Map Amendment)
- ▶ DIA/Buckley - Air Influence Overlay requires an Avigation Easement

Project Overview:

- Zoning: Currently zoned in Arapahoe County and surrounded primarily by Mixed Use Regional Zoning (MU-R) in the City of Aurora. Based on the results of a Zoning Inquiry, appropriate zoning will be determined.
- Character Area: N/A / Subarea C when annexed into the city
- Proposed Use: Public Facility
- Permitted Use: Yes

Type of Application:

- Annexation
- Zoning Map Amendment
- Site Plan (Future)
- Subdivision Plat

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- Zoning Inquiry – Please submit a Zoning Inquiry application and staff will perform an analysis for the recommended zoning
- The application for Initial Zoning (Zoning Map Amendment) will require approval in a public hearing before the Planning and Zoning Commission and the City Council. The application will be reviewed in a 17-18-week timeframe and will be processed electronically through our development review website.
- The Site Plan application can be submitted at the applicants risk concurrent with the annexation. Please coordinate with ODA and Planning on an acceptable concurrency strategy once the annexation and initial zoning applications have begun formally.
- The application for a Site Plan (Subarea C) can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.
- * If the subject property remains and is developed in Arapahoe County, there is no Planning process.

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)

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- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)
- [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 (Advisory)

The subject property is currently located in Arapahoe County and is primarily surrounded by Mixed Use-Regional District (MU-R). The Mixed Use-Regional District is intended to serve “image making” areas in Aurora such as gateways, major arterial street and highway intersections, and regional activity centers. The MU-R district allows for a mix of medium- to high-density residential and regional commercial uses, as well as other uses as shown in Table 3.2-1 (Permitted Use Table). Appropriate Zoning will be determined by staff upon submittal of a Zoning Inquiry.

1B. Overlay Districts

Avigation Easements

Because the property is within the Airport Influence District surrounding Buckley Air Force Base / Denver International Airport, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Jeffrey Moore at 303. 739.7676 or jmoore@auroragov.org with any questions you may have.

1C. Subarea (Advisory)

This area is surrounded by Subarea C and when annexed into the city would be included in this subarea. Subarea C generally includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora. It currently includes expanding residential developments, industrial parks and areas of city owned open spaces and parks. Development pressures within Subarea C continue to rise as the demand for more housing choices intensifies; the pressure for large industrial storage facilities increases and the need for expanded infrastructure to accommodate the demands of growth become a priority. Because these lands will develop over a long period of time, their layouts, design, and building styles need to be flexible enough to accommodate new forms of development at a variety of development densities while avoiding patterns and practices that have increased traffic congestion and/or reduced the visual appeal of the city in the past.

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1D. *Placetype (Advisory)*

The subject property is identified as Urban District. Urban Districts will be critical to the economic and fiscal health of the city because they will be the centers of employment, culture and activity. The Urban District is the city's most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single "Downtown Aurora," this placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale and the prioritization of multimodal transportation. Multifamily housing and employment opportunities abound, making Urban Districts the center of activity for Aurora. Predominantly mixed-use developments accompanied by a small amount of stand-alone commercial and multifamily uses characterize the Urban District. Public facilities and institutions may be strategically located within the Urban District to anchor or support these diverse and active places. Urban parks provide green space for residents and workers and serve as locations for community activities. This mix and intensity of uses is intended to provide around-the-clock activity. Transit, pedestrian and bike connections are essential to its development and success.

2. Land Use

2A. *Proposed Land Use*

City of Aurora First Creek Detention Facility

3. Development Standards

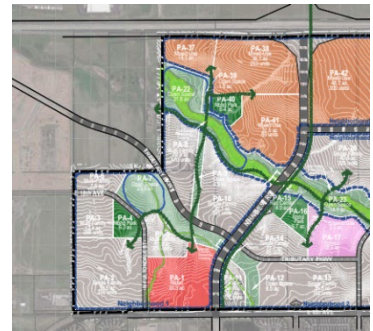
3A. *Access and Connectivity*

Coordinate with and provide documentation from CDOT with their recommendations for the I-70 Frontage Road (Colfax Avenue). Continue coordination with the Aurora Crossroads development to the west and the Tributary Master Plan to the east.

Please show the proposed access and maintenance road to the ponds on the future Site Plan.

Advisory Comment: Please coordinate with Mile-High Flood Control District regarding your proposal.

14th Avenue – 14th Avenue is a critical east-west connection that crosses the city's property. This is a direct connection from Picadilly to Harvest, tying together the city's two new interchanges on I-70. Beyond Picadilly, 14th Avenue ties back into Colfax Avenue to the west and to the east, ultimately to Monaghan.



3B. *Landscape, Water Conservation, Stormwater Management*

General Landscape Plan Comments.

Prepare the landscape plan in accordance with the Unified Development Ordinance (UDO) as well as the Landscape Reference Manual. The landscape comments provided herein are based upon the following code Section 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.

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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.

Section 146-4.7.3 M. Detention and Water Quality Ponds

The I-70 Regional Detention Pond will require landscaping. All detention pond facilities are required to be landscaped. 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. The 100-year water surface elevation should be delineated on the landscape plan. Landscaping may consist of all trees, all shrubs or a combination of the two. One two-inch caliper tree is the equivalent of ten shrubs or one two- and half-inch caliper tree is equivalent to twelve shrubs.

Section 146-4.7.3 C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Department will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

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 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. 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.

5B. Mineral Rights Notification

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

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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.
- 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 \(arcgis.com\)](https://arcgis.com/Aurora/RegisteredNeighborhoodAssociations)

Energy and Environment Division

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.

Currently there is a horizontal well drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. The operation of the well is not anticipated to impact your surface development.

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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)

Please include a trail connection on the south side of the creek to the adjacent developments as mentioned in the November 18th 2024 meeting with PROS.

Forestry Division

Trees will be impacted by this development. Any trees that are within the banks of the channel will not require any mitigation. However, if there are trees outside of this area that are impacted, those will require mitigation. Since grading is planned before a full submittal, you will need to coordinate the inventory and appraisal with Forestry or the Consulting Arborist before the SWMP is approved.

Depending on how many trees are impacted by this project will determine if a Consulting Arborist is required to be hired (20+ trees being removed). A list of Consulting Arborists has been provided below.

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 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 back onto the site, there is a requirement for irrigation to be installed. Also, 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. If Forestry provides the inventory and appraisal, this will occur after the first submittal, or before the approval of the SWMP. If you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal, or before the approval of the SWMP. 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	Forestry Development, LLC	7377 Osage Rd, 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

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Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144
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- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided 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. If a Consulting Arborist is hired, this information will be supplied by them.
- 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. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080>

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:

- ▶ PRI/Tributary plans to construct a sanitary interceptor through the southern side of the property. Please continue to coordinate with PRI/Tributary to determine the final location of this interceptor. It is Aurora Water's preference to not have the sanitary interceptor overlap with the footprint of the detention ponds as the ponds shall need to be recertified should they be impacted by any maintenance work done on the sanitary interceptor.
- ▶ A Stormwater Management Plan is required for this project. Further coordination with the Aurora Water – Utilities and Environmental Compliance teams will be required to determine the required SWMP submittals for temporary grading and full construction of the ponds.

Utility Services Available:

- Water service may be provided from: N/A
- Sanitary sewer service may be provided from: N/A
- Project is located on the following Map Page: 05V

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 are necessary to service your development.

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- 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).
- All commercial and industrial users that discharge wastewater to the City of Aurora are to meet [Metro Water Recovery's Industrial Pre-Treatment Program](#). Applicants are encouraged to reach out to Metro Water Recovery early in the planning process to learn more about the program requirements.
- 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.

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](#)" (SDDTC), "[Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#)" and [Submittal Requirements](#).

Key Issues:

- ▶ A Preliminary Drainage Report shall be submitted with the Site Plan. Note that a Final Drainage Report shall be submitted with the Civil Plans. The Preliminary Drainage Report shall be submitted at the time of Planning Department Application submittal. Refer to Sections 2.4.3 & 2.4.4 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Report. Coordination with the applicable IGA should feature prominently within the report.
- ▶ Detention and Water Quality/EURV shall be in conformance with the Master Drainage Study. Ensure that the assumptions made for imperviousness in the Master Study are consistent with the proposed site.
- ▶ Stormwater Control Measures (SCMs) shall be in place prior and an approved facility certificate for each SCM shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit).
- ▶ The City of Aurora has adopted and applied Mile High Flood District (MHFD) criteria where appropriate. Two MHFD Stream Management Corridors (SMC), First Creek and Harvest Tributary,

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have been identified adjacent to or within your site or your project constructs, modifies, or discharges into Regional Facility. No work is allowed within the SMCs until Final Drainage and Final Civil Plans have been approved and a Floodplain Development Permit has been approved. Work in the SMC is not permitted as part of the Stormwater Management Plans (including Mass Grading operations).

- ▶ A Conditional Letter of Map Revision (CLOMR) approval will be required prior to the start of work within the floodplain.
 - ▶ A Letter of Map Revision (LOMR) or Physical Map Revision (PMR) will be required following completion of the project. Process must be initiated within 6 months of completion of construction.
 - ▶ Proposed detention ponds may qualify as Jurisdictional Dams. Coordinate with the State Engineer's Office as the city does not want to maintain a Jurisdictional Dam.
 - ▶ It is required that a drainage coordination kickoff meeting with the city is started as soon as possible. The city shall include MHFD on the meeting invite. Begin the process by emailing aurorawaterdrainage@auroragov.org to request a meeting. Note that at the combined discretion of Aurora Water Drainage Division and MHFD, this meeting may be held informally.
 - ▶ A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Report for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#).
 - ▶ Note that Preliminary Drainage Report (PDR) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
 - ▶ The City of Aurora has an updated Drainage Criteria Manual (August 2024) which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER and Section 1.6 REVISIONS for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water Design Standards](#)
- Important reference materials can be accessed via the City's [GIS tools](#).
 - Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Approved reports and plans can be found via the City's [Property Map](#). Please note that approved city documents before approximately the year 2000 are generally not available on the city's website and must be requested by the Design Engineer from Aurora Water. The city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage, and Civil 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 documents under-review and coordinate designs.
 - Refer to Electronic Drawing Numbers (EDNs) (221360) for supporting information related to your site.
 - The Engineer is responsible for researching and determining if a study by Mile High Flood District (MHFD) has been completed proposing improvements within or adjacent to the Engineer's proposed development. Any such improvements may be required to be constructed as a part of that project. Coordination with the City shall be initiated in those instances at the Master Plan Level or as soon as determined with any proposed development.
 - Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The Developer will be responsible for having a Professional Engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the State's [web portal](#). Aurora Water will verify the

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information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

- Release rate for the detention pond shall be based upon the SDDTC Manual, latest revision, and in conformance with the MHFD's Master Drainage Study (MDP)/Outfall Systems Plan (OSP) and the applicable IGA.
- Per the [Roadway Design Manual](#): Storm water from concentrated points of discharge from a 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.
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
- A Public storm sewer system appears to be located along the western edge of this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Storm sewer system does not extend to this site.
 - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [Stormwater Conveyance - Notification of Adjacent Property Owners](#)
- No work is allowed in the Floodplain without a Floodplain Development Permit (FPDP), no work is allowed within the Floodway without a CLOMR or a No Rise analysis included within the FPDP.
- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files. This should include all modeling conducted to date including pond and stream analyses.

Development Services Department

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

Key Issues:

- ▶ A Traffic letter discussing truck routes for grading of the site is required. See below for additional information.
- ▶ Maintenance access drives/streets shall be located a minimum of 300' CL-CL from other accesses or intersections along 14th Ave (arterial). Maintenance access to drives/streets shall be located a minimum of 150' CL-CL from other accesses or intersections along I-70 Frontage Road.
- I-70 Frontage Road 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 in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. 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.**

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- 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 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.
- 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 not 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 letter:

- The letter will need to discuss truck routing during grading. It will need to state a rough estimate of the number of trucks and duration of construction.

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:

- ▶ Our understanding is that the property is currently within unincorporated Arapahoe County but is planned to be annexed into the city.
 - If the property is not yet annexed into the city, an agreement between the applicant and Arapahoe County is required to address MS4 permit responsibilities and allowances, should grading work be permitted for the project prior to annexation. If an agreement cannot be reached before the property is annexed into the city, and the applicant is still pursuing an early grading permit, they shall follow the Arapahoe County permit process.
 - Design plans showing the preliminary layout of future E 14th Avenue, and the proposed drainage structure for the Harvest Tributary crossing of E 14th Avenue are required.
- ▶ Coordinate with and provide documentation from CDOT with their recommendations for I-70 Frontage Road. Continue coordination with the Aurora Crossroads development to the west and the Tributary Master plan (RSN 1792692) to the east.
- ▶ The 2023 Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. Should your civil plans be submitted after January 1, 2025, they must meet the criteria of the 2025 Roadway Manual, which will be adopted on January 1, 2025.
- ▶ 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](#).

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- ▶ 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.
- 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.
- 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, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- 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.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual 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 streetlight locations based on a photometric analysis.
- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: "The property owner/developer shall maintain the dust free surface

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as provided within the site plan/contextual site plan. Otherwise, if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

ROW/Easements/Plat:

- ROW dedication is required for public streets.
- Please coordinate with the Real Property Division the Development Services Department 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.

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:

- ▶ The Annexation will need to move forward before the platting of the property. Any of the easements may dedicated on the new Plat. The Site Plan will need to match the configuration within the platted area.
- ▶ The Office of Development Assistance will guide you through the Annexation process.
- ▶ When the Subdivision Plat comes in for review, please use the guidelines meted out in the Subdivision Plat Checklist.

Subdivision Plats:

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.

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.

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- 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](#)
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication 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.
- 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.
- 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 *Land Review Agent* at 303.739.7300 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.
- 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
 - Signing and Striping Plan
 - 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.

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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.
- The civil plans will not be approved until the Preliminary Drainage Report is approved, and the plat is ready for recordation.

Development Services 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 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 approved truck routes and not through the adjacent residential neighborhood(s).

Engineering Division

Roadway Design and Construction Specifications:

- Roadway 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). Design of the roadway adjacent to your site is required for compliant transitions beyond the site or to the next major intersection.
- 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

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 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

- A Pond Certificate is required prior to TCO or CO.

Development Services 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 the Development Services Department specifically stating the improvements to be deferred. The letter, along 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:
 - local and collector streets
 - service or frontage roads

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- one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
- fire lanes
- bike paths
- culverts
- bridges
- overpasses and underpasses
- curbs, gutters, curb ramps, and sidewalks
- transit passenger facilities
- monuments and range boxes
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures
- channel facilities
- 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

- No Building Division comments are being provided since no new construction is being proposed.