



February 27, 2024

Lorianne Thennes  
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303-739-7352

**RE: QuikTrip 4283 (#1768493)/Pre-Application Meeting held December 14, 2023**

Dear Lorianne Thennes,

Thank you for the comments on December 28, 2023 for the above-mentioned project. In an effort to address your comments concisely and simplify your review, we have summarized your comments and our responses below.

## **COMMENT RESPONSE LETTER: PRE-APPLICATION MEETING NOTES**

### **STEP I – PLANNING PHASE**

#### **STAFF COMMENTS** **STANDARDS AND ISSUES**

##### **1. Zoning and Placetype**

###### **1A. Zoning**

The site is zoned AD (Airport District). The purpose of the AD district is to take advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Development is encouraged that will take advantage of the multi-modal transportation opportunities in this district.

- *Response: Understood and acknowledged, the proposed QuikTrip 4283 functions as a travel center with fuel stations and convenience store.*

###### **1B. Character Area**

This property is located within the Subarea C Character Area, which 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.

- *Response: Understood and acknowledged.*

###### **1C. Denver International Airport AIO**

The property is within the Airport Influence District surrounding Denver International Airport (DEN), therefore, the applicant must assure that an aviation easement has been conveyed to the City of Aurora and DEN for this application and that this easement has been recorded with the Adams County Clerk and Recorder along with the first plat in accordance with Section 146-2.6.2B.2 of the UDO. The aviation easement is 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.

- *Response: Understood, Quiktrip 4283 is to convey aviation easement through this application and through the proposed plans.*

#### 1D. Placetype

The subject property is within the Industry Hub Placetype. This Placetype includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations, and renewable energy enterprises. This Placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. Adjoining roadways should accommodate traffic without negatively impacting quieter areas or traffic on local streets. Commercial uses are considered supporting land uses within this Placetype.

- *Response: This site is to act as a commercial use which is supported within the specified Placetype.*

#### 1E. Master Plan

Please ensure the Site Plan and Subdivision Plat are consistent with the High Point at DIA Master Plan, as well as the adjacent Gun Club Road Infrastructure Site Plan (CN 2020-6066-00), and the 64th Avenue Infrastructure Site Plan (CN 2019-6049-00).

- *Response: The proposed site is consistent with the High Point at DIA Master Plan, Gun Club Road Infrastructure Site Plan, and 64<sup>th</sup> Avenue Infrastructure Site Plan.*

### 2. Land Use

#### 2A. Proposed Land Use

Permitted uses in the Airport District (AD) are outlined in Section 146-3.2, Table 3.2-1. Motor vehicle fuel dispensing stations, retail sales, warehouse, distribution, and office uses are permitted uses.

- *Response: The site is to function as a full travel center including fuel dispensers and a convenience store.*

#### 2B. Operations Plan

Provide an outline of the proposed use with the Letter of Introduction. Information should include the hours of operation, number of shifts, truck circulation, types of vehicles to be used or stored on the lot, ancillary uses, and number of employees. Provide as much information about the operations as possible.

- *Response: A Letter of Introduction is provided with the submittal package including the information specified.*

#### 2C. Phasing

Define any proposed phasing of development. On the Site Plan, delineate proposed phases and identify in a phasing plan how infrastructure, utilities, access, and parking will be provided to support each phase of development.

- *Response: There is no phasing for this project.*

## 2D. E-470 Multi-Use Easement

The subject property is adjacent to the E-470 multi-use easement. The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited.

- *Response: The proposed QuikTrip development does not encroach the E-470 Multi-Use Easement.*

## 2E. Dedicated Right-of-Way and Easements

Please identify all existing rights-of-way and easements adjacent to and/or within the proposed development and include the recordation information.

- *Response: All Right-of-Way Easements identified within the submittal package.*

# 3. Development Standards

## 3A. Design and Dimensional Standards

All motor vehicle fueling uses shall conform to the use specific standards in Section 146-3.3.5.OO. The standards include, but are not limited to, items such as building orientation, locating fueling canopies behind primary buildings, fueling canopy design standards, corner landscape treatments, and the prohibition of outdoor storage of auto related parts and equipment.

Building setbacks are outlined in Table 4.2-1. The front setback (from an arterial) is 25 feet. The side and rear setback is 25'. The maximum building height is 100 feet.

- *Response: The motor vehicle uses conform to the use specific standards specific. The building setbacks are shown in the Site Plan.*

## 3B. Subdivision Standards

Per Section 146-4.3.8, all subdivisions shall comply with the requirements in Section 146-4.5 at the time of Site Plan and Subdivision Plat approval. All lots shall have direct or indirect access to a dedicated public or private street. Indirect access through an easement may be approved by the city for alternative lot layouts defined in the UDO, based on considerations of pedestrians, bicycle, emergency vehicle access and safety, and through-connectivity. No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by the UDO.

- *Response: The proposed site proposes two points of access off the proposed Gun Club Road.*

## 3C. Common Space and Amenities

The primary building is required to have a furnished, outdoor patio space located near a main entrance with a direct connection to the public sidewalk. This area should be 400 square feet in area with a minimum dimension of 12 feet. It should be separated from parking spaces via low decorative fencing or planter boxes. The space needs to include amenities such as site furniture, pedestrian scaled lighting, and landscape amenities such as raised planters and treat cutouts. The space needs to be located at customer entrance to the building.

- *Response: An outdoor patio space is provided to the rear of the proposed convenience store building connected with sidewalk surrounding proposed building. Two proposed outdoor seating options with tables are also proposed at the customer entrance of the building.*

### 3D. Pedestrian Circulation

A direct pedestrian connection from the building entrance to a street sidewalk is required, along with any crosswalks needed to make this connection. Pedestrian access should be provided into and around the property, between adjacent sites, as well as an accessible crossing to the fueling canopy. Accessible routes will be required between parking areas, buildings and to the public right-of-way.

- *Response: Pedestrian access proposed surrounding building and site with accessible routes identified in the Site Plan.*

### 3E. On-Site Vehicular Circulation

Please provide a Circulation Plan that outlines how vehicular and truck traffic will be managed across the site. The expectation is an internal street shall be provided between the subject property and the future commercial sites to the south and west. The internal drive should be designed consistent with a private road, including detached sidewalks and curbside landscape. Shared access easements may be required for internal drives. Identify any proposed gates and provide details.

- *Response: On-site vehicular circulation plan provided.*

### 3F. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, a fueling station and 5,300 square foot convenience store will require 16 parking spaces, including 1 accessible parking space. Fuel pump spaces do not count toward minimum parking requirement. Parking alternatives listed in Section 146-4.6.4 may be used to reduce parking requirements. No more than 60 percent of the lot frontage on arterial and collector streets to a depth of 60 feet shall be occupied by surface parking.

In addition to vehicle parking, the development is required to provide a minimum of two U-racks or other similar bicycle storage. 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.

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

- *Response: Parking requirements followed as specified.*

### 3G. Landscape, Water Conservation, Stormwater Management

#### General Landscape Plan Comments

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 146-3.3.5. OO Motor Vehicle Fuel Dispensing Station, 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.

- *Response: Landscape plans prepared in accordance with specified standards.*

### **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 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.

- *Response: Landscape sheets labeled as specified and include necessary specified items.*

### **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.

- *Response: Site triangles incorporated into plans.*

### **High Point at DIA Master Plan**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the High Point at DIA Master Plan. The applicant is responsible for reviewing this document and determining all applicable landscape conditions. This development is within the “Ascent” District which has its own distinguishing characteristics described in the Urban Design and Landscape Standards:

- Lighting and monumentation shall be enhanced.
- Fixtures and furniture styles shall be contemporary & modern.
- Bollards and information kiosks shall be used to enhance safety and way-finding.
- Landscaping shall be native, naturalized and ornamental plantings structured into formalized patterns in areas of high interest and primary entrances.
- Areas with less activity shall have a more natural aesthetic with information plantings.
- Entry monuments shall have design features that reflect the technological themes of the area.
- Retaining walls are encouraged to be linear in nature and cohesive with the surrounding landscape.
- Enhanced paving shall be used at entrances, plazas, pedestrian crossings, and gathering spaces.

- *Response: The proposed site follows standards set by the High Point at DIA Master Plan for developments within the Ascent district.*

### **Motor Vehicle Fuel Dispensing Station (Section 146-3.3.5. OO)**

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

- Shrubs may not be substituted for trees in the landscape buffer.

- When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers for building perimeters are required.
  - At the intersection of buffer strips fronting on public and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided.
- *Response: The proposed site follows the standards specified.*

**Landscape, Water Conservation, Stormwater Management Requirements (Section 146-4.7)**

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.

City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. All site plans submitted after October 1, 2022 shall comply with the new ordinance. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303-326-8819. Refer to this section of the UDO for alternatives to sod installation.

- *Response: Understood and acknowledged.*

**Curbside Landscaping (Section 146-4.7.5.C.1)**

Curbside landscape consisting of one street tree per 40 lineal feet and .025 shrubs per square foot has been designed in the Gun Club Road ISP. The curbside landscape shall be installed by the applicant in accordance with the approved plans.

- *Response: Curbside landscaping is to be proposed as specified.*

**Street Frontage Landscape Buffers (Section 146-4.7.5 D, Table 4.7-2)**

A 20' wide street frontage buffer is required along arterial street frontages. A street frontage buffer adjacent to E. 64th Avenue will not be required if the proposed building is fronting the street. A 20' wide street frontage landscape buffer is required along Gun Club Road. All buffers are measured inward from the back of walk or from the right of way if no walk is provided. Landscaping shall consist of one tree and ten shrubs per forty linear feet of buffer length. A reduction in buffer width can be permitted in accordance with measures outlined in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape 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 site plan is submitted.

- *Response: Street frontage buffer provided as specified.*

**Non-Street Perimeter Buffers (Section 146-4.7.5.E)**

A 10' wide non-street landscape buffer is required along the southern property boundary line. A buffer reduction is permitted depending upon the buffer reduction feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. If the buffer width is reduced, the plant quantities remain consistent. Provide one tree and five shrubs per 40 linear feet.



Plant material shall be chosen based upon its ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. Perennials shall only be used as accents and may not count toward the buffer requirement. Shrubs and ornamental grasses may not be substituted for the tree requirement unless the site is encumbered. Refer to the UDO for what is considered an encumbrance. While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year-round visual interest. Refer to the UDO for an alternative plant list.

- *Response: Non-street perimeter buffer provided as specified.*

**Special Landscape Buffers for Development Adjacent to I-70, I-225, E-470, Public Parks, Open Space, and Trails (Section 146-4.7.5.H)**

A 25-foot wide buffer is required adjacent to the E-470 multi-use easement. The buffer width may not be reduced. Landscape consisting of one tree and 10 shrubs shall be provided per 30 feet linear feet. Required trees shall consist of large deciduous shade tree species and large evergreen tree species. At least 50 percent of required trees shall be evergreen species and shrubs may consist of tall deciduous species and evergreen species planted a minimum of five feet on center.

The encroachment of buildings or portions of buildings including porches and patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited.

- *Response: Special buffer provided adjacent to E-470 multi use easement as specified.*

**Site Entryways and Intersections (Section 146-4.7.5 L)**

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.

- *Response: Distinctive landscape feature provided as specified.*

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

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.

- *Response: Proposed dumpster at least 12 feet from adjacent properties.*

**Building Perimeter Landscaping (Section 146-4.7.5.J)**

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five-gallon shrubs, or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents.

- *Response: Understood and acknowledged.*

**Parking Lot Landscaping (Section 146-4.7.5.K)**

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island.

The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9'x19' island and two trees and 12 shrubs per 9'x38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

- *Response: Interior parking lot landscaping provided as specified.*

#### **Irrigation (Section 146-4.8.3.C)**

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant 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.

- *Response: Irrigation system provided for landscape areas as specified.*

#### **3H. Building Design Standards**

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. Please be advised, EIFS is not a permitted building material.

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 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.

There are also additional design standards for motor vehicle fuel dispensing stations. The following bullet points briefly summarize the requirements, however, please refer to Section 146-3.3.5.OO.9 for all standards:

- The fueling canopy shall repeat the materials, colors and forms used on other structures on the site.
- Canopy columns shall have a minimum width of 24 inches and depth of 16 inches, except that round columns shall have a minimum diameter of 24 inches, and be faced with brick, metal panels, stucco, or decorative masonry block to match the wall materials of the main building.



- Strong accent colors may be used as decorative elements on the fascia, limited to horizontal bands of a total area not to exceed 40 percent of the area per facade and/or canopy fascia side. Additional fascia color bands or designs in excess of 40 percent will count toward the total allowable sign code area for the site.
- Canopy fasciae may not be externally lit.

■ *Response: The proposed site follows the specified building standards.*

### 3I. 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.

■ *Response: The proposed site follows the exterior lighting standards as specified.*

### 3J. 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. Multi-tenant signage is strongly encouraged.

■ *Response: The proposed site follows the sign standards as specified.*

## 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. Approvals 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.

*Response: Understood and acknowledged.*

## 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.

■ *Response: Standards to be followed.*

### 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.

■ *Response: Understood and acknowledged.*

#### 5C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

- *Response: Provided in 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.

- *Response: Pre-submittal meeting occurred prior to this submittal.*

#### *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.

- *Response: Understood and acknowledged.*

#### *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](http://arcgis.com))
- *Response: Understood and acknowledged.*

### **Energy And Environmental Development**

We have reviewed the area of your 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.

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. Please be advised there is a natural gas transmission pipeline that runs along E-470, just west of the proposed project location belonging to Colorado Interstate Gas Co (CIG).

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.

■ *Response: Understood and acknowledged.*

## **PARKS, RECREATION & OPEN SPACES**

No comments from this department.

## **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:**

- Based on the updated site plan a looped water supply should be provided through the private drive to supply both domestic services and fire protection services.
- A Stormwater Management Plan is required.
- A grease interceptor will be required if a commercial kitchen is proposed.
- Easements will be required for public water and sanitary sewer to reach this site.

■ *Response: Understood and acknowledged.*

#### **Utility Services Available:**

- Water service may be provided from: Gun Club
- Sanitary sewer service may be provided from: Gun Club
- Project is located on the following Map Page: 94T

■ *Response: Water and sanitary proposed to tie into Gun Club.*

#### **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.
  - Grease Interceptors are required for commercial kitchens.
  - 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.
  - *Response: Site plan provided with existing and proposed utilities shown as specified.*

**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.
  - *Response: Understood and acknowledged.*
- 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.
  - *Response: Understood and acknowledged.*
- 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.
  - *Response: Understood and acknowledged.*
- 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.
  - *Response: Understood and acknowledged.*

**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:**

- Key stormwater management issues:
  - Detention for proposed site is provided off-site in existing Pond PG-0 (on-line pond on Possum Gully).
  - Water quality and EURV are required to be provided on-site. New ponds would be within 10,000' of DIA and subject to a 40 hr total drain time.
  - There is an existing or under construction outfall pipe for the site discharging toward Possum Gully. This pipe would need to be extended to Possum Gully and stormwater utility easement provided for the extended pipe. Alternatively, interim surface conveyance may be considered with erosion protection and a drainage easement until such time that the

adjacent parcels develop. The Developer would be responsible for any interim and ultimate conveyance construction.

- Possum Gully channel is existing and no improvements to this are anticipated except outfall stabilization.
- Appears there may be off-site flows from E-470 entering site. Drainage analysis shall evaluate and incorporate all off-site flows.
- E-470 widening plans have been approved by the city. Site drainage analysis and design shall account for these and interim and ultimate conditions analysis may be needed if existing and future drainage conditions associated with E-470 will differ significantly.
- This site is part of the High Point at DIA Master Plan and within PA-28. The Public Improvement Plan (PIP) requires substantial roadway and parks improvements for development within PA-28. Public Works and PROS shall confirm roadway and parks improvements required with this project but the PIP requirements appear to include:
  - South half 64th Ave.
  - 64th Ave bridge per regional triggers
  - PA-82 MUE Trail and landscaping along E-470 and 64th Ave
  - PA-28b Open space along Possum Gully
  - PA-72 Commercial Park adjacent to site

Drainage design, detention, water quality and EURV are required for any roadway and parks improvements required with this project. Additional information on this is provided below.

■ *Response: Understood and acknowledged.*

- A preliminary drainage report shall be submitted with the site plan. Detention, water quality and 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 or mitigation may be required. Downstream drainage facilities (detention, WQ, EURV and conveyance) must be installed prior to on site paving and must be accepted with an approved pond certificate prior to issuance of TCO/CO.

- Detention, water quality, EURV and storm infrastructure shall be provided for all adjacent and required roadway and Parks improvements.
  1. If a deferral is granted by public works or PROS for construction at a later date, the PDR and FDR for this site would still need to provide design for the storm infrastructure (inlets, storm drain) and include water quality, EURV and detention for the improvements.
  2. If the deferral is for both design and construction for the road or parks improvements, any onsite pond must provide the future volume needed for water quality and detention for the improvements as part of the deferral.
- Site design should be in compliance with the recently published 2023 COA Storm Drainage Design and Technical Criteria (SDDTC) including new impervious values. These values may exceed those assumed in the previous design of off-site drainage infrastructure this site will be tributary to. Mitigation is required for increased flows/volume.

■ *Response: Preliminary drainage report submitted with Site Plan as specified.*

- A preliminary drainage report shall be submitted with the site plan. On-site water quality and EURV are required. Water quality and EURV facilities shall be in place prior to paving, and it

shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).

■ *Response: Understood and acknowledged.*

- 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>

■ *Response: Checklist submitted.*

- The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.

■ *Response: Standards followed as specified.*

- Note that for all master drainage reports (MDR) and preliminary drainage reports (PDR) 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.

■ *Response: Understood and acknowledged.*

- This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.

■ *Response: Understood and acknowledged.*

- The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. It is highly encouraged that you read section 1.5 SIGNIFICANT UPDATES BY CHAPTER to determine changes in the city's criteria. The manual can be downloaded at:

[https://cdns5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf](https://cdns5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf)

■ *Response: Understood and acknowledged.*

- 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 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.

■ *Response: Understood and acknowledged.*

- References:

- 1) High Point Master Drainage Plan, Amendment No. 5 (COA EDN 220091)
- 2) High Point at DIA Public Improvement Plan
- 3) High Point East Subdivision Flg No. 4 CD's (COA EDN 222082)



- 4) E-470 Widening Construction Plans, E-470 Widening – I-70 to 104th Ave, Package B: 56th Ave to Pena Blvd. (COA EDN 223271)
  - *Response: Understood and acknowledged.*
- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report.
  - *Response: Preliminary drainage report and plan submitted as specified.*
- The site is located within 10,000 feet of Denver International Airport. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/5200-33C dated 2/21/2020 and by additional guidance specific to Denver International Airport.

These drain time limitations are intended to minimize wildlife attractants and potential interference with air traffic. The drain time limitations preclude pond designers from obtaining the full drain times recommended by the Mile High Flood District (MHFD) for Water Quality Capture Volume (WQCV) and Excess Urban Runoff Volume (EURV). The total drain times for ponds within this area is 40 hours.

  - *Response: Understood and acknowledged.*
- 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 web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
  - *Response: Understood and acknowledged.*
- Detention of storm drainage is supported by offsite ponds. If offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.
  - *Response: Standard understood and followed as specified.*
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.
  - *Response: Understood and acknowledged.*

- Release rates for any detention pond shall be based upon the Storm Drainage Design and Technical Criteria Manual, latest revision, and in conformance with the MHFD's MDP/OSP.
  - *Response: Standard understood and followed as specified.*
- Per the 2023 Roadway Design Manual: The landscape slope away from any 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.
  - *Response: Standard understood and followed as specified.*
- Per the 2023 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.
  - *Response: Standard understood and followed as specified.*
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
  - *Response: Understood and acknowledged.*
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
  - *Response: Site ties into existing public storm sewer.*
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
  - *Response: Items incorporated into storm sewer as necessary through site.*
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [https://cdnsnm5-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](https://cdnsnm5-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)
  - *Response: Understood and acknowledged.*
- Per Section 4.5.4 Non-residential Construction. With the exception of critical facilities, outlined in section 70-37 of this Code, new construction and substantial improvements of any commercial, industrial, or other nonresidential structure shall either have the lowest floor (including basement or crawl space), electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities (including ductwork), elevated to one foot

above the base flood elevation or, together with attendant utility and sanitary facilities, be designed so at one foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

■ *Response: Standard understood and followed as specified.*

- No work is allowed in the floodplain without a floodplain development permit, no work is allowed within the floodway without a CLOMR or a No Rise analysis included within the floodplain development permit.

■ *Response: Standard understood and followed as specified.*

- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

■ *Response: Standard understood and followed as specified.*

## **PUBLIC WORKS DEPARTMENT**

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

### **Key Issues:**

- A Letter of Conformance to the High Point Master Traffic Impact Study (dated January 2020) 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.

■ *Response: Letter of Conformance provided.*

- Site access drives/streets shall be located 300' CL-CL from 54th Avenue (arterial).

■ *Response: Site access located as specified.*

- Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadway site frontage (if found not being installed during the 64th Avenue roadway expansion).

- Conduit

- Conduit material shall be Schedule 80 HDPE (or similar).
    - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
    - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.

- Pull Box

- Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
    - City conduit shall be installed into City Pull Boxes.

■ *Response: Site follows standard specified in Letter of Conformance.*

- Show all adjacent and opposing access points on the Site Plan.

■ *Response: All adjacent and opposing access points shown on Site Plan.*

- Site access shown onto Gun Club Road will be allowed as full access to the site during the time period that the roadway cul-de-sac to the south is maintained.
  - *Response: Understood and acknowledged.*
- Label the access movements on the Site Plan.
  - *Response: Movements labeled on Site Plan.*
- Provide truck turning templates for access and for site circulation.
  - *Response: Truck turning templates provided.*
- 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.
  - *Response: No objects impeding vision within site triangles.*
- 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'
  - *Response: Note added.*
- 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.
  - *Response: Note added to site plan.*

**ROW/Plat:**

- Designate a Public Access Easement along the proposed access driveway.
  - *Response: Public access easement shown in Site Plan.*

**Improvements:**

- The developer is required to provide roadway striping along Gun Club Road consistent for their access and also to provide for the northbound dual left turn lanes (and proposed taped) approaching 64th Avenue.
  - *Response: Roadway striping provided consistent for Gun Club access.*

**Traffic Signal Escrow:**

- The intersection of 64th Avenue and Gun Club Road is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

- (Applicant/owner name, address, phone) shall be responsible for payment of 25% of the traffic signalization costs for the intersection of 64th Avenue and Gun Club Road, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 126-38 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.
- *Response: Note added.*

#### **Traffic Impact Study:**

- A traffic letter will be required documenting trip generation for this site, according to standard trip generation methodology as established by ITE in Trip Generation Manual, 11th Edition. If peak hour trips do not exceed 20% more of the trips provided in the previous MTIS, then a full Traffic Impact Study will not be required. In the case that a full TIS is not required, the applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation to/from the site.
  - Proposed build year and design year (2050) average daily traffic volumes of 64th Avenue and Gun Club Road
  - Operational analysis of 64th Avenue & Gun Club Road at site build-out, including queuing analyses
  - Signal Warrant Analyses of 64th Avenue & Gun Club Road – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
  - Site Circulation Plan

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines. Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Dean Kaiser at [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) as soon as possible.
- The Traffic Letter 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 Letter, additional improvements may be required.

- *Response: Traffic letter provided as specified.*

#### **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:**

- Public improvements shall be provided in conformance with the approved Public Improvement Plan (PIP). The adjacent street improvements for 64th and Gartrell shall be in place and initially accepted prior to the issuance of a Certificate of Occupancy (CO). Per the PIP, 64th Avenue bridge

improvements have traffic triggers which shall be evaluated with this site plan. If the ADT exceeds the ADT identified in the PIP, the bridge improvements shall be provided prior to the issuance of a CO.

- Curb returns and curb ramps shall be provided at the access to the site.
- 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.

■ *Response: Understood and acknowledged.*

#### 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 the Standard Detail S1.

■ *Response: Site follows standard specified.*

- 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.

■ *Response: Site follows standard specified.*

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

■ *Response: Site follows standard specified.*

- 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.

■ *Response: Site follows standard specified.*

- 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.

■ *Response: Site follows standard specified.*

- 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.

■ *Response: Site follows standard specified.*



- 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.
- *Response: Site follows standard specified.*
  
- 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 street light locations based on a photometric analysis.
- *Response: Site follows standard specified.*

#### **ROW/Easements/Plat:**

- 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.
- *Response: Site follows standard specified.*

#### **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 Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.
- *Response: Understood and acknowledged.*

#### **Accessibility Requirements:**

The City of Aurora reviews accessibility requirements based on 2021 IBC, Chapter 11, the 2017 ICC A117.1 and the revised 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

- The site plan and the civil plans must show the location of Electric Vehicle (EV) charging stations and parking spaces.

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

- Accessibility Requirements - Commercial
- *Response: Site follows standards specified.*

#### 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.
- *Response: Site follows standard specified.*

#### 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.

- As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code
- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).
- *Response: Setback requirements followed.*

#### 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
- *Response: All included in Site civil plans.*

#### Emergency Responder Communication Coverage:

The 2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). At the time the structure is at final frame and final electrical inspections, the
- General Contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are at

the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

- *Response: Site follows standard specified.*

Where required in new buildings:

- All building construction types will be assessed for adequate radio frequency levels.
  - Exception: Group R- 3 occupancies; single-family dwellings, townhomes.
- The total building area is 50,000 square feet or more without basements.
- The total (single level) basement area is 10,000 square feet or more.
- Buildings 4 stories in height or greater.
- Use of building products such as low-emission glass.
- Building is within the shadows of other buildings.
- High piled storage Systems.
- The fire code official determines that acceptable radio coverage is needed for the safety and effectiveness of emergency responders.
  - *Response: Understood and acknowledged.*

**Fire Department Access:**

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

- Designated Fire Lane
- Fire Lane Easement
  - 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
  - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
    - *Response: Fire department access provided on site as specified.*
- Public Street Adjacent to Site
  - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.
    - *Response: Site follows standard specified.*

**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 asking for additional fire hydrant 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.

■ *Response: Additional hydrant provided.*

- Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.

■ *Response: Understood and acknowledged.*

- 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.

■ *Response: Fire hydrant locations shown as specified.*

### Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2021 IFC and IBC.

General Comments:

- Fire sprinkled structures will require fire apparatus access to the fire department connection (FDC). Where the FDC is located interior of the site a dedicated fire lane easement will be required to ensure fire apparatus the ability to access the FDC.

■ *Response: Fire sprinkled structures provided as specified.*

### Hazardous Materials:

Per the 2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

■ *Response: Understood and acknowledged.*

### 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.

■ *Response: Knox box provided near store entrance.*

### 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.

■ *Response: Legend provided.*

### Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

- *Response: Loading areas shown on plans as specified.*

#### **Motor Fuel Dispensing Sites:**

Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.

- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored.
- IFC Section 2304.3 Unattended self-service motor fuel-dispensing facilities. Unattended self-service motor fuel-dispensing facilities shall comply with Sections 2304.3.1 through 2304.3.7.
- The site plan must show the location of emergency disconnect switches (E-Stops) in accordance with the 2021 IFC, Section 2303.2 - Emergency disconnect switches.
- *Response: Site follows standard specified.*

#### **Phasing Plans:**

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

#### **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"  
■ *Response: Note included.*
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.  
■ *Response: Accessible route shown on photometrics.*

#### **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) Aircraft Noise Reduction (LDN)
  - This area is within a LDN noise mitigation area. Sec. 22-425
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs
- *Response: Notes included as necessary.*

### 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.

- *Response: Data block included.*

### 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.
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
  - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of “facilities” such as your outdoor storage yard.
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
- Cul-De-Sac's
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- No Parking is allowed within a Fire Lane Easement
- Private Streets Constructed to Public Street Standards
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Public Streets Constructed to the Urban Street Standards
- Remoteness
- Single Point of Access through an Adjacent Jurisdiction
- Speed Bumps
- Snow Removal Storage Areas



- Width and Turning Radius
  - *Response: Site plan reflects items specified.*

#### **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.

- *Response: Trash enclosure follows standards.*

### **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 Issue:**

- If there is a possibility of dividing this site out of the existing Subdivision Plat, then a subdivision plat will be required. My comments will reflect that situation (a new subdivision plat.)
- Make sure all the boundaries and lot dimensions match the Plat exactly.
  - *Response: Understood and acknowledged.*

#### **Subdivision Plats:**

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current Subdivision Plat Checklist. Plat reviews may run concurrently with your other Planning Dept. submittals.
  - *Response: Plat prepared as specified.*
- A presubmittal meeting with Land Development Review Services is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call Darren Akrie at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.
  - *Response: Presubmittal meeting held prior to submittal.*

#### **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.
  - *Response: Site plan provided.*

#### **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.
  - *Response: Understood and acknowledged.*

- 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

■ *Response: Understood and acknowledged.*
- 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.
 

■ *Response: Understood and acknowledged.*
- 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.
 

■ *Response: Understood and acknowledged.*
- 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.
 

■ *Response: Understood and acknowledged.*
- 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.
 

■ *Response: Understood and acknowledged.*

## 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.

- *Response: Understood and acknowledged.*

## CIVIL ENGINEERING PLANS

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
  - *Response: Civil plans are provided.*
- Use of the Batch Standards Checker Tool is requested for this project.
  - *Response: Understood and acknowledged.*
- Civil Engineering Plan Review (see links below for additional information):
  - Process
  - Review Schedule
  - Fees
  - Civil Plan Submittal Form
  - Civil Plan Submittal Pre-Acceptance Checklist
  - *Response: Understood and acknowledged.*

## 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](mailto: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.
  - *Response: Understood and acknowledged.*
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.
  - *Response: Understood and acknowledged.*
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.
  - *Response: Understood and acknowledged.*
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.

■ *Response: Understood and acknowledged.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Structural Calculations
  - Signing and Striping Plan
  - Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.
    - *Response: Understood and acknowledged.*

## **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
  - *Response: Utility plans provided.*
- Utility Plans must be approved prior to obtaining building permits
  - *Response: Understood and acknowledged.*
- 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.
  - *Response: Utility plans include the specified items.*
- 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.
  - *Response: Understood and acknowledged.*
- All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
  - *Response: Information provided on 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.  
■ *Response: Understood and acknowledged.*

#### **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.  
*Response: Understood and acknowledged.*
- 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.  
■ *Response: Understood and acknowledged.*
- 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.  
■ *Response: Understood and acknowledged.*

### **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.  
■ *Response: Understood and acknowledged.*
- 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.  
■ *Response: Standards to be applied to SWMP.*

- 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.
  - *Response: Standards to be applied to the SWMP.*
- At first submittal of the construction documents, structural calculations should be submitted for the following items:
  - *Response: Structural calculations to be submitted with construction documents.*
- 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)
  - *Response: Structural calculations provided as specified.*
- 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
  - *Response: Structural details provided as specified.*
- No details or calculations are required for pre-cast concrete structures.
  - *Response: Understood and acknowledged.*
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.
  - *Response: Understood and acknowledged.*

## **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.

- *Response: Construction documents to reflect these areas.*

### 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.
  - *Response: Construction documents to include items specified.*
- 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.

- *Response: Construction documents to follow standards as specified.*

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from South Chambers Road, via Quincy Avenue or Parker Road and not through any adjacent residential neighborhood(s).
  - *Response: Note to be included.*

### Engineering Division

Roadway Design and Construction Specifications:

- 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.
  - *Response: Specifications followed.*
- 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.
  - *Response: Specifications followed.*

## **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.

- *Response: Understood and acknowledged.*

### **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

Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:

Fire (click on this link to find checklist below)

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Hazardous Materials Storage
- High Piled Combustible Storage Checklist
- Knox Box
- Knox Box Rapid Entry
- Portable LP-Gas Exchange Cage Checklist
- Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
  - State of Colorado Division of Oil and Public Safety
  - Petroleum Storage Tank regulations

- *Response: Classified as a commercial permit and checklists followed as necessary.*

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Fire Alarm and Detection Systems and related equipment
  - LP-Gas (Liquid Propane)
  - Hazardous Materials
    - Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.

- Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station are reviewed through the State Oil & Public Safety Division and the City of Aurora. We do ask that the location of underground fuel storage tanks be shown on the site plan and include the type of fuel and gallonage being proposed.
- *Response: Underground fuel storage location and specified information included on site plan.*
- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
  - Aboveground and Underground Fuel Tanks: Concurrent plan reviews and inspections will be required by the State of Colorado Division of Oil and Public Safety and the City of Aurora Building Division for the installation of underground and aboveground fuel storage tanks.
  - *Response: Specified item to included in construction documents.*

**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 (jcrodrig@auroragov.org).
- As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
- *Response: Understood and acknowledged.*

**Accessibility:**

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

- *Response: Accessibility specifications followed.*

**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

- *Response: Specifications followed.*

**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.

- *Response: Specifications followed.*

**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.

- *Response: Specifications followed.*

#### **Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

- *Response: Understood and acknowledged.*

#### **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 Command Center – 2021 IFC, Section 508.
- Fire Sprinkler System – 2021 IFC, Section 903.
- *Response: Understood and acknowledged.*

#### **Geographic Design Criteria:**

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

- *Response: Geographic design criteria followed as specified.*

#### **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.
- *Response: Understood and acknowledged.*
- • M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- *Response: Understood and acknowledged.*

#### **Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

- *Response: Understood and acknowledged.*

#### **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.

- *Response: Understood and acknowledged.*

### **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
- *Response: Understood and acknowledged.*

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.
- *Response: Understood and acknowledged.*
- Irrigation Water Meter Fees:
  - 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.
- *Response: Understood and acknowledged.*
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.
- *Response: Understood and acknowledged.*

## **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.
- *Response: Standards for stormwater management followed as specified.*

## **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 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.
- *Response: Understood and acknowledged.*
- 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.
- *Response: Understood and acknowledged.*
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - 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.
- *Response: Understood and acknowledged.*

## **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.
- *Response: Understood and acknowledged.*

## **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.



- *Response: Understood and acknowledged.*

We appreciate your review and approval of these plans. Please contact me at 720-897-6312 or at [danielle.prescott@kimley-horn.com](mailto:danielle.prescott@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Danielle Prescott". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

KIMLEY-HORN AND ASSOCIATES, INC.