



Office of Development Assistance  
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March 9, 2023

Skip Bailey - [sbailey@commercelp.com](mailto:sbailey@commercelp.com)  
Tower Metropolitan District  
20100 E 32nd Pkwy Ste 150  
Aurora, CO 80011

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

Dear Mr. Bailey:

I would like to take this opportunity to thank you for considering the City of Aurora for the 38<sup>th</sup> Ave and Himalaya Rd Extensions 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:**

► **Conformance with Master Documents:** The project must comply with the standards and guidelines outlined in the Majestic Commercenter Master Plan. Any standards not addressed by the Master Plan will instead be governed by the Unified Development Ordinance (UDO). The Majestic Commercenter Public Improvement Plan (PIP) identifies 38<sup>th</sup> Avenue as a 4-lane Major arterial based on the overall transportation system analysis of the area and the forecasted traffic volumes. The proposed plans will need to be coordinated with the adjacent site plan for 38<sup>th</sup> Avenue (between Odessa and E-470) Infrastructure Site Plan. Acknowledged.

► **Landscaping:** One shade/street tree per 40 linear feet of street frontage is required on both sides of the street. The curbside landscape installation is expected at the time of the roadway construction unless the applicant requests a deferral to the time of development of the adjacent site(s). Acknowledged.

► **Phasing:** Define the phasing of improvements, if applicable, consistent with the phasing identified in the Majestic Commercenter Public Improvement Plan (PIP) and other plans. Identify a timeline for each phase and the responsible parties for installation and maintenance and describe how each phase will independently support future Site Plans.

Project will be completed in a single phase, prior to the development of the Food Bank of the Rockies site. Construction is anticipated to run from late February to late October 2024.

- ▶ **Parks, Recreation and Open Space (PROS):** PROS currently maintains the medians in 38th Avenue west of this project which are landscaped with rock cover. It is anticipated that PROS will maintain the future medians that will be completed with this project. PROS will provide median landscape design requirements when the site plan and/or civil drawings are submitted for review. Acknowledged.
- ▶ **Tree Mitigation:** There are a few trees within the Himalaya alignment that will be impacted by construction of the road. Mitigation will be required for all trees removed. N/A for 38th Ave improvements.
- ▶ **Aurora Water:** The Sanitary main should be extended to the frontage of the East 38<sup>th</sup> Avenue. A Stormwater Quality Discharge Permit must be obtained. A Stormwater Management Plan (SWMP) must be submitted with the civil plan submittal package. No sanitary is required in 38th, there are no services planned in the present or future.
- ▶ **Mile High Flood District (MHFD):** This application will be referred to MHFD for review and comment. An unnamed tributary is located adjacent to the site and is a MHFD drainage corridor. Email Aurora Water Drainage ([aurorawaterdrainage@auroragov.org](mailto:aurorawaterdrainage@auroragov.org)) to schedule a meeting with the City, MHFD and the consultant drainage engineer to discuss potential improvements. The noted drainage corridor is adjacent to Himalaya, which will be submitted separately from the 38th Avenue improvements. MHFD coordination will occur with the Himalaya submittal process..
- ▶ **Traffic:** A Detailed Traffic Impact Study (TIS) will be required for the project. This study will be analyzing traffic counts, pedestrian connectivity, and various intersections. See page 14 for additional information. The Amazon building's site access onto Himalaya Road must be a perpendicular intersection +/- 5 degrees. Truck turning templates for that access must be provided. Acknowledged.
- ▶ **Fire Hydrants:** The north half of E. 38<sup>th</sup> Avenue is within the City and County of Denver. Fire hydrant coverage for East 38<sup>th</sup> Avenue will only require the installation of fire hydrants on the south side of the street. 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 303.739.7597 or [jpandrew@auroragov.org](mailto:jpandrew@auroragov.org).

Sincerely,



Justin Andrews  
Project Manager

cc: Todd Johnson - [todd@terraformas.com](mailto:todd@terraformas.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 understand the formatting of the attached staff comments:

#### Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively.

#### Step II - Construction Document Phase

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

- 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.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

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

- Usually 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 approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

**Inspections:** Certificate of Occupancy (CO) is granted once all work and inspections are complete.

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

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

Please do not hesitate to contact **Justin Andrews, 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  
Justin Andrews  
303.739.7597  
[jpandrew@auroragov.org](mailto:jpandrew@auroragov.org)

#### Aurora Water

Iman Ghazali  
[ighazali@auroragov.org](mailto:ighazali@auroragov.org)

#### Housing and Community Services

Community Engagement  
[engageCEC@auroragov.org](mailto:engageCEC@auroragov.org)

#### Public Works

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

#### Planning

Zoning and Plan Review  
Landscape Design  
Debbie Bickmire  
303.739.7261  
[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)

Roadway & Public Improvements  
Engineering Division  
Julie Bingham  
303.739.7403  
[jbingham@auroragov.org](mailto:jbingham@auroragov.org)

#### Oil and Gas Division

Jeffrey S. Moore  
303.739.7676  
[jsmoore@auroragov.org](mailto:jsmoore@auroragov.org)

#### Parks, Recreation & Open Space

Planning Design and Construction  
Joe Odrzywolski  
303.739.7147  
[jodrzywo@auroragov.org](mailto:jodrzywo@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

Land Development Review Services  
Division  
Andy Niquette  
303.739.7325  
[aniquett@auroragov.org](mailto:aniquett@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### *Key Issues:*

- ▶ Coordination of existing, adjacent infrastructure per the 38<sup>th</sup> Avenue Infrastructure Site Plan Acknowledged.
- ▶ Provide for curb cut access on Himalaya Road on the Industrial Building No. 29 at Majestic Commerce Site Plan Amendment N/A for 38th Avenue improvements
- ▶ Identify the timing of curbside landscape installation To be completed at the time of 38th Avenue expansion construction.
- ▶ Conformance with Majestic Commercenter Master Plan Acknowledged.

#### *Project Overview:*

- Zoning: I-1 (Business/Tech District)
- Character Area: Subarea C
- Proposed Use: Roadway and Infrastructure
- Permitted Use: Yes

#### *Type of Application:*

- Site Plan for Infrastructure (Subarea C)

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.

#### *Important Links:*

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Checklist](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

**Standards and Issues:**

**1. Zoning and Placetype**

1A. *Zoning*

The site is located within the I-1 (Business/Tech 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. Specific uses in the I-1 district are as shown in Table 3.2-1 (Permitted Use Table). Design has been prepared to accommodate I-1 zoning.

1B. *Placetype*

The site is located within the Industry Hub Placetype, which is characterized by areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. It can generate high volumes of traffic from both its employees and associated truck traffic. Adjoining roadways should accommodate traffic without negatively impacting quieter placetypes or traffic on local streets serving residential areas. Acknowledged.

1C. *Master Plan*

The Majestic Commercenter Master Plan establishes goals, guidelines, and development standards applicable to this property. The Master Plan has standards for allowed uses, setbacks, building heights, fencing, landscaping, pedestrian and vehicle circulation, signage, and architectural standards. The project will have to comply with these standards and guidelines. Any standards not addressed by the Master Plan will instead be governed by the UDO. Acknowledged.

1D. *Site Plan for Infrastructure*

The application will be reviewed and approved based on the criteria in Section 146-5.4.3.B. The proposed Site Plan will generally need to identify street improvements, grading, utilities, and landscaping. Please use the "Site Plan Manual" for contents of the plan submittal. Acknowledged.

**2. Land Use**

2A. *Historic Land Use*

The right-of-way for the proposed segments of 38<sup>th</sup> Avenue and Himalaya Road were dedicated during the early phases of development in Majestic Commercenter; however, the proposed site plan area is currently undeveloped. The northern half of the 38<sup>th</sup> Avenue right-of-way is situated in the City and County of Denver. The northern half of the 38<sup>th</sup> Avenue has been constructed between Himalaya Road and Odessa Street.

**3. Development Standards**

3A. *Dimensional Standards*

The Majestic Commercenter Public Improvement Plan (PIP) identifies 38<sup>th</sup> Avenue as a 4-lane Major arterial based on the overall transportation system analysis of the area and the forecasted traffic volumes. Please comply with standards provided in the Master Plan in addition to the requirements in the UDO and the [Roadway Design and Construction Specifications \(Roadway Manual\)](#). Please see the Traffic comments for additional information. All proposed streets need to be labeled according to the city's street standard ordinance, Chapters 126-1 and 126-36.

Acknowledged. Roadway section matches the section specified and built in the north half of 38th Ave.

3B. *Existing and Proposed Infrastructure*

Clearly define the limits of work and identify the location(s) of significant adjacent features such as the drainage features and utility locations. The proposed plans will need to be coordinated with

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the adjacent site plan for 38<sup>th</sup> Avenue (between Odessa and E-470) Infrastructure Site Plan. The Himalaya Road right-of-way abuts the Industrial Building No. 29 at Majestic Commerce Site Plan Amendment. The proposed curb cut to the west to serve Amazon, should be incorporated into that site plan amendment. It is understood the ultimate design of Himalaya Road at the railroad crossing will be subject to agreement with the Public Utilities Commission and Union Pacific.

N/A - Himalaya Road improvements were separated from this plan set.

**3C. Phasing**

Define the phasing of improvements, if applicable, consistent with the phasing identified in the Majestic Commercenter Public Improvement Plan (PIP) and/or other plans. Identify a timeline for each phase and the responsible parties for installation and maintenance and describe how each phase will independently support future Site Plans. Also identify associated off-site improvements that may be required.

The improvements will be constructed in one phase, from late February to late October, 2024.

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

*General Landscape Plan Comments*

Prepare the landscape plans in accordance with requirements found in the Majestic Commercenter Master Plan and the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the code regulations and should follow Section 146-4.7 (Landscape, Water Conservation, Stormwater Management) and the [Landscape Reference Manual](#). Please ensure that the landscape architect or designer has a copy of these documents, as well as the project specific comments.

Acknowledged.

*Landscape Plan Preparation*

Label all landscape sheets “Not for Construction.” Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscaping etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Acknowledged.

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

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

Acknowledged.

*Curbside Landscape (Section 146-4.7.5.C)*

Provide one shade/street tree per 40 linear feet of street frontage on both sides of the street. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape. The curbside landscape installation is expected at the time of the roadway construction unless the applicant requests a deferral to the time of development of the adjacent site(s).

Acknowledged.

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. The proposed street should include an 8’ wide curbside landscape area. Curbside landscape areas that are between six and 10 feet in width shall be planted with shrubs at

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a minimum. Ornamental grasses are optional. Water conserving (xeric) seed and/or sod varieties may be provided in between shrub and ornamental grass beds. Acknowledged.

When shrub and ornamental grasses are used, they shall be provided at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten feet in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide. Acknowledged.

Our expectation is the curbside landscape will be provided at the time of construction unless otherwise stated. Correct.

*Median Landscape*

If medians are included in the proposed design, the median landscape design should identify any proposed phasing and maintenance obligations. Please identify who will be responsible for maintenance. Parks, Recreation, and Open Space will be responsible for median maintenance obligations, and will provide input on design when site plans are submitted for review.

*Irrigation (Section 146-4.7.3.C)*

All developments shall install an automatic irrigation system for landscape areas. To assess the irrigation tap fees, Aurora Water requires the applicant to divide their landscape into water conserving, non-water conserving, and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Irrigation plans may be submitted as part of the phased landscape installation. Coordinate with Timothy York at 303-326-8819 regarding phasing of irrigation plan submittals and application fees will be necessary. An irrigation permit is required prior to the installation of an irrigation system. Irrigation plans will be provided with the Construction Documents, all irrigation requirements will be met.

*Detention Pond and Water Quality Measures*

If detention or water quality will be included in the application, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. 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 Aurora Water / Public Works. Aurora Water recently completed a study and produced a manual titled “Low Impact Development Techniques for Urban Redevelopment in Aurora.”. Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques.

All detention pond facilities shall not exceed 6’ in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4,000 square feet above the 100-year water surface elevation. When overlapping landscape

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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. Landscaping shall be provided in accordance with [Section 146-4.7.5.M.](#)

Acknowledged.

**3E. Lighting**

Lighting along public streets and landscaped areas shall comply with the Aurora Roadway Design and Construction Specifications manual and be of a unified design. Include typical details of lighting on the plans.

Acknowledged.

**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.

Acknowledged.

**5. Submittal Reminders**

**5A. CAD Data Submittal Standards**

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

Acknowledged.

**5B. PDF Requirements**

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

Acknowledged.

**5C. Mineral Rights Notification**

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

Acknowledged.

**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.

Acknowledged.

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.

Acknowledged. Not applicable to this application since there is no subdivision plat.

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***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. Acknowledged.

***Community Engagement Coordinator:***

- Community Engagement Coordinators can assist in scheduling and facilitating meetings with community members. They have included a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project. Please work with the organizations that express interest in your project to address comments and mitigate concerns.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings. Acknowledged.
- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

**Oil and Gas 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 right of ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

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

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

**Planning Design and Construction**

PROS currently maintains the medians in 38<sup>th</sup> Avenue west of this project which are landscaped with rock cover. It is anticipated that PROS will maintain the future medians that will be completed with this project. PROS will provide median landscape design requirements when the site plan and/or civil drawings are submitted for review. Acknowledged.

**Forestry Division**

There are a few trees within the Himalaya alignment that will be impacted by construction of the road. Mitigation will be required for all trees removed. Acknowledged. Not applicable for 38th Avenue improvements.

**Tree Mitigation Requirements**

- Trees on site that are 4” or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from

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the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10” tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

**Forestry’s Role in Site Plan Review**

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal. Acknowledged. Not applicable for 38th Avenue improvements.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080> Acknowledged.

**Ash Trees Prohibited**

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement. Acknowledged.

**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:**

- ▶ Obtain a Stormwater Quality Discharge Permit and submit a Stormwater Management Plan (SWMP) with as part of the civil plan submittal package. Acknowledged.
- ▶ Extend sanitary main to the frontage of the future buildings along E 38<sup>th</sup> Avenue.

**FBR is serviced by sanitary sewer in Himalaya. We are not proposing Sanitary sewer in 38th Avenue.**

**Utility Services Available.**

- Water service may be provided from: N/A
- Sanitary sewer service may be provided from 8” PVC along Himalaya Road.
- Project is located on the following Map Pages: 01Q, 01R

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***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 Hydrants necessary to service your development.
  - All utility connections in the arterial roadway are required to be bores. **Acknowledged.**
- 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). **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. **Acknowledged.**
- Please reference [Ordinance No. 2022-46](#) pertaining to the use and restrictions of turf and ornamental water features. **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. **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. **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. **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. **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. Detention and water quality are required for the roadway improvements. **Acknowledged.**
- ▶ Approved pond certificates for offsite ponds IG-A and IG-B (COA EDN 214070 & 215145) are required prior to initial acceptance (IA) of utilities and paving. **Acknowledged.**
- ▶ An unnamed tributary is located adjacent to the site and is a MHFD drainage corridor. Please email Aurora Water Drainage ([aurorawaterdrainage@auroragov.org](mailto:aurorawaterdrainage@auroragov.org)) to schedule a meeting with the City, MHFD and the consultant drainage engineer to discuss potential improvements. Please schedule the meeting prior to the submittal of the preliminary drainage report documents. **Acknowledged.**
- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible. **Acknowledged.**

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- 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. Acknowledged.
- 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. Acknowledged.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued. Acknowledged.
- 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. 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 MDP/OSP. Acknowledged.
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems. Acknowledged.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. Acknowledged.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it. Acknowledged.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. Acknowledged.
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available 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. Acknowledged.

## Public Works Department

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

### Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this roadway extension. See below for additional information. The TIS for the Food Bank of the Rockies was utilized for this roadway extension
  - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
- ▶ The Amazon building site access onto Himalaya Road shall be perpendicular intersection +/- 5 degrees
- ▶ Truck turning templates will be provided at the Amazon building site access onto Himalaya Road
- ▶ As part of the Site Plans, roadway and intersection tie-ins to the adjacent street network, including signing/stripping, for any interim conditions shall be provided. Acknowledged.
- Show all adjacent and opposing access points on the Site Plan. Acknowledged.
- Label the access movements on the Site Plan. 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'** 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 not to the Site Plan:
  - The developer is responsible for signing and stripping 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 stripping plan for the development. Acknowledged.

N/A for 38th Ave. Himalaya submitted separately.

### ROW/Plat:

- Dedicate Public ROW for all public roadways. ROW has already been dedicated.
- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes). Acknowledged.

### Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items: The TIS for the Food Bank of the Rockies was utilized for this roadway extension
- 1) Existing and 2040 average daily traffic counts.
- a) If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
- 2) Include detailed analysis, including vehicle queuing evaluation, of:
  - a) Intersection of the Amazon site access at Himalaya Road
  - b) Intersection of 38<sup>th</sup> Avenue at Himalaya Road
  - c) Intersection of 38<sup>th</sup> Avenue at Picadilly Road

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

- d) Intersection of 38<sup>th</sup> Avenue at Tower Road
- e) Intersection of 32nd Parkway at Himalaya Road
- 3) Interior roadway ADT & classification
- 4) Signal Warrant Analyses of multiple intersections– Warrant 1,2,3 all to be included (collect 72 hr. tube counts for analysis)
  - a) Intersection of 38<sup>th</sup> Avenue at Himalaya Road
  - b) Intersection of 38<sup>th</sup> Avenue at Picadilly Road
  - c) Intersection of 32nd Parkway at Himalaya Road
- 5) Analysis of pedestrian connectivity

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

*Submitting the Traffic Study:*

- The Traffic Study shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

Based on our review of the Traffic Impact Study, additional improvements may be required.

**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 roadway improvements to Himalaya Road and 38<sup>th</sup> Avenue shall meet current standards. Acknowledged.
- ▶ The updated Roadway Manual was adopted February 1, 2023. 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. Acknowledged.

***Improvements:***

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. Acknowledged.
- 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. Acknowledged.
- 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. Acknowledged.
- 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. Acknowledged.
- 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

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

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. Acknowledged.

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

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

- Additional right of way shall be dedicated for any additional auxiliary lanes if identified by the traffic study. Acknowledged.
- 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.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. 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.*

***Key Issues:***

- ▶ The Fire/Life Safety comments being provided will only address the construction of Himalaya, E. 38<sup>th</sup> and E. 36<sup>th</sup> Avenue, specifically the installation of the fire hydrants along new roadways. As discussed in the pre-application meeting, the north half of E. 38<sup>th</sup> Avenue is within the City and County of Denver. Fire hydrant coverage for E. 38<sup>th</sup> Avenue will only be required for the installation of fire hydrants on the south side of the street. Acknowledged.
- ▶ The construction industry is experiencing unprecedented supply chain issues which has not only affected costs, but also inventory and delivery timelines. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2021 codes until May 1<sup>st</sup>, 2023. Acknowledged.
- ▶ In determining which code series to utilize (2015 or 2021) please be aware that once chosen, only that code series can be utilized throughout the plan review and inspection processes. 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.

- [Signature Block](#)
- [Street Standards and Street Section Details](#)

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**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.

- As discussed in the pre-application meeting, the north half of E. 38<sup>th</sup> Avenue is within the City and County of Denver. Fire hydrant coverage for E. 38<sup>th</sup> Avenue will only be required for the installation of fire hydrants on the south side of the street. Acknowledged.

**Phasing Plans:**

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

***Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:***

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#) Not applicable.

**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. Not applicable.

**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.

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.*

**Key Issues:**

- ▶ Only ROW and supporting easements are needed. Acknowledged.
- ▶ Coordinate with connection of 38<sup>th</sup> Avenue to the east.

**Subdivision Plats:**

- A subdivision plat is not required at this time. Acknowledged.

**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](#). Acknowledged.

**Separate Documents:**

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county. Acknowledged.

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. Acknowledged.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded. Acknowledged.
- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review. Acknowledged.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information. 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. Permits are issued from these documents.*

### Civil Engineering Plans

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

*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/letter.*

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

## [Aurora Water](#)

### [Utilities](#)

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

- 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.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

**Stormwater Management**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance

**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

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

**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.
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
  - lane closures resulting in reduction in vehicles capacity greater than 50%,
  - proximity to intersections, access drives, rail lines,
  - locations with higher multimodal movements, or
  - other special circumstances

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

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers’ vehicles) shall access the site from designated truck routes, via 38<sup>th</sup> Avenue and not through the adjacent residential neighborhood(s).

**Engineering Division**

***General Requirements:***

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

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

- Roadway construction shall conform to the “[City’s Roadway Design and Construction Specifications](#)” latest edition. The city considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- 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 end of the project or as directed by the City Engineer.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

**Building Plans**

**[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.*

***Key Issue:***

- ▶ No building division comments.

**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 cert 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 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: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held February 23, 2023**

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

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - major and minor arterials
  - 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
  - median construction
  - 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**

### ***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.



## Pre-Application Conference

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Community Engagement Coordinators  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

To: Justin Andrews  
From: John Harris  
Date: February 21, 2023  
Subject: 38th and Himalaya Rd Extension  
Location: 38th and Himalaya

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns.

Your assigned Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us), [www.douglas.co.us](http://www.douglas.co.us), and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting.

The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby registered neighborhood groups and the result of such meetings.

As the Community Engagement Coordinator for this area, I am available to assist you in communicating with the registered neighborhood groups listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

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**Re: 38th Ave and Himalaya Rd Extensions (#1691249)/Pre-Application Meeting held  
February 23, 2023**



**List of Neighborhood Associations**

Location: 38th and Himalaya

Record Id	HOA #	Organization	Contact	Phone
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
17-1307329-000-00-NA	423	E-470 Neighbors	MARGARET A. "MARGIE" SOBEY 1403 S ADDISON CT Aurora, CO 80018 MSOBEY@E470NEIGHBORS.ORG	(303) 881-2682
22-000016-NAM	459	House of Pain East (HOPE)	Bernie Aragon 16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachberndog@yahoo.com	720-862-4912
03-111764-000-00-NA	272	MAJESTIC COMMERCENTER	RANDY HERTEL 20100 E 32ND PKY #150 AURORA CO 80011 livinson@majesticrealty.com	(303) 371-1400
17-1277319-000-00-NA	422	Master Homeowners Association for Green Valley Ranch	GVR METRO DISTRICT MICAELA DUFFY 18650 E 45TH AVE DENVER CO 80249 MDUFFY@GVRMETRODISTRICT.COM	(303) 307-3240
22-000017-NAM	460	The Ex-Nihilo Foundation LTD	Bernie Aragon 16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachberndog@yahoo.com	(720) 862-4912

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