

*Standards and Issues:*

**1. Zoning and Placetype**

*1A. Zoning*

This proposed site is in the I-1 Zone District. The purpose of the I-1 district is to provide employment centers with offices, office showrooms, light manufacturing, research and development operations, and a limited range of associated retail services, at a low- to medium scale with high building design quality in an integrated or campus-like setting. **RE: Noted**

*1B. Overlay Districts*

*Avigation Easements*

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

*1C. Placetype*

This site lays in the Innovation District placetype. The Innovation District is where leading-edge anchor institutions and businesses connect with start-ups and business incubators and accelerators. This placetype fosters new ideas and enterprises by bringing together different people, companies and institutions and are key to increasing employment within the city. Light industrial and business park uses are joined with educational and medical institutions to foster sought-after creativity. These primary uses interact horizontally to promote integration across the various industries that fill this placetype. A high-quality, tech-centric space is critical to this placetypes success, including unique meeting spaces that encourage people and organizations to come together, learn from one another and exchange ideas. High-quality office space and jobs collocated with housing are necessary to keep Aurora's innovative and creative thinkers close to home, such as students and professors that live on campus. Urban agriculture and community gardens serve as secondary uses, particularly to various biological sectors that utilize them for research. Transit, pedestrian, and bicycle accessibility to and through the Innovation District is also critical. **RE: Noted**

**2. Land Use**

*2A. Historic Land Use*

The site is currently vacant land.

*2B. Proposed Land Use*

The proposed project will include storage, distribution, and warehousing, light manufacturing, and accessory outdoor storage, which are permitted uses in the I-1 Zone District.

Per use-specific standards:

- The maximum building height is 100 feet for the primary structure containing the use.
- The use shall not locate storage areas, truck loading bays, or vehicle circulation routes within a required setback or perimeter buffer. Loading docks shall not face a street.
- The use shall locate outdoor storage areas to the rear of the principal structure and screen

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them in accordance with Section [146-4.7](#) (Landscape, Water Conservation, Stormwater Management).

**3. Development Standards**

*3A. Dimensional Standards*

I-1 Dimensional Standards are listed here: <https://aurora.municipal.codes/UDO/146-4.2.2.C>.

*3B. Subdivision Standards*

Provide two-way circulation in the parking lot. On the site plan, show pedestrian connections between the primary entrances and adjacent public sidewalks. **RE: Two-way parking lot circulation and a connection to the public sidewalk has been provided.**

*3C. Access and Connectivity*

Provide a 6-foot detached sidewalk and curbside landscaping and street trees along E Lockheed Drive. Install curbside landscaping and street trees along Laredo Street. See Public Works' comments below for additional information. This proposal should include sidewalk connections to the public sidewalk on Laredo Street and E. Lockheed Dr from the main entrances to the building. **RE: Detached walk, landscaping and pedestrian connection to Laredo street added**

Also, the building requires a main entrance to open onto a patio space. This space should be a minimum of 300 square feet and a minimum of dimension of 12 feet. The space needs to include differentiated pavement treatment, pedestrian scaled lighting, weather protection, site furniture, a landscape border, and amenities such as tree cut outs and raised planters. **RE: Outdoor patio space has been added to site**

*3D. Parking, Loading, and Stacking*

Off-street parking is required by [Section 146-4.6](#). Based on the information provided, a 20,000 sf warehouse, 24 parking spaces, including one accessible parking space will be required, per light manufacturing minimum parking standards. Parking alternatives listed in [Section 146-4.6.4](#) may reduce parking requirements. In addition to vehicle parking, the development is required to provide two bicycle parking spaces. Bicycle spaces must comply with [Section 146-4.6.3.F.2](#) including providing a design that includes two points of contact with each bicycle. Each inverted "U" rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. **RE: Noted, minimum space requirements have been met**

[Section 146-4.6.5](#) details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. **RE: Parking has been laid out accordingly**

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

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the Landscape Reference Manual, the CentreTech Design Guidelines as well as the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents. Landscape requirements within the UDO should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. The Landscape Reference Manual is available online. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments. **RE: Noted**

Landscape Plan Preparation

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

Landscape plans submitted during the Development Application submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set. **RE: Noted**

### Sight Triangles

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

### CentreTech Design Guidelines

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the approved CentreTech Design Guidelines. The applicant is responsible for reviewing this document and determining all applicable landscape conditions. **RE: Noted**

- These guidelines do not replace or take precedence over local codes and/or ordinances.
- The guidelines ensure overall uniformity in development within the CentreTech business campus.
- Site, architectural and landscape plans shall be approved through a preliminary, final and construction review through the design review board for the campus.
- The guidelines identify specific design parameters for parking, circulation, lighting, signage and site layout.
- Due to the age of the CentreTech Design Guidelines, should the UDO landscape standards be more restrictive, they shall take precedence as they are more reflective of current landscape standards the city is trying to achieve.

### Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

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

Street trees shall be provided along S. Laredo Street and E. Lockheed Street at a ratio of one tree per 40 lineal feet. When a detached walk and curbside landscape are provided, street trees shall be provided within the designated curbside landscape area. When an attached walk is provided, street trees shall be located from four to five feet from the back of walk, curb or pavement. Street trees shall be located 50’ from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2. **RE: Street Trees added**

Please note City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326.8819. Landscaping for the curbside area should follow this section and include shrubs at a ratio of one shrub per 40sf of curbside area. **RE: Noted**

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Section 146-4.7.5 D. Street Frontage Landscape Buffers

Provide 10' wide street frontage landscape buffers as measured from the back of walk along S. Laredo Street and E. Lockheed Street. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in the buffer width to six feet is permitted in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. **RE: Noted, buffer added**

Landscaping shall be installed along the exterior sides of proposed fencing or walls. Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Staff will determine whether an overlap exists once a site plan is submitted. **RE: Noted**

No portions of buildings, including porches or patios, drive lanes, sidewalks, detention ponds, parking stalls, dumpsters or dumpster enclosures shall be permitted within the buffer. **RE: Noted**

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

Provide 20' wide non-street perimeter buffers along the western and southern property boundary lines. A reduction in the buffer width to 12' is possible depending upon the buffer reduction feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. While the buffer widths are less restrictive, plant quantities remain consistent. Plant material shall be provided at a ratio of one tree and five shrubs per 40 linear feet with 30% of the tree species being evergreen. **RE: Noted, non street perimeter buffer added**

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

Section 146-4.7.5 J. Building Perimeter Landscaping

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity. **RE: Noted, building perimeter landscaping has been added.**

Section 146-4.7.5 K. Parking Lot Landscaping

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

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

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot. **RE: Parking lot trees have been added**

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

All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet. **RE: Trash area has been screened**

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

Section 146-4.7.5 L. Site Entryways and Intersections.

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation. **RE: Landscaping has been added to the entry ways**

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

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments. **RE: LID techniques will be incorporated where possible**

All detention pond facilities shall be approved by the Aurora Public Works Department. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface

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elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. **RE: Noted, landscaping has been included in the**

Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A

table summarizing the quantities along with a plan that clearly delineates these areas should be provided. Contact Timothy York at 303.739.8819 or [tyork@auroragov.org](mailto:tyork@auroragov.org) regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. **RE: Irrigation demand will be addressed with the civil document phase**

[Section 146-4.7.9 Fence and Wall Regulations](#)

This section lists the permitted fence and wall materials and [dimensional standards](#). In general, the maximum fence height in industrial zones is nine feet, set back four feet from the back of the sidewalk. **RE: Noted**

The following materials are permitted along E Lockheed Dr and S.Laredo St, which are collectors:

- a. Brick, stone, and integrally colored decorative concrete masonry units (CMUs);
- b. Decorative and durable pre-cast concrete panels and rails;
- c. Wrought iron, metal picket, and other metals simulating the appearance of wrought iron;
- d. Composite wood (not including vinyl);
- e. Closed-style wood fences, but only for industrial uses and only if located outside of the required buffer yards;
- f. Open-style three-rail fences made of wood or simulated wood adjacent to private open space areas and private common spaces; and
- g. Open-style three-rail fences made of wood adjacent to public parks and open space areas.

It also lists the specific materials allowed to screen outdoor storage:

- a. Walls consisting of brick, stone, and integrally colored decorative concrete masonry units (CMUs);
- b. Decorative and durable pre-cast concrete panels;
- c. Composite wood; and
- d. Closed style wood fences.

Color clad, welded wire, chain link, Omega or similar welded wire may not be utilized to meet screening requirements. **RE: Noted**

Otherwise, examples of permitted materials are listed here:

<https://aurora.municipal.codes/UDO/146-4.7.9.D>.

3F. *Building Design Standards*

[Section 146-4.8](#) of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

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In general, code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in [Section 146-4.8.5.C](#). Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

**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.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	✓
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

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

Buildings with corrugated metal as the primary exterior building material shall include wainscoting at least 42 in. high, surfaced in stone, decorative concrete, or brick masonry when facing a view corridor, drainage, public or private space, or right-of-way. Thus, all four sides of the building shall feature wainscoting. **RE: Noted**

Lastly, each primary structure shall be arranged so that the primary façade and each façade with a main pedestrian entry, orients onto and provides direct pedestrian access onto, one of the following.

- a. A public or private street;
- b. A public park, open space or common green;
- c. A plaza or courtyard; or
- d. A pedestrian passage.

**3G. Exterior Lighting**

Standards for exterior lighting are found in [Section 146-4.9](#). Show typical details of lighting on the plan and on building elevations. **RE: Noted**

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### 3H. Signs

The CentreTech Design Guidelines will govern sign standards. If there are any gaps or conflicts in the design guidelines, [Section 146-4.10](#) of the UDO will govern signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. **RE: Noted**

### 4. Adjustments

[Section 146-5.4.4](#) details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under [Section 146-5.4.4.F](#), then the adjustment will require approval from the Planning and Zoning Commission. **RE: No adjustments are currently being requested for this project**

### 5. Submittal Reminders

#### 5A. PDF Requirements

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

#### 5B. Mineral Rights Notification

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

#### ***Pre-Submittal Meeting:***

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

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

#### ***Community Participation:***

Please work proactively with registered neighborhood organizations and adjacent property owners. 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. **RE: Noted**

### **Oil and Gas Development**

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time.

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There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist by providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division. **RE: Noted**

**Parks, Recreation & Open Space Department (PROS)**

**Planning Design and Construction**

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 fixture unit and meter sizing table are required and must be shown on the civil plan. The table will need to be updated with tenant finish, **RE: This will be completed at the civil phase**
- ▶ A Domestic Service Allocation Agreement (DSAA) will be required for meters 1.5” and larger. Recoverable and Non-Recoverable water use must be provided as part of the agreement.
- ▶ Meters must be in landscaped areas and be within a pocket utility easement if not located within a ROW. **RE: Noted**
- ▶ A Stormwater Management Plan must be submitted with the civil plan package. **RE: Noted**

***Utility Services Available:***

- Water service may be provided from the existing 8” mains located along S. Laredo Street and E. Lockheed Drive. **RE: Water service has been provided from Laredo**
- Sanitary sewer service may be provided from the existing 8” mains located along S Laredo Street and E. Lockheed Drive. **RE: SS has been serviced off of Laredo**
- Project is located on the following Map Page: 07J **RE: Noted**

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including: **RE: Included**
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development.
  - Grease Interceptors are required for commercial kitchens.
  - Sand/Oil Interceptors are required for vehicle maintenance facilities.
  - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual). **RE: Noted**

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

### **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. **RE: Noted**
- 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. **RE: Noted**
- 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. **RE: Noted**
- 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. **RE: Noted**

## **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:**

- ▶ 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. **RE: PDR will be submitted**
- ▶ Since the site improvements appear to be less than 5 acres, water quality, 10 and 100-year detention should be provided for the additional site improvements. By variance, the water quality can be nested in the 100-year detention.
  - The city would suggest considering the use of bioretention to meet the detention and water quality needs of the site. **RE: Bioretention has been provided. WQCV will be nested**
- ▶ The site is located within Advisory Circular 150/5200-33C, therefore any ponds should have a maximum drain time of 48 hours. **RE: Noted**
- ▶ A drainage easement will be required over the detention pond/water quality and an access easement from the pond to ROW. **RE: Noted**
- ▶ An approved pond certificate will be required prior to Temporary Certificates of Occupancy (TCO) or Certificates of Occupancy (CO). **RE: Noted**
- ▶ Please include a signed Inspection and Maintenance (I&M) plan at the time of civil plan submittals. **RE: Noted**
- ▶ One-foot of freeboard shall be provided to adjacent FFEs from the emergency spillway WSEL from the detention ponds. **RE: Noted**
- ▶ Due to the shift in irrigated landscape use, please use the city's draft impervious values for the site. **RE:**

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**Noted**

- ▶ The storm in the northeast corner does not have the capacity to convey the developed flow from the site. Confirm any release from the site will not exceed the existing HGL of the receiving storm sewer in the preliminary drainage report. **RE: Detention has been expanded, runoff will be released at historic and undeveloped rate**
- ▶ Per the Master Plan please provide a stub out for the property/vacant land to the south for future development assuming the adjacent site future land use. **RE: Per communication with the property owner of the parcel to the south of the Site, they will connect to existing storm in E. Centretech Pkwy**
- ▶ Please contact [aurorawaterdrainage@auroragov.org](mailto:aurorawaterdrainage@auroragov.org) for the master plan report and plan. **RE: Noted**
- 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. **RE: Preliminary Drainage Report has been included**
- 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. **RE: No MHFD improvements are currently being proposed**
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued. **RE: Noted**
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process. **RE: Detention has been included**
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis. **RE: Noted**
- 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 MDP/OSP. **RE: Noted**
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems. **RE: Noted**
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to

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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. **RE: Noted**

- 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. **RE: Noted**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **RE: Noted**
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs. **RE: Noted**

**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 study/traffic letter will not be required for this development. **RE: Noted**
- ▶ A site plan with heavy vehicle turning templates for site accesses and internal circulation (with circulation plan) needs to be provided. **RE: Turning template will be included**
- Show all adjacent and opposing access points on the Site Plan. **RE: Included**
- 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](#). **RE: Noted**  
**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'** **RE: Noted**
- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following not to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development. **RE: Added**

***ROW/Plat:***

- Designate a Public Access Easement along Laredo Street. **RE: Added**

***Traffic Impact Study:***

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time. **RE: Noted**

**Engineering Division**

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

***Key Issues:***

- ▶ Public improvements required for this application include the following:
  - E. Lockheed Drive: provide a 6' detached sidewalk, 8' curbside landscaping, and streetlights **RE: Provided**
  - S. Laredo Street: provide streetlights along the frontage **RE: Provided**
  - If the eastern curbside ramp at the existing access to the eastern lot is modified, the ramps on both sides shall be updated to current standards **RE: Ramps at the northwest corner of the site will be replaced**
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. **RE: Noted**
- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

***Improvements:***

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

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans. **RE: Noted**
- 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. **RE: Curb returns added**
- 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. **RE: Noted**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements. **RE: Noted**
- 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. **RE: Noted**
- 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. **RE: Noted**
- Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis. **RE: Streetlights added**

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***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: Noted**
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. **RE: Noted**
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. **RE: Noted**
  - 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. **RE: Noted**

**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.*

**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. **RE: Noted**

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

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

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2020 NEC.
- Show the distance of new or existing lot lines to proposed exterior walls of structures 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. **RE: These will be addressed with the civil plan**

- [Fire Lane Sign Detail](#)
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

**Emergency Responder Radio Coverage:**

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015/2021 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified

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independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage. **RE: Noted**

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed. **RE: Noted**

### 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. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii. **RE: Included**
  - Buildings greater than 30' in height are regulated by the 2015/2021 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. **RE: Noted**
- Outdoor Storage Yards

### Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015/2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works. **RE: Noted**
- The fire department connection must be placed within 100 feet of the existing fire hydrant off of Lockheed Drive. A 4 foot manway gate with approved Knox hardware may be required between the two fire appliances being discussed. **RE: Noted**

### Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015/2021 IFC and IBC. **RE: Noted**

1. Fire sprinkler requirements per:
  - **903.2.4 Group F-1.** An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:
    - A Group F-1 fire area exceeds **12,000 square** feet (1115 m<sup>2</sup>).
    - A Group F-1 fire area is located more than three stories above grade plane.
    - The combined area of all Group F-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m<sup>2</sup>).
    - A Group F-1 occupancy used for the manufacture of upholstered furniture or mattresses exceeds 2,500 square feet (232 m<sup>2</sup>).

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- **903.2.9 Group S-1.** An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:
  - A Group S-1 fire area exceeds 12,000 square feet (1115 m2).
  - A Group S-1 fire area is located more than three stories above grade plane.
  - The combined area of all Group S-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m2).
  - A Group S-1 fire area used for the storage of commercial motor vehicles where the fire area exceeds 5,000 square feet (464 m2).
  - A Group S-1 occupancy used for the storage of upholstered furniture or mattresses exceeds 2,500 square feet (232 m2).
- 2. Fire Alarm requirements per:
  - **907.2.4 Group F.** A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5 shall be installed in Group F occupancies where both of the following conditions exist:
    - Group F occupancy is two or more stories in height.
    - Group F occupancy has a combined occupant load of 500 or more above or below the lowest level of exit discharge.

Exception: Manual fire alarm boxes are not required where the building is equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1 and the occupant notification appliances will activate throughout the notification zones upon sprinkler water flow.

**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 Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway, please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative). **RE: Noted**
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420. **RE: Noted**

**Accessibility Requirements:**

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1.

- **Commercial**

**Hazardous Materials:**

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Per the 2015/2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided. **RE: Noted**

**High-piled Combustible Storage:**

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015/2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015/2021 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage. **RE: Noted**

**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. **RE: Noted**

**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. **RE: Included**

**Loading and Unloading Areas:**

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

**Photometric Plan:**

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

***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. **RE: Noted**

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)

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- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

**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. **RE: Noted**

**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. **RE: Noted**
- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement. **RE: Noted**
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them. **RE: Noted**
  - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard. **RE: Noted**
- [Access Road Width with a Hydrant](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Land Development Review Services.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

**Trash Enclosure:**

Per the 2015/2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible

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walls, openings, or combustible roof eave lines. **RE: trash enclosure has been added accordingly**

**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.*

***Subdivision Plats:***

- The property is currently platted; however, due to your land swap by deed with the property owner to the south, 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. **RE: Noted**
  
- A **presubmittal meeting** with Land Development Review Services is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> 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. **RE: Presubmittal meeting will be scheduled**

***Site Plans:***

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

***Separate Documents:***

- 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: **RE: Noted**
  - [Easement Release](#)
  - [License Agreement Packet](#)
  
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. **RE: Noted**
  
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. **RE: Noted**
  
- 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](#). The city does now allow for footings or roof overhangs to

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be located within easements. It takes **8 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded. **RE: No items currently encroach into city owned property**

- 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. **RE: Noted**

## 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. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically. **RE: Noted**
- Use of the Batch Standards Checker Tool is requested for this project. **RE: Noted**
- Civil Engineering Plan Review (*see links below for additional information*): **RE: Noted**
  - [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 or [ceravell@auroragov.org](mailto:ceravell@auroragov.org). Civil Plans and Reports are required for this pre-submittal review. Also copy of the pre-application meeting notes is required 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 submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report.*

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

## Aurora Water

### Utilities

#### **General Requirements:**

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

#### **Construction Stormwater Quality Requirements:**

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required. **RE: Noted**
- 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. **RE: Noted**

## **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. **RE: Noted**
- The SWMP shall be developed by applying the permanent water quality “best management practices”

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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. **RE: Noted**

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

### **Public Works Department**

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

### **Traffic Engineering**

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

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

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Lockheed Drive, via Centretech Parkway and not through any adjacent residential neighborhood(s). **RE: This will be included in CDs**

### **Engineering Division**

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### ***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. **RE: Noted**
- *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. **RE: Noted**

## **Building Plans**

### **Building Division Comments:**

#### Building Plan Review

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

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

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

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

### ***Permit Types:***

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

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

- Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - Gating Systems across Fire Apparatus Roads
  - [Hazardous Materials Storage](#)
  - [High Piled Combustible Storage Checklist](#)
  - Knox Box
  - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to: **RE: Noted**
    - Automatic Fire-Extinguishing System and Standpipes

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- Emergency Responder Radio Coverage Systems
- Fire Alarm and Detection Systems and related equipment
- Hazardous Materials
  - o Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
- High-Piled Combustible Storage and Racking Systems
  - o Where work is related to new construction, alteration, or an addition to an existing building these storage systems can be submitted with the construction drawings.

***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)).
- ▶ On January 8, 2022, the 2021 versions of the International Codes became effective in the city of Aurora.
- ▶ The adjacent property to the west (15955/16001 E CENTRETECH PKWY) has two doors that will now open up into this property. The adjacent/immediately abutting structure to the west has two doors that appear from the approved construction plans to require exits. This property must be aware of these two doorways and acknowledge that they cannot obstruct the use of these doorways in any manner. An agreement between the property owners will need to be established and recorded with the county to allow the adjacent property owner the ability to exit their structure via your property. **RE: Access esmt has been added**



***Accessibility:***

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 ICC 117.1.

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

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015/2021 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.

***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.

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

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

**General Fire Protection System Requirements:**

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

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

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- F-1 Occupancy - Moderate-hazard factory and industrial occupancies not classified as Group F, Division 2, occupancies.
- F-2 Occupancy - Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials which do not involve a significant fire hazard.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
  - To include S-1 Occupancy Repair Garages.
- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.

**Request for Modification or Alternative Material:**

Per the 2015/2021 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.

**Land Development Review Services Division**

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

## STEP III – CONSTRUCTION PHASE

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

### Aurora Water

#### Utility Connection Fees:

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

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

#### Wet Tap Fees:

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

#### Irrigation Water Meter Fees:

- Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
- The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.

#### For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

### Stormwater Management

#### Pond Certification required prior to TCO or CO.

### 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. **RE: Noted**

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- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
  
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - 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.

**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. **RE: Noted**

**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 2015/2021 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 at 303.739.7420.

**Access Roadways during Construction:**

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

**Single Points of Access through an Adjacent Jurisdiction:**

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