



Mr. Daniel Osoba,
Planner
Planning Department
City of Aurora

**Re: Letter of Introduction & Responses to Pre-App Comments – Urban Cottages – Stapleton
(DEN Stapleton Parcels, #1540364)**

Dear, Mr. Osoba,

PCS Group, on behalf of Urban Cottages, LLC., is proud to present the Urban Cottages – Stapleton townhome infill development project to the City of Aurora for Site Plan and Subdivision review. The mission of Urban Cottages is to be attainable by design. Their design approach focuses on creating modestly sized homes on small, individual lots to satisfy the growing need to accommodate a ‘missing middle’ residential product. Missing middle design features include walkable, medium density, infill housing near public transportation and amenities. Missing middle housing caters to households usually overlooked in home design and planning. This includes seniors, singles, and young families. Urban Cottages desires to bring this concept to the City of Aurora, and is proposing to do this at the northeast corner of Ironton St. and E. 25th Ave.

As explained in the City of Aurora Housing Strategy study, it has been acknowledged that the City of Aurora is experiencing continual growth and increase in resident population and home prices each year, and while this would be a relatively small infill development, it would at least partially address the need for more moderately priced homes in the City. In this regard, the proposed development is also consistent with a main Comprehensive Plan principle known as the Housing for All Principle which envisions high-quality housing options that enable people across all socioeconomic levels, cultural practices, and stages of life to establish and manage households. Furthermore, the site is located within the ‘Original Aurora’ Placetype which includes multi-family attached housing such as this proposed townhome product.

A Site Plan and Subdivision Plat are being submitted in accordance with city requirements. The proposed townhome housing type is an allowable use per zoning and no zone change is proposed. Attached, is an outline of the project’s conformance to Site Plan Review and Approval Criteria per Section (146-45(F)(1-11)

We appreciate the city’s time and consideration of this project. If you have any questions, please feel free to contact me. We look forward to working with the city on this project.

Regards,

Jim Ivy

Senior Associate

jim@pcsgroupco.com



PROJECT INTENT

On behalf of Urban Cottages, LLC, PCS Group is pleased to submit a Site Plan and Subdivision Plat application for the development of townhomes between the intersections of Ironton & Joliet at East 25th Ave. in the city of Aurora. The project will consist of constructing a maximum of 32 alley-loaded townhomes. Currently, the project site consists of approximately 2.16-acres of unimproved, vacant land.

The townhomes will be 2-story with detached 2-car garages accessing private alleys. Each townhome unit will be constructed within individual lots within an approximate size of 2,500 sf. Each townhome footprint unit will be approximately 1,000 sf. Detached garages will be 2-stories with a footprint of approximately 775 sf. The total project density will be approximately 14.8 du/ac.

COMPREHENSIVE PLAN - ORIGINAL AURORA (OA-MS) ZONING COMPLIANCE

The site is zoned MU-OA-MS. The proposed townhome use, bulk and dimension standards and associated lot size are consistent with Table 7-15 of the Aurora UDO and the Comprehensive Plan. The site is located within the Original Aurora Placetype. Multi-family residential such as townhomes are permitted within this Placetype.

OA-MS Defining Features (Applicable per Comp Plan Placetype)

4.) - Use street trees and landscaping to outline Original Aurora's grid system to improve the appearance, air quality and general health of the placetype.

Street trees will be provided per code requirements to maintain neighborhood character and enhance curb appeal.

6.) - Improve walking and bicycling connections throughout the neighborhood, including widening sidewalks and upgrading street crossings.

Ironton St and Jamaica St. will be extended and include detached walks providing neighborhood pedestrian connectivity. Joliet St. will be improved with an added detached walk adjacent to the townhome development.

8.) - Incorporate low-impact development and water quality practices and use appropriate systems to direct rainwater onto green spaces.

Proposed landscaping will conform to the Xeric Residential yard standards outlined in the Aurora Landscape Ordinance

IMPACT ON INFRASTRUCTURE & PUBLIC IMPROVEMENTS

The proposed townhome development will have minimal impact to existing utilities. Water, sewer and dry utilities are accessible and can accommodate the development. The development team has coordinated with the service providers to verify utilities have adequate capacity for the proposed project. Stormwater



will be conveyed to outfall structures located in an open space and drainage tract directly north of the site and a small detention pond is proposed at the northwest corner of the property.

DENSITY

The project density is permitted within the associated zoning and is compatible with the character of adjacent properties. Buffering is provided between different uses where required. This buffering is in the form of walls, landscaping and setbacks as noted in the Landscape Ordinance

PROTECTION OF ENVIRONMENTAL FEATURES

The site does not contain areas of significant environmental, ecological or cultural value. It is undeveloped, vacant land. The site is not maintained and is filled primarily with native and invasive grasses and weeds.

LANDSCAPING

Site landscaping will include both front yards and rear garden courts. The landscape will conform to Xeric design as noted in the Aurora Landscape Ordinance. A variety of shrubs, grasses and perennials will provide seasonal character. Curbside landscaping will meet code requirements and include shrubs and trees.

INTERNAL EFFICIENCY OF DESIGN

The site orientation is consistent with adjoining neighborhood pattern. New streets are extensions of existing dead-end streets. The proposed roads do not deviate from the established roadway grid in the adjacent neighborhood blocks.

CONTROL OF NUISANCE IMPACTS

The location of the site at the terminus of three streets ensure minimal impacts due to traffic noise and congestion. Landscaping will require little maintenance and will provide areas shade and reduce glare. Rear garden courts will allow air and sunlight to enter primary residences and detached garages. The garden courts will also serve as usable outdoor space for residents.

URBAN DESIGN, BUILDING ARCHITECTURE & LANDSCAPE ARCHITECTURE

Building mass, size, forms and general character of the elevations are consistent with the architectural design qualities emphasized in the Comp Plan's Placetypes for this zoning district. Townhomes will incorporate two elevation styles mixing a variety of masonry, cladding and other complementary exterior finishes. Buildings are designed to create a unified character along the streetscape. Roof lines, recesses, windows and entries provide visual interest along blocks. The character of the project will be punctuated with high quality exterior treatments, color and xeric landscaping.



ADEQUACY, ACCESSIBILITY, AND CONNECTIVITY OF TRAFFIC & CIRCULATION PLANS

The project will include street extensions and construction of alleys. The project will utilize existing intersections and street access. The relatively minimal number of units will not greatly impact traffic or increase congestion. Proposed alleys will not interfere with or encumber existing traffic patterns. Guest parking is provided on-street while resident parking is provided in 2-car garages.

STREET STANDARDS

Public streets and private alleys will comply with city standards for roadways of this type and accommodate emergency vehicular access as necessary.

ADJUSTMENTS

An Adjustment is being submitted regarding the residential lot requirement of (1) shade tree and either (1) ornamental tree or (1) evergreen tree. The entirety of the front yards for each townhome unit will be encumbered with a utility easement. Trees cannot be planted within this front yard easement. An Adjustment has been submitted that would move (1) required front yard tree to the curbside landscape area and (1) to the rear courtyards. Form and size of proposed curbside trees will allow for closer street tree spacing while maintaining separation from water service lines entering the units.

PROJECT TIMEFRAME

The project is expected to be completed in a single phase beginning in the first quarter of 2023.

The following are responses to Planning comments generated from the Pre-Application Meeting held on May 20, 2021

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The subject parcels are within the MU-OA-MS (Mixed-Use Original Main Street) District. The intent of the MU-OA-MS subdistrict is to promote safe, active, pedestrian-scale and diverse areas through the use of building forms that clearly define and activate the public realm. Development that engages the pedestrian is encouraged and will enhance the character of this mixed-use district. The subdistrict shall enhance the convenience, ease, and enjoyment of transit, walking, shopping, and public gathering within the neighborhood and shall reflect its historic character.

Response: The construction of townhomes within this infill location will create a pedestrian-scale environment through the product's street-oriented frontage. Garages will be accessed through alleys allowing front porches to establish character and curb appeal from the street. The site is conveniently located within 1,000' of Moorhead Recreation Center and is adjacent to an open space



and trail network.

1B. *Placetype*

The subject property is within the Original Aurora placetype. Original Aurora is the city's first neighborhood, characterized by a street grid, commercial corridors, established residential area, and an active arts district. As a placetype, it represents traditional neighborhood development, and includes Colfax Avenue, a major commercial and transit corridor connecting the Anschutz campus to central Denver, and the emerging Westerly Creek area, anchored by Stanley Marketplace. The city seeks to maintain and strength the traditional character of Original Aurora, while accommodating targeted reinvestment through infill, redevelopment, and adaptive reuse.

Response: Proposed townhomes will maintain the character of the OA placetype by offering a high-density residential product within an infill parcel. The site will be traditional in layout without modifying the existing street grid.

1C. *Proposed Use*

Duplexes are a permitted use, but because of the configuration of the units facing green spaces as opposed to streets, they are considered Green Courts and are therefore not permitted in this zone district. As discussed in the pre-application meeting, please reorient the units so they are fronting on streets so that the use will be permitted.

Response: The product has been changed to street-facing townhomes with detached garages and private rear courtyards.

2. **Traffic and Street Layout Issues**

2A. *Streetscape Improvements*

Streetscape improvements will be required adjacent to your frontages as part of this development. Along the east half of Ironton Street, the west half of Joliet Street, and any other streets that are constructed as part of this development, please provide a 5.5' wide sidewalk with curbside landscaping.

Response: Proposed streets will be constructed in accordance with COA street standards including street trees and curbside landscaping.

2B. *Street / Alley Vacations*

Public Works is not in favor of the street vacation of Ironton Street because there is existing development that utilizes that street. For the proposed Jamaica Street and alley vacations, please continue discussions with Public Works. The approval criteria for vacations is located in Section 146-5.4.2.B.3 and the Letter of Introduction must outline how the requests meet this. It requires that the requested vacation will not create any landlocked parcels, restrict access to any parcel so that access is unreasonable or economically prohibitive, reduce the quality of public services to any property, or be inconsistent with any transportation plans adopted by the city.

Response: The vacation is no longer proposed with this site plan.

3. **Development Standards**

3A. *Dimensional Standards*



Per Table 2.4-5, the minimum lot area for duplexes shall be 2,500 square feet and the minimum lot width for duplexes shall be 25'. The minimum front setback is 20', the minimum side setback for interior units is 5', the minimum side setback for units abutting a street is 10', and the minimum rear setback is 25'. The maximum building height for the duplexes is 38'. Given the site constraints and the required 25' special landscape buffer to the north, staff is open to considering an adjustment for lot area given the desire to provide attainable housing. Any adjustments would require Planning & Zoning Commission approval (see Item 4). Regardless of any adjustments, all duplexes must have frontage on a street.

Response: The product has been changed to alley-loaded townhomes. Townhome will sit within individual, for-sale lots with an average area of 2,500 sf. Front setbacks are 12', rear are 5' and side setbacks at end units are 5'.

3B. *Parking Quantities*

Per Section 146-4.6.3, Table 4.6-1, duplexes are required to provide 2 parking spaces per dwelling unit on-site. Guest parking can be provided on adjacent streets once the buildings are reoriented.

Response: The proposed townhome product will include 2-car, detached garages with guest parking on adjacent streets.

3C. *Parking Design*

If garages are provided, the garage structure may be attached or detached from the main dwelling and shall be of a similar design, quality, and style as the main residential structure and shall include at least 4 square feet of window area.

Response: The detached garages will be two story with usable living space on the second floor.

3D. *Subdivision Standards*

- *Lot Design and Layout*

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.

Response: The Townhome lots will be in direct contact with adjacent street right of way.

- *Remainder Parcels Prohibited*

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: Parcels/tracts will conform to UDO standards.

- *Sidewalks*

All properties shall provide an interconnected system of sidewalks that directly connect all lots to and within commercial centers, employment areas, designated parks and open spaces, and other uses. All lots shall include or directly abut a sidewalk. Accessible routes meeting the ADA shall also be provided from the building or site entries to a public or private street. Please



ensure that there is a sidewalk that connects all units throughout the development.

Response: Lots will abut public street sidewalks with front porch access.

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

The use and layout as proposed are not permitted and therefore landscape review comments have not been provided. Once a compliant duplex layout is submitted, landscape comments can be generated that will be directly applicable to the proposed project. In the interim, the applicant should consult the Unified Development Ordinance, specifically Section 146-4.7 (Landscape Water Conservation Stormwater Management) for landscape requirements, including potential buffers that may impact setbacks.

Response: The product has been changed to townhomes. Townhome lots will incorporate the 'Xeric' Option per the Aurora Landscape Ordinance. A special buffer between the open space to the north and this development has been provided and landscaped per buffer standards.

3F. *Building Design Standards*

Section 146-4.8.1 of the Unified Development Ordinance establishes the intent for building architecture and urban design for all projects in the city. Conceptual building elevations will need to be included as part of your Site Plan, and should call out dimensions, exterior finishes and color schemes for each of them. We will also ask for color and material samples with the initial submittal.

Response: Building elevations have been provided.



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

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

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

For projects with 30 to 49 lots, at least three different home model varieties shall be constructed, each with a distinct floor plan and elevations. No identical model home elevation shall be repeated directly across the street and approved paint schemes shall not be repeated more than once every four lots or directly across the street. No model elevation shall be repeated more than once every four lots. Final building elevations for the duplexes will be reviewed as part of the building permit process. Each building elevation must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2.

Response: Building type has been changed to townhomes.

3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the Site Plan and on building elevations.

Response: A photometric plan has been provided.

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. All adjustments will require approval from the Planning and Zoning Commission.

Response: Townhome lots will conform to the 'Xeric' Option per the Aurora Landscape Ordinance. An Adjustment is requested regarding the residential lot



requirement of (1) shade tree and either (1) ornamental tree or (1) evergreen tree. The entirety of the front yards for each townhome unit will be encumbered with a utility easement. Trees cannot be planted within this easement. An Adjustment has been proposed that would move required front yard trees to the curbside landscape area and rear courtyards.

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: Acknowledged.

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: 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: Acknowledged.

[Parks, Recreation & Open Space Department \(PROS\)](#)

Project Characterization

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposal includes 36 duplex units.
- Your proposed site is considered infill and therefore no open space land dedication is required.

Response: The project has been revised to 32 townhome units.

Special Landscape Buffer

The area due north of this project area is considered to be part of the Stapleton Open Space and trail system. Whenever development occurs next to open space, a 25' special landscape buffer is required. This is measured from the property line in and cannot be encroached into with any buildings, parking, sidewalk, detention or water quality. Per



the UDO this must be landscaped with 1 tree and 10 shrubs per 30 linear feet. Please coordinate with PROS on this buffer as there is a retaining wall and potential encumbrances with the right of way.

Response: The 25' special landscape buffer has been provided and planted per requirements.

Population Impact

For single-family homes, population calculations for the project are based on an average household size multiplier of 2.65 persons per unit, resulting in an overall projected population of 96 persons residing in 36 units.

Response: The project has been revised to include 32 townhome units. The population calculation will be revised.

Land Dedication

To ensure that adequate park land and open space areas are available to meet the needs of the population introduced into the city by the new dwelling units, Section 147-48(b) of City Code specifies that land shall either be dedicated on-site within the project's limits or a cash payment in-lieu of land dedication shall be paid. The required dedication acreage is computed by applying the following standards to the projected population for the project:

- 3.0 acres for neighborhood park purposes per 1,000 persons
- 1.1 acres for community park purposes

per 1,000 persons The resulting acreage required

is as follows:

36 Single Family Duplex Units

| | | | | | |
|------------------------|------------|---------------------|------------|-------|------|
| Neighborhood Park Land | 0.29 acres | Community Park Land | 0.10 acres | Total | Land |
| Dedication | 0.39 acres | | | | |

Cash-in-Lieu Payment –

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land.

Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the cost of PROS' requirements for infill. The current per-acre value of \$60,200 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

36 Units

\$23,479.00



Response: The project has been revised to include 32 townhome units. The land dedication and cash-in-lieu calculations will be revised.

Park Development Fees

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance.

The current per-unit fee of \$1,936.91 would apply if permits for construction of the residential units are pulled in 2021.

Response: The project has been revised to include 32 townhome units. The calculations will be revised.

Forestry Division

There are trees located behind the existing homes that face E 25th Avenue and in the dedicated right-of-way for Iron Street. The trees are in varying degrees of decline, and there will be no mitigation requirements for this project.

There are trees located on the neighboring properties to the south that could be damaged during development. If the trees are damaged during development activities, the entity who damaged them will be required to mitigate their loss or injury. The neighboring property owner should be contacted using registered mail to notify them of the plan to develop. Forestry will need the applicant to submit this letter with the site plan so that we are sure the neighboring property owner has been notified.

Response: A development notification letter has been sent to the adjacent neighbors to the south. The letter has been submitted as part of this application.

Aurora Public Schools

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the 36 proposed duplexes is .2367 acres. Aurora Public Schools will accept cash-in-lieu of land for this obligation valued at market value of zoned land with infrastructure in place. Cash-in-lieu is due prior to plat approval.



DEN Stapleton Parcels - Pre-application

| Dwelling Type | Units | Yield Ratio | Student Yield |
|---------------|-------|-------------|---------------|
| SFD | | 0.7 | 0 |
| MF-LOW | 36 | 0.3 | 11 |
| MF-HIGH | | 0.145 | 0 |
| TOTAL | 36 | | 11 |

| YIELD | ELEMENTARY | | MIDDLE SCHOOL | | K-8 TOTAL | HIGH SCHOOL | | K-12 |
|---------|------------|----------|---------------|----------|-----------|-------------|----------|-------|
| | RATIO | STUDENTS | RATIO | STUDENTS | STUDENTS | RATIO | STUDENTS | TOTAL |
| SF | 0.34 | 0 | 0.16 | 0 | 0 | 0.2 | 0 | 0 |
| MF-LOW | 0.17 | 6 | 0.08 | 3 | 9 | 0.05 | 2 | 11 |
| MF-HIGH | 0.075 | 0 | 0.04 | 0 | 0 | 0.03 | 0 | 0 |
| TOTAL | | 6 | | 3 | 9 | | 2 | 11 |

| SCHOOL TYPE | STUDENT YIELD | ACRES PER CHILD | ACRES REQUIRED |
|-------------|---------------|-----------------|----------------|
| ELEMENTARY | 6 | 0.0175 | 0.1071 |
| MIDDLE | 3 | 0.025 | 0.0720 |
| HIGH | 2 | 0.032 | 0.0576 |
| TOTAL | 11 | | 0.2367 |

Response: The land dedication obligation will be updated to reflect the new 32-unit townhome development.

Aurora Water

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:

- ▶ Each unit must be individually serviced with water and sanitary. Water meters must be located in utility easement that extends 5 ft beyond the meter.
- ▶ Main extension will be required to provide frontage to all units.
- ▶ Regarding easement dedication, single utilities (water or sanitary only) require 16 ft easement width and 26 ft wide when *both* water and sanitary are installed in the easement. No roof overhangs nor footers from the buildings can encroach into these easements.
- ▶ Please verify condition of existing utility stubs prior to connection to ensure no rehabilitation is required as this is in an older part of Aurora.
- ▶ Detention and water quality are required for the site.
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Utility Services Available:

- Water service may be provided from: Main extension
- Sanitary sewer service may be provided from: Main extension
- Project is located on the following Map Page: 03C

Response: Acknowledged.

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
 - 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).
- Response: Acknowledged.**

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).
- 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: Utilities will be designed, located and coordinated per city standards.

Public Works Department

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

Key Issues:

- ▶ A Traffic Letter will be required with this development. See below for additional information.
- ▶ Although the overall layout may change based on Planning department comments, proposed density is consistent with Northwest Mobility Study and Traffic Engineering's projections of the area.
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.



Response: Acknowledged.

- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in 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: Acknowledged.

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: The sight triangle note is added to the landscape plans.

- 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: Acknowledged.

- The applicant shall prepare a Traffic 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 from the site.
 - Site Circulation Plan
 - Discussion of:
 - How this development matches the intent and network included in the City's [Northwest Aurora Mobility Study](#).
 - The application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.



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 *Brianna Medema* at bmedema@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](#).

Engineering Division

The Engineering Division reviews the drainage 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 Works does not support the vacation of Ironton Street. Vacation of all or a portion of Jamaica Street and the alley right of way can be discussed further.

Response: No longer vacated.

Public improvements required with development include the eastern half of Ironton Street with a minimum 24' of pavement, curb and gutter, 5.5' sidewalk (can be attached) and street lights. Additionally, this development shall complete the western half of Joliet Street which includes pavement, curb and gutter, 5.5' sidewalk (can be attached) and street lights. Also, the existing curb ramps at both Ironton Street and Joliet Street shall be updated to meet current standards. Any street internal to the development shall be private.

Response: Acknowledged.

- A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV is required, unless it can be demonstrated detention and water quality are provided by offsite facilities.

Response: 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.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.



- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final streetlight locations based on a photometric analysis.

Response: Acknowledged.

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.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - 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: Acknowledged.

Drainage:

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).



- 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. The site plan will not be approved until the preliminary drainage report is approved.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering 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.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.
- 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.



- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
Response: Acknowledged.

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.

Response: Acknowledged.

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 number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Response: Acknowledged.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015 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 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- Show any new lot lines and distance to proposed exterior walls on the site plan.

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.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

Response: Acknowledged.

Fire Department Access:

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

- [Fire Lane Easement](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in



height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.

- **Response: Acknowledged.**

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 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.

- One additional fire hydrant will be required on the southwest corner of this site off of Ironton Street.
- **Response: Acknowledged.**

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

Response: Acknowledged.

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2015 IBC, Chapter 11 and the 2009 ICC/ANSI A117.1

- Residential
- The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mail boxes, along with curb ramp and sidewalks abutting the mail kiosks.

Response: Acknowledged.

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: Acknowledged.

Phasing Plans:

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

Response: Acknowledged.

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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Corridors](#)
- [\(Site Plan Note\) Fire Lane Easements](#)

Response: Acknowledged.

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: Acknowledged.

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 has to 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](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Real Property Division

The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

Key Issues:

- ▶ The street and alley vacations should be started through the Planning Department. Some streets may be prohibited to vacate due to their current usefulness.
- ▶ Any separate documents that need to be submitted to Real Property Services



should be turned in as soon as possible, so they do not hold up your timing of your project.

Response: 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: Acknowledged.

- A **presubmittal meeting** with Real Property 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: This meeting has occurred.**

Site Plans:

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

Response: Acknowledged.

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: 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: 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 Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
Response: 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 Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
Response: Acknowledged.
- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monuments/signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Real Property will record the Site Plan.
Response: 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: Acknowledged.
- As shown in your proposed plans, there is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the [Dedications Packet](#).
Response: ROW vacation is no longer proposed
- 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: Acknowledged.

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre- submittal meeting with Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and bring it to the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.

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

[Aurora Water](#)

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility



Manual.

- Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.

Response: 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: 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: 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.

Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

Response: Acknowledged.

- The Construction Documents shall include a 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 are available on the City's website or in the Development Handbook.

Response: Acknowledged.



- 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 PublicImprovement 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: Acknowledged.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 25th Avenue, via Peoria Street and not through the adjacent residential neighborhood(s).

Response: Acknowledged.

Engineering Division

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 SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

Response: 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: Acknowledged.

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.

Response: Acknowledged.



- An Inspection and Maintenance Plan (I and 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. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

Response: Acknowledged.

- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

Response: Acknowledged.

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the "[City's Roadway Design and Construction Specifications](#)" latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).

Response: Acknowledged.

- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility.

Response: Acknowledged.

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

Response: Acknowledged.

- 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: Acknowledged.



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 codeconsultation meeting be scheduled to discuss more detailed concerns.

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

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

Permit Types:

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

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

- [Modular, Construction Trailer, Mobile Home Modular School Checklist](#)
Response: Acknowledged.

Key Issues:

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.
- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting please contact our Plans Examiner Manager Jose Rodriguez (jrodrig@auroragov.org).
Response: Acknowledged.



Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

Response: Acknowledged.

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 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

Response: Acknowledged.

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: Acknowledged.

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: Acknowledged.

Geographic Design Criteria:

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

Response: Acknowledged.

Occupancy Specific Building Code Requirements:

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

- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.

► **Response: Acknowledged.**

Single-Family Master Plans:

Master plans can be used for each identical townhouse type. Please utilize our [IRC ONE AND TWO FAMILY RESIDENTIAL](#) checklist.

Response: Acknowledged.

Request for Modification or Alternative Material:

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall



first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

Response: Acknowledged.

Real Property 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: Acknowledged.

Aurora Water

Utility Connection Fees:

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

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

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Response: Acknowledged.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The



developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

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

Response: 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: Acknowledged.

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - private streets
 - local streets
 - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
 - 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
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Response: Acknowledged.

Building Division

Key Issue:

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through 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: 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 2015 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 at 303.739.7420.

Response: Acknowledged.

[Access Roadways during Construction:](#)

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

Response: Acknowledged.