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Aurora, Colorado 80012, Suite 5200  
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[AuroraGov.org](http://AuroraGov.org)

August 8, 2024

Scott Farkas - [sfarkas@civiresources.com](mailto:sfarkas@civiresources.com)  
Crestone Peak Resources  
555 17th Street, Suite 3700  
Denver, CO 80202

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

Dear Scott Farkas:

I would like to take this opportunity to thank you for considering the City of Aurora for the Aspen 3-65 15-14 South project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

**Key Issues:**

► **Best Management Practices:** See page six for information about Best Management Practices (BMPs) for New Wells and Well Sites per the Crestone Peak Resources Operator Agreement.

**Response:** [Acknowledged](#)

► **Utilities:** A Stormwater Management Plan and report is required for grading activities. A water service agreement must be submitted with the review package. Water quality and detention are also required for this site. A Preliminary Drainage Report shall be submitted with the site plan. Refer to Electronic Drawing Numbers (EDNs) 217135 (CP), 218029 (CP) for supporting information related to your site.

**Response:** [Acknowledged](#)

► **Traffic:** A Detailed Traffic Management Plan and Traffic Letter are required. Proposed construction traffic routes and construction/maintenance access points shall be identified. Utilize the approved haul routes for this project. Provide truck turning templates at the site access and at key intersections along the site construction traffic route(s). Ensure all above ground appurtenances are out of sight triangles.

**Response:** [Acknowledged](#)

► **Public Improvements:** The entirety of the access road shall be shown on the site plan. The first 100 feet of the access road shall be paved off of the Right of Way. The access road shall meet centerline requirements. The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**Response:** [Acknowledged](#)

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7352 or [lthennes@auroragov.org](mailto:lthennes@auroragov.org).

Sincerely,



Lorianne Thennes  
Project Manager

cc: Carl Carlson - [ccarlson@uintahgroup.com](mailto:ccarlson@uintahgroup.com)



## City of Aurora

### Development Process

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

#### Step I - Planning Phase

- The application is submitted to the Energy & Environment Division.
- The Energy & Environment Division refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively.
- A Subdivision Plat is not needed at this time.

#### Step II - Construction Document Phase

**Civil Engineering Plans:** This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All Civil Plans are submitted electronically.

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

**Building Plans:** (construction plans for structures)

- Typically reviewed after Planning decision is made.

#### Step III - Construction Phase

**Building/Civil Permits:**

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

**STAFF COMMENTS - PRE-APPLICATION MEETING**

**Purpose of the Pre-Application Notes**

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

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

**Contact Information**

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

**City Manager's Office**

Office of Development Assistance  
Lorianne Thennes  
303.739.7352  
[lthennes@auroragov.org](mailto:lthennes@auroragov.org)

**Aurora Water**

Steven Dekoskie  
303.739.7490  
[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)

**Energy & Environment**

Maria Alvarez  
303.739.6824  
[malvarez@auroragov.org](mailto:malvarez@auroragov.org)

**Parks, Recreation & Open Space**

Planning Design and Construction  
*Not represented at meeting*  
Curtis Bish  
303.739.7131  
[cbish@auroragov.org](mailto:cbish@auroragov.org)

**Aurora Water - Drainage**

Jared Coleman  
303.739.7856  
[jcoleman@auroragov.org](mailto:jcoleman@auroragov.org)

**Public Works**

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

Roadway & Public Improvements  
Engineering Division  
Kendra Hanagami  
303.739.7295  
[khanagam@auroragov.org](mailto:khanagam@auroragov.org)

Life Safety and Building Division  
William Polk  
303.739.7371  
[wpolk@auroragov.org](mailto:wpolk@auroragov.org)

Land Development Review  
Services Division  
Grace Gray  
303.739.7277  
[ggray@auroragov.org](mailto:ggray@auroragov.org)

## STEP I – PLANNING PHASE

### Energy and Environment Development

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

**Response:** [Acknowledged](#)

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.

**Response:** [Acknowledged](#)

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:** [Acknowledged](#)

#### ***Key Issue:***

► Best Management Practices (BMPs) for New Wells and Well Sites per the Crestone Peak Resources Operator Agreement

**Response:** [Acknowledged](#)

#### ***Project Overview:***

- Zoning: AD – Airport District
- Proposed Use: Oil and Gas Well Site
- Permitted Use: Yes

**Response:** [Acknowledged](#)

#### ***Type of Application:***

As part of your application, you will need to make the following land use requests:

Plan set approval (Oil and Gas Permit)

- Your project can be reviewed and approved administratively.

**Response:** [Acknowledged](#)

- Your application will be reviewed in a 13-week, Schedule 2 timeframe, measured from the first business day following the date the city deems the submission complete, and will be processed electronically through our development review website.

**Response:** [Acknowledged](#)

The following applications, manuals, and design standards may also be helpful in completing your application for submittal:

- [City of Aurora Oil & Gas Manual](#)
- [Colorado Energy & Carbon Management Commission](#)
- [Aurora Places Comprehensive Plan](#)
- [Development Review Website](#)

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

- [On-line Application & Plan Submittal Guide](#)
- [Site Plan Manual](#)
- [Pre-Submittal Checklist](#)
- [Transportation Studies & Plans](#)
- [Forms and Applications](#)
- [Landscape Reference Manual](#)
- [Xeriscape Plant List \(see Landscape Manual\)](#)
- [Unified Development Ordinance \(UDO\)](#)
- [CAD Data Submittal Standards](#)
- [Aurora Oil & Gas Map](#)

***Standards and Issues:***

**1. Land Use** - The existing land use for the proposed project area is crop land/agricultural. Aspen 3-65 15-14 South oil and gas well site that will be completed in two phases. The proposed well site is located approximately .68 miles east of Monaghan Rd and south of 56th Avenue.

Phase 1 will be construction of the sloped granular surfaced pad that will be 700'L x 570'W with 8 wells planned to be drilled from this pad. The total disturbed area for Phase 1 is 19.31 acres and will be reduced during interim reclamation to a smaller production pad with a total disturbed area of 12.85 acres.

Phase 2 will begin interim reclamation to the south and east edges of the drill pad, reducing the size of the well pad to a sloped 520'L x 385'W granular pad. Access to the well pad will be a 30' wide x 678' long granular access road that will connect to the east side of Monaghan Rd. proposed well site is located within the Coyote Run watershed.

**Response:** [Acknowledged](#)

**2. Best Management Practices (BMPs) for New Wells and Well Sites**

Please see the attached Best Management Practices (BMPs) form for New Wells and Well Sites outlined in the Crestone Peak Resources Operator Agreement. These are the City of Aurora's current standards and include the following components:

General BMPs:

- Access Roads
- Air Quality
- Automatic Safety Protective Systems / Surface Safety Valves
- Buildings, Structures, Appurtenances
- Chemical Disclosure and Storage
- Color / Paint Color
- Cultural and Historical Resource Protection
- Emergency Response / Action Plan
- Events or Incidents / Events to be Reported
- Fencing / Security Fencing
- Fugitive Dust Suppression
- General Maintenance
- Insurance
- Lighting
- Maintenance of Machinery
- Mud Tracking
- Noise Management Plan / Noise Mitigation

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- Notifications to the City Regarding Commencement of Construction at CGF and Pipeline Operations / Notifications to the City
- Noxious Weed Control
- PHA-Hazard and Operability Study
- Removal of Debris
- Risk Management
- Spills
- Stormwater Management
- Strict Application of BMP Standards
- Tree Mitigation
- Visual Mitigation
- Wastewater and Waste Management
- Water Quality Monitoring Plan / Groundwater Pollution Mitigation
- Water Supply
- Wildlife Impact Mitigation Plan
- Well Site Specific BMPS:
  - Anchoring
  - Burning
  - Closed-Loop Pitless Systems/Recycling of Drilling Fluids
  - Combustion Devices
  - Containment Berms
  - Discharge Valves
  - Electric Equipment
  - Flammable Material
  - Flowlines
  - Landscaping
  - Lightning Protection
  - Low Profile Equipment / Low Profile Tanks
  - Mitigation Barriers Using Berms, Bales and Sound Walls
  - Odor
  - P&A and Decommissioned Well Testing
  - Reclamation
  - Reduced Emission Completions (Green Completions)
  - Removal of Equipment
  - Road Repairs
  - Trailers
  - Transportation and Circulation
  - Water Protection Requirements
  - Wellbore Integrity And Aquifer Protection
- Pipeline Specific BMPs:
  - Construction of Gathering System and Flowlines
  - Construction Work Hours
  - Discharge Valves
  - Mechanical Integrity Program
  - Reclamation
- CGF Facility Specific BMPs:
  - Burning
  - CGF and Associated Facilities Documentation
  - CGF and Compressor Station Construction Specification BMP
  - Class II Underground Injection Control Wells

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- Combustion Devices
- Construction Of Gathering System and Flowlines
- Construction Work Hours
- Containment Berms
- Discharge Valves
- Electric Equipment
- Flammable Material
- Lightning Protection
- Mechanical Integrity Program
- Odor
- Operations And Maintenance of the CGF Work Hours
- Plating Requirements
- Trailers
- Transportation and Circulation

Similarly, Attached Is An Oil And Gas Submittal Documents Checklist That Correspond to the BMPs; the Required Documents Include:

- Notated Checklist- If An Item Is Not Marked, It Must Have A Brief Note Explaining Why It Is Not Required, E.G. "N/A – No Proposed Roads."
- Plan Set (Including All Standard City Of Aurora Site Plan Requirements)
- Vicinity/Context Map
- Interim Reclamation Plan
- Visual Mitigation Plan
- Landscape Plan
- Lighting Plan
- Building And Structure Elevations
- Letter Of Introduction (Including Variance Requests With Justifications)
- Project Summary
- Applicable BMPs Addressed (Narrative List)
- Neighborhood Meeting Schedule & Results / Response To Public Comments
- Response To Pre-Application Notes / Review(s)
- Operations Plan
- Project Development Schedule
- Security Plan
- Decommissioning / Final Reclamation Plan
- Emergency Response Plan
- PHA-HAZOP Analysis Letter
- Traffic Letter / Plan
- License Agreements (Must Also Be Submitted Separately To Real Property)
- Upload Any Previously Obtained Master License Agreements That Pertain To This Specific Location
- Recorded Surface Use Agreement (Must Also Be Submitted Separately To Real Property)
- Property Owner Authorizations
- Water Supply Plan / Delivery Method
- Groundwater Quality Monitoring Plan
- Fugitive Dust Suppression Plan
- Fluid Disposal Plan
- Water Use Plan CDPHE Reg. 84
- Weed Control Plan
- Wildlife Impact Mitigation Plan
- Stormwater Management Plan (Contact Public Works For A Separate Pre-Submittal Meeting)

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

- Preliminary Drainage Report
- Road Maintenance / Construction
- Air Quality Plan
- Noise Management Plan
- Application Form
- 1-Mile Radius Abutters List
- CECMC Forms 2 and 2A
- Fee Payment

*Provide a site-specific narrative addressing each Pre-Application item and BMP in the Letter of Introduction, including items that you consider not applicable to your project and indicate justification for exclusion.*

**Response:** [Acknowledged](#)

**3. Submittal Reminders**

3A. *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.

3B. *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.

3C. *Mineral Rights Notification* Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

**Response:** [Acknowledged](#)

***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:** [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.

**Response:** [Acknowledged](#)

- 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.

**Response:** [Acknowledged](#)

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- 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.

**Response:** [Acknowledged](#)

- 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.

**Response:** [Acknowledged](#)

- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#).

**Response:** [Acknowledged](#)

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

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:***

- ▶ A Stormwater Management Plan (SWMP) and report are required for grading activities.

**Response:** [Acknowledged](#)

- ▶ A water service agreement must be submitted with the review package.

**Response:** [Acknowledged](#)

- ▶ Water quality and detention are required for this site.

**Response:** [Acknowledged](#)

***Utility Services Available:***

- Water service may be provided from: N/A
- Sanitary sewer service may be provided from: N/A
- Project is located on the following Map Pages: 97Z

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants are necessary to service your development.
  - All utility connections in the arterial roadway are required to be bores.

**Response:** [Acknowledged](#)

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- 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

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

**Response:** Acknowledged

- 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.

**Response:** Acknowledged

- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

**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.

**Response:** 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:** Acknowledged

- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31<sup>st</sup> which are subject to increases as approved by City Council.

**Response:** 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:** 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:***

- ▶ A Preliminary Drainage Report shall be submitted with the site plan. Note that a Final Drainage Report shall be submitted with the Civil Plans. The Preliminary Drainage Report shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4/2.4.5 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Report.

**Response:** Acknowledged

- ▶ On-site Detention and Water Quality/EURV pond is required for sites larger than 2 acres of impervious area. The pond 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).

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**Response:** [Acknowledged](#)

- ▶ A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Report for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#)

**Response:** [Acknowledged](#)

- ▶ Note that Preliminary Drainage Report (PDR) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.

**Response:** [Acknowledged](#)

- ▶ The City of Aurora has an updated Drainage Criteria Manual which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water SDDTC 11-2023](#)

- An update to the SDDTC is anticipated in August 2024

**Response:** [Acknowledged](#)

- The City understands this site does not fall under previous grandfathering agreements. Site will have to conform to all current City design requirements, including, but not limited to, easement dedications. Relief from current City design requirements will be considered on a case-by-case basis with appropriate site risk analysis and justification for relief.

**Response:** [Acknowledged](#)

- Important reference materials can be accessed via the City's [GIS tools](#).

**Response:** [Acknowledged](#)

- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Approved reports and plans can be found via the City's [Property Map](#). Please note that approved City documents before approximately the year 2000 are generally not available on the City's website and must be requested by the Design Engineer from Aurora Water. The City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage, and Civil Plan documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the Design Engineer's responsibility to contact the Designers of the documents under-review and coordinate designs.

**Response:** [Acknowledged](#)

- Refer to Electronic Drawing Numbers (EDNs) 217135 (CP), 218029 (CP) for supporting information related to your site.

**Response:** [Acknowledged](#)

- The Engineer is responsible for researching and determining if a study by Mile High Flood District (MHFD) has been completed proposing improvements within or adjacent to the Engineer's proposed development. Any such improvements may be required to be constructed as a part of that project. Coordination with the City shall be initiated in those instances at the Master Plan Level or as soon as determined with any proposed development.

**Response:** [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

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prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The Developer will be responsible for having a Professional Engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the State's [web portal](#). Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

**Response:** [Acknowledged](#)

- Release rate for the detention pond shall be based upon the Storm Drainage Design and Technical Criteria Manual, latest revision, and in conformance with the MHFD's Master Drainage Study (MDP)/Outfall Systems Plan (OSP).

**Response:** [Acknowledged](#)

- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.

**Response:** [Acknowledged](#)

- 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:** [Acknowledged](#)

- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.

**Response:** [The fieldwide I & M plan addresses access and the lack of need for an additional easement from the landowner.](#)

## **Public Works Department**

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

### ***Key Issues:***

- ▶ All components of the City's Oil & Gas Manual shall be reviewed.

**Response:** [This site is subject to the Crestone Operator Agreement, and not the O & G manual.](#)

- ▶ A Detailed Traffic Management plan and Traffic Letter will be required for this development.

**Response:** [Acknowledged.](#)

- ▶ Applicant shall identify the construction traffic routes proposed on this project and construction/maintenance access points.

**Response:** [Acknowledged.](#)

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- ▶ Applicant shall utilize the approved haul routes for this project.  
**Response:** [Acknowledged](#).
  
- ▶ Applicant shall provide truck turning templates at the site access and at key intersections along the site construction traffic route(s).  
**Response:** [Acknowledged](#).
  
- ▶ Ensure all above ground appurtenances are out of sight triangles.  
**Response:** [Acknowledged](#).
  
- ▶ Gates are required to be setback from public road flowline a minimum of 45 feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.  
**Response:** [Acknowledged](#).
  
- Show all adjacent and opposing access points on the Site Plan.  
**Response:** [Acknowledged](#).
  
- Label the access movements on the Site Plan.  
**Response:** [Acknowledged](#).
  
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).  
**Add the following note landscape plans:** 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'  
**Response:** [Acknowledged](#).
  
- 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](#)

**ROW/Plat:**

- Designate a Public Access Easement along private drives/roads  
**Response:** [N/A](#)

**Traffic Impact Study:**

- A Traffic Impact Letter will be required for this site which will include addressing the following specific items:
  - 1) Existing traffic counts.
  - 2) Trip Generation for site construction traffic
  - 3) Site Circulation Plan
  - 4) Include detailed analysis, including vehicle queuing evaluation, of:
    - a) All site access points
    - b) All key intersections along the site construction route

**Response:** [Acknowledged](#)

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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 *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.

**Response:** [Acknowledged](#).

- The Traffic Letter shall also be uploaded with the rest of the submittal.

**Response:** [Acknowledged](#)

- 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:** [Acknowledged](#).

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:**

- ▶ The entirety of the access road shall be shown on the site plan. The first 100 feet of the access road shall be paved off of the ROW. The access road shall meet centerline requirements.

**Response:** [Acknowledged](#).

- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.

**Response:** [Acknowledged](#).

- ▶ 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](#).

**Response:** [Acknowledged](#).

- ▶ 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:** [Acknowledged](#)

**Improvements:**

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

- 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:** [Acknowledged](#)

- If gates are incorporated into the design of the development, they are required to be setback from the street flowline a minimum of 45 feet or one truck length, whichever is greater.

**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.

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

- 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:** [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.*

**Accessibility Requirements:**

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

- Accessibility Requirements - [Commercial](#)

**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 numbers 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 2015/2021 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 2015/2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#).

- As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

**Response:** [Acknowledged](#)

**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](#)
- [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 site is:

- [Designated Fire Lane](#)

**Response:** [N/A](#)

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- 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. 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.
  - 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: N/A**

**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.

**Response: N/A**

**Gated Entry:**

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the

**Response: N/A**

Fire Chief.

- Note: The applicant has indicated that this site will not be a gating community.
- (Oil & Gas Sites) Gating systems shall be labeled on the site plan by using one of the following examples:
  - (2) 11' - 6" Swinging Gate's with Approved Knox Hardware.
  - 23' Manual Swinging Gate with Approved Knox Hardware.

**Response: 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.

**Response: Knox hardware will be installed at the gate.**

**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.**

**Oil and Gas:**

- ▶ Along with the standard requirements of the comprehensive Emergency Response Plan (ERP) the site plan submittal must include "freshwater resources" to establish an onsite water supply for emergency purposes. This is typically provided in the form of an approved aboveground water storage system and

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onsite Aqueous Film Forming Foam (AFFF) supply. Sizing of the water storage tank and the amount of AFFF will be assessed by your fire protection engineer based on actual fire events that have occurred on well sites and approved by the City of Aurora.

**Response:** [The applicant will coordinate with Aurora Fire Rescue.](#)

- ▶ The site plan must reflect the location of all hazardous materials on site. A separate hazardous materials inventory statement must be submitted with your site plan. Once finalized, this information will be placed on a USB flash drive and the flash drive placed in the Knox Box needed at the primary entry gate to the site.

- Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 do not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The responsibility of permitting and inspecting sites falls upon the State of Colorado.

**Response:** [Acknowledged.](#)

- Cover Sheet, Site Plan Notes:

ACCESS ROAD AND PAD CONSTRUCTION SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS (85,000 LBS) UTILIZING THE CDOT ROAD-BASE #6 SPECIFICATION TO PROVIDE FOR ALL WEATHER DRIVING CAPABILITIES, ACCESS ROAD SHALL BE 23' WIDE WITH A 29' INSIDE TURNING RADIUS. WHILE CDOT #6 IS SPECIFIED, THE MATERIAL USED TO CONSTRUCT THESE SURFACES MAY BE OF ANY ONE OF, OR A COMBINATION OF, SEVERAL AGGREGATE MATERIALS AVAILABLE. APPROVED MATERIALS INCLUDE PREMIXED ROAD BASE MATERIAL, 1-1.5 ANGULAR INCH RIVER ROCK, CRUSHED GRANITE OR OTHER AGGREGATE WITH NOT LESS THAN ONE-INCH NOMINAL SIZE DESIGNATION AND CDOT ROAD BASE CLASS 6.

**Response:** [Acknowledged.](#)

- Emergency Response: A comprehensive Emergency Response Plan (ERP) is required to be submitted with your application package. Please find Life Safety requirements for this plan beginning on page (?).

**Response:** [Acknowledged.](#)

- Operator Agreement: As written in the City Council-approved Operator Agreement, Best Management Practices for pipelines shall be followed.

- Notices to Proceed: Notices to Proceed with construction activities will only be issued after site plans and civil plans are approved, permits are issued, and license agreements are executed.

**Response:** [Acknowledged.](#)

- A comprehensive Emergency Response Plan (ERP) is required to be submitted with your application package. The ERP shall specifically define how various potential events will be handled. The plan should cover emergencies that are larger in scope or duration and extend beyond a simple operational set-up handled by operations personnel. The plan will be required to include an Executive Summary that indicates the specific measures to be taken according to the ERP which will aid in the response to the emergency. Examples of what should be included in the response plan include, but are not limited to:

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- Operations
- Completion and Production Operations
- Fresh water sources
- Water disposal
- Governing Regulations
- Notifications (local, city, county, state, and agencies) Keep in mind the local notifications shall include property owners.
- Vicinity Maps.
- Traffic generation
- Emergency Response Plan
- Best Management Practices
- Typical Photos
- Signage
- Project location
- Road Construction

**Response:** [Acknowledged.](#)

- Provide a letter from the Engineer of Record stating that a pipeline analysis was conducted, and any applicable findings will be incorporated into the pipeline design and the emergency response plan.

**Response:** [N/A](#)

- Provide a HazOp Analysis by a certified third-party facilitator.

**Response:** [Acknowledged.](#)

- The documents submitted must reflect the credentials of the individuals who are either compiling the data, conducting the analysis; the engineer of record and the third-party facilitator who will be submitting the letter.

**Response:** [Acknowledged.](#)

- The applicant shall work with the fire department, Office of Emergency Management, and emergency responders concerning emergency response plans for the facilities and respective pipelines. Following start-up and operation of the project, the applicant will need to address periodic training drills, as required.

- Add the following note to the site and civil plan submittals.

EMERGENCY INGRESS AND EGRESS - RIGHT-OF-WAY FOR INGRESS AND EGRESS FOR SERVICE AND EMERGENCY VEHICLES IS GRANTED OVER, ACROSS, ON AND THROUGH ANY AND ALL PRIVATE ROADS AND WAYS NOW OR HEREAFTER ESTABLISHED ON THE DESCRIBED PROPERTY.

**Response:** [Acknowledged.](#)

### **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.*

- 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.](#)

## STEP II – CONSTRUCTION DOCUMENT PHASE

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

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.  
**Response:** [Acknowledged](#).
- Use of the Batch Standards Checker Tool is requested for this project.  
**Response:** [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:** [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:** [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:** [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:** [Acknowledged](#).
  4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1<sup>st</sup> 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 1<sup>st</sup> formal review and follow our standard civil plan timelines.  
**Response:** [Acknowledged](#).
- Civil Construction Document Plan Set generally includes the following plans:

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- Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*
- Response:** [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
    - Utility Plans must be approved prior to obtaining building permits
    - Utility Plans must include:
      - Fixture Unit Table and Meter Sizing Tables
      - Water Service and Water Meter locations
      - Sanitary Sewer Service Lines
      - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
    - Cross Connection Control Devices are required for:
      - Fire Service Lines
      - Commercial and Domestic Water Service Lines
      - These devices are required to be located within the building or within a heated and drained vault after the water meter.
    - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
    - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.
- Response:** [N/A](#)

***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](#).

## **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:** [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.](#)

- 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:** [A fieldwide I & M plan is already in place with the city,](#)

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

**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 Engineering**

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (for Build year), 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:** [N/A](#)

- 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

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

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:** [N/A](#)

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

**Response:** [Acknowledged](#).

**Engineering Division**

***Roadway Design and Construction Specifications:***

- 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:** [N/A](#)

- *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:** [N/A](#)

**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.

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***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.

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

- Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
  - o [State of Colorado Division of Oil and Public Safety](#)
  - o [Petroleum Storage Tank regulations](#)

**Response: Acknowledged**

Aurora Building Division  
15151 E. Alameda Pkwy, 2nd Floor Permit Center  
Aurora CO 80012  
Phone: 303.739.7447  
Email: [Life/Safety@auroragov.org](mailto:Life/Safety@auroragov.org)

Website: <https://www.auroragov.org> (Search Building Division)  
Hours of Operation:  
Monday, Tuesday, Thursday, and Friday  
7:30 a.m. to 4:30 p.m.  
Wednesday  
8:30 a.m. to 4:30 p.m.

State of Colorado Division of Oil and Public Safety  
633 17th Street, Suite 500, Denver, CO 80202  
Phone: 303.318.8525  
Email: [cdle\\_ops@state.co.us](mailto:cdle_ops@state.co.us)  
Website: <https://ops.colorado.gov>  
Office Hours: 8:00 - 5:00

***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](mailto:jcrodrig@auroragov.org)).

**Response: N/A**

- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

**Response: Acknowledged**

- ▶ No building division comments are being provided since no new construction is being proposed.

**Response: Acknowledged**

**Accessibility:**

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

**Response: N/A**

**Adopted Codes by the City of Aurora:**

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

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

**Building Division General Comments:**

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

**Demolition Permits:**

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- [City of Aurora Demolition Permit Information](#)
- [State of Colorado Demolition Permit Application Form](#)
  - The Aurora Building Division does not address asbestos related concerns for remodeling, renovating, or demolishing of residential and commercial structures. For asbestos requirements please contact the State of Colorado Asbestos Compliance Assistance Group. Phone: 303.692.3100 Fax: 303.782.0278 Toll Free: 1.800.886.7689 Web page: <http://www.colorado.gov/cdphe/asbestos> Email address: [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us).
- All demolition permits must be routed to Aurora Water to assess the BMP requirements for ground disturbances.
- A demolition permit is required for the closure and/or removal of existing underground fuel storage tanks 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: Acknowledged.**

**Geographic Design Criteria:**

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

**Response: Acknowledged.**

**Oil and Gas Well Sites:**

- Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 do not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The responsibility of permitting and inspections of well sites falls upon the State of Colorado.

**Response: 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: 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**

**Re: Aspen 3-65 15-14 South (#1814010)/Pre-Application Meeting held July 25, 2024**

**Utility Connection Fees:**

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

**Response:** [N/A](#)

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:** [N/A](#)

**Stormwater Management**

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

**Response:** [N/A](#)

**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.

**Response:** [Acknowledged](#).

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes

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- storm drainage
- detention and water quality facilities, including necessary structures
- 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:***

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

**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 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: Acknowledged.**

**Access Roadways during Construction:**

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

**Response: Acknowledged.**