



Office of Development Assistance  
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November 30, 2023

Amy Kruse - [amy@outsidedreams.com](mailto:amy@outsidedreams.com)  
Dreams Properties LLC  
22456 E Lehigh Place  
Aurora, CO 80018

**Re: 2020 Tower Rd (#1763204)/Pre-Application Meeting held 11/16/2023**

Dear Ms. Kruse:

I would like to take this opportunity to thank you for considering the City of Aurora for the 2020 Tower Rd 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:**

► **Operations Plan:** An Operations Plan is required, including, at a minimum: Hours of operation and service, number of employees per shift, type of work being conducted on-site, the type of vehicles to be parked on-site, anticipated duration of the storage on-site, how and all landscaping materials will be stored on site, phasing, showing how the general public accesses the site, and any other relevant information. Please also include operating hours of any onsite lighting.

- **An operations plan has been provided and is included within the letter of introduction.**

► **Neighborhood Protection Standards:** Due to the presence of a residential zoning district adjacent to this lot, several neighborhood protection measures are required by Section 146-4.4 of the UDO. See page seven for requirements.

- **Noted.**

► **Fencing:** The existing 6' fence is in severe disrepair and needs to be replaced. The maximum height for fencing is nine feet, or a berm, and/or a wall with a maximum height of nine feet in combination of landscaping that completely conceals the view of storage materials. See page 11 for additional information.

- **The existing fence is proposed to be replaced with opaque fencing and landscaping.**

► **Forestry:** There are trees that may be impacted by development, and if they are to be removed then mitigation will be required. There are also trees on the neighboring property to the north that will require protection. See page 13 for additional information.

- **Noted.**

► **Aurora Water:** The existing water service can continue to serve the two buildings. If the lot should ever be subdivided and the buildings end up on separate lots, then a new service to the Shop building is required.

- **Understood. The existing water service is to remain.**

► **Sanitary:** Sanitary sewer is existing within Montview Boulevard and a private service sewer service will need to be extended from this main through the site to serve these buildings. Additionally, this site will be required to pay for a commercial sanitary sewer connection.

- **A new service line is extended to the existing building. The septic is proposed to be removed.**

► **Stormwater Management:** A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). See page 16 for additional information.

- **A PDR is provided for the site.**

► **Site Access:** Site access drives near the intersection of Montview Boulevard & Tower Road need to be relocated. See page 18 for additional information.

- **The site access has been relocated to Montview.**

► **Right of Way (ROW):** Designate a Public Access Easement along Tower Road.

- **A public access easement is provided.**

► **Traffic:** A traffic letter will be required documenting trip generation for this site, see page 18 for additional information.

- **A traffic letter is provided.**

► **Public Improvements:** Public improvements required for this development include completing the eastern half of Tower Road along the frontage of the property. A deferral for these improvements will be considered, but the design is required to be provided on the site plan and civil plans, see pages 18-19 for additional information. Additionally, public streetlights will be required to be provided along the Montview frontage.

- **A deferral is provided for Tower Road improvements.**

► **Access Drives:** Access drives, parking areas, and fire lanes shall be paved with asphalt or concrete. Only areas of storage accessed by non-tired vehicles may use an alternative surface such as recycled asphalt or road base.

- **Concrete surfacing is proposed for the onsite drive aisle and parking.**

► **Fire Hydrant:** A new fire hydrant is required on the NE corner of Tower Road & Montview Boulevard.

- **A new hydrant is proposed at the intersection.**

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 303.739.7585 or [jmarte@auroragov.org](mailto:jmarte@auroragov.org).

Sincerely,



Jazmine Marte  
Project Manager

cc: Hugh Shaddox - [h.shaddox@comcast.net](mailto:h.shaddox@comcast.net)

15151 E. Alameda Parkway, Suite 5200 • Aurora, Colorado 80012 • [City of Aurora](#)



## 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 at a public hearing.
- The Subdivision Plat is approved administratively during the same timeline.

#### Step II - Construction Document Phase

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

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

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

- 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 **Jazmine Marte, 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  
Jazmine Marte  
303.739.7585  
[jmarte@auroragov.org](mailto:jmarte@auroragov.org)

#### **Planning**

Zoning and Plan Review  
Liz Fuselier  
303.739.7450  
[efusellie@auroragov.org](mailto:efusellie@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
*Not represented at meeting*

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

#### **Aurora Water**

Casey Ballard  
303.739.7382  
[cballard@auroragov.org](mailto:cballard@auroragov.org)

#### **Aurora Water - Drainage**

Richard Ommert  
303.739.7314  
[rommert@auroragov.org](mailto:rommert@auroragov.org)

#### **Public Works**

Traffic Division  
Dean Kaiser  
303.739.1718  
[djkaiser@auroragov.org](mailto:djkaiser@auroragov.org)

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

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

Land Development Review  
Services Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### **Energy & Environment**

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

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

- ▶ Frontage Improvement
- ▶ Neighborhood Protection Standards including Perimeter and Internal Lighting
- ▶ Operations Plan
- ▶ Storage Yard Surface Material
- ▶ Perimeter Fencing
- ▶ Tower Road and Montview Boulevard ROW Width dedication (DPI)

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

- ☐ Zoning: Business/Tech District (I-1)
- ☐ Character Area: Subarea B
- ☐ Proposed Use: Office/Flex and Outdoor Storage
- ☐ Permitted Use: Yes

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

- ☐ Subdivision Plat
- ☐ Site Plan
- ☐ [Deferral of Public Improvements](#)

#### ***Procedures:***

- ☐ A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- ☐ The application will require approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website.

#### ***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 Manual](#)
- ☐ [Subdivision Plat Checklist](#)

- ☐ [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- ☐ [Master Drainage Report \(MDR\) Review Checklist](#)
- ☐ [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

***Standards and Issues:***

**1. Zoning and Placetype**

*1A. Zoning*

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. Residential uses are not permitted with this proposal.

*1B. Overlay Districts*

*Avigation Easements*

Because the property is within the Airport Influence District surrounding Buckley AirForce 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 [jmoore@auroragov.org](mailto:jmoore@auroragov.org) with any questions you may have.

*1C. Placetype*

This area is located within the Established Neighborhood placetype is characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached, and multifamily, typically constructed between 1950 and 1990. This placetype often deviates from the traditional grid pattern of streets and contains a more curvilinear pattern. Although primarily a residential area, this placetype may also support limited retail, service and office uses located at intersections or along major perimeter street.

- Noted. Land use is in compliance with current zoning. A blanket easement will be provided for avigation.**

**2. Land Use**

*2A. Historic Land Use*

The buildings on this property have been used as an automotive repair business and currently hold a business license of this permitted use. The current use is limited to the existing buildings and adjacent areas, the majority of this property is undeveloped.

*2B. Proposed Land Use*

Operation of a landscaping business. This may include employee parking, the storage of equipment trucks, trailers, tools, and other items associated with the business. This proposed use is categorized as Office/Flex and Outdoor Storage for the UDO.

*2C. Operations Plan*

An Operations Plan is required, including, at a minimum: Hours of operation and service, number of employees per shift, type of work being conducted on-site, the type of vehicles to be parked on-

site, anticipated duration of the storage on-site, how all landscaping materials will be stored on site, phasing, showing how the general public accesses the site, and any other relevant information. Please also include operating hours of any onsite lighting.

- **Noted. An operations plan is included within the letter of introduction.**

### 3. Development Standards

#### 3A. Neighborhood Protection Standards

Due to the presence of a residential zoning district adjacent to this lot, several neighborhood protection measures are required by Section 146-4.4 of the UDO. Exterior lighting must be fully cutoff with the lighting element shielded from the existing and future residential development. Any light poles that might be placed on site are limited to 15 ft in height when within 100 ft of one of these residential lots. All exterior lighting fixtures located within 100 feet of a Protected Lot in Subarea B, shall be turned off between 11:00 pm and 7:00 am unless necessary to illuminate entrances, parking lots, or walkways for public safety.

Notwithstanding the provisions of Section 146-4.11.2 or Chapter 94-107 (Unnecessary Noise; Disturbing the Peace), the noise level measured at the property line of each Protected Lot must not exceed 55 decibels (dBA) from 7:00 a.m. until 9:00 p.m. of the same day and may not exceed 45 dBA from 9:00 p.m. until 7:00 a.m. of the next day.

No service area containing outdoor garbage or recycling containers, or truck loading/unloading areas may be located: 1. Within 20 feet of a Protected Lot in Subarea A.

All service, loading, and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences (excluding chain link fencing), walls, berms, or any combination of those items with landscaping. If walls are used, they shall not exceed nine feet in height and shall be similar in appearance and materials to the closest wall of the primary building structure they serve.

Fence and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and fence. Landscaping shall consist of evergreen trees and shrubs, installed at a minimum of one tree and 10 shrubs per 40 linear feet. This requirement shall not be in addition to street and non-street frontage buffer requirements. If screening of service loading and storage areas overlap with the buffer requirements, then the wall or fence shall be provided at the inside edge of the required buffer and the plant material provided for the buffer may satisfy both requirements.

For additional information, please reference the following use-specific standards for outdoor storage (Section 146-3.3.5.X): [3.3 Use-Specific Standards | Aurora Unified Development Ordinance \(municipal.codes\)](#)

- **Noted. Lighting plans are included per the development standards above. No outdoor storage is proposed.**

#### 3B. Access and Street Improvements

Improvements along Tower Road are required. The improvements will include a detached sidewalk with street trees and curb side landscaping between the back of curb and sidewalk on both Tower Road and Montview Boulevard. You will also need to dedicate an additional 25 feet of right of way to Tower Road.

You may request a deferral of some infrastructure improvements to be evaluated by public works criteria. The deferral does not include right of way dedication. This request must be submitted with



your site plan and plat.

Regardless of public works granting the deferral, the improvements are required to be designed with the project and included with the site plan submittal.

- **Public improvements on Tower Road are requested to be deferred. The Site Plan includes “Ultimate” condition plans that show the future design. ROW dedication and the public easement are included within the Plat.**

*3C. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, 1450 sf Office/Flex building plus outdoor storage use, 3 parking spaces for office/flex building (additional or fewer spaces may be needed upon review of the Operations Plan), including 2 accessible parking space(s) will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide bicycle parking spaces equal to at least five percent of the required automobile spaces; 2 spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Surface parking and site circulation within 60 feet of the proposed back of sidewalk are limited to 60% of the frontage along Tower Road. After the right of way dedication, this will likely dictate customer and employee parking located to the side or the rear of the building.

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.

The current parking/storage does not have adequate parking surface material for the types of uses occurring on the site. Please provide an asphalt or concrete surface for the lot area that meets city code and label this area on the site plan. Storage of materials for longer periods of time may be able to use road-base or recycled asphalt material. Surface material for parking cars/trucks which come and go on a regular basis must be made from concrete or asphalt.

Commercial and Industrial uses require pedestrian connections from the principal building entrances to the public sidewalks.

- **11 parking stalls are provided, 2 being ADA which exceeds the minimum required for the site per Client request. 4 bicycle parking stalls are provided via 2 “U” racks. A public connection to Montview is provided.**

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

*General Landscape Plan Comments*

The landscape plan should be prepared in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section: 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

## Re: 2020 Tower Rd (#1763204)/Pre-Application Meeting held 11/16/2023

### Landscape Plan Preparation

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

Landscape plans must be prepared on 24” x 36” sheets. 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 landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

- **Landscape plans are provided within the Site Plan set.**

### 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.

- **Site triangles are included in the plans.**

### 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 Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

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

Provide one street tree per 40 lineal feet along Tower Road and E. Montview Boulevard. When a detached walk and curbside landscape are provided according to Public Works street crosssection requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. If a deferral is requested and granted for the construction of the infrastructure improvements along Tower Road, the landscaping required within the curbside may also be deferred until the city requires the improvements to be constructed. Please provide the ultimate design of the roadway and the associated landscaping on the plans with a note that a deferral has been requested and that the landscaping will be installed upon completion of the roadway improvements.

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. Refer to this section of the UDO for alternatives to sod installation.

#### Section 146-4.7.5 D. Street Frontage Landscape Buffers

After any right-of-way dedication and sidewalk installations are provided along Tower Road, a 25’ wide street frontage landscape buffer shall be provided as measured from the back of walk. City staff will work with the applicant on the best approach to achieving the required buffer and associated plantings given the applicant’s intent to preserve the existing residence and convert it to office space.

A 10' wide street frontage buffer shall be provided along E. Montview Boulevard. This may be reduced to six feet depending upon the buffer reduction feature chosen as outlined in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscaping for both street frontage buffers shall consist of one tree and ten shrubs per each forty linear feet of buffer length. Landscaping shall be installed along the exterior sides of proposed fencing or walls. If fencing is currently installed and will not be removed or replaced, staff will work with the applicant to allow the buffer plant material to be installed along the interior side of the fence.

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.

**Section 146-4.7.5 E.2.b. Non-Street Perimeter Buffer**

Provide a 25' wide non-street buffer along the northern property boundary and a 18' wide buffer along the eastern property boundary. Both buffers may be reduced to 12' depending upon the landscape incentive feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. The buffer reduction feature is different for each based upon the zoning. The northern boundary abuts a residentially zoned property and therefore the buffer shall consist of one tree and five shrubs per 25 linear feet with 50% of the tree species evergreen. Plant sizes shall be increased in size where non-residential uses abut residential. Deciduous canopy trees shall be 2.5" and evergreen trees shall be 8' tall.

Provide landscaping at a ratio of one tree and five shrubs per 40 linear feet of buffer along the eastern property boundary. Thirty percent of the tree species shall be evergreen. Plant material shall be chosen based upon their ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. Shrubs maturing to a height of less than five feet shall only be used as accents and may not count toward the buffer requirement. While Junipers are commonly used as the shrub for 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. Perennials may not be used to satisfy any portion of the buffer requirement and may not be substituted for shrubs within the buffer. Landscaping may be provided on the interior side of any existing or proposed fencing.

**Section 146-4.8.5 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. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot. Depending upon the length of the building, landscaping may need to be prorated if less than 40 linear feet.

**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. Landscaping shall consist of

one tree and six shrubs per 9'x19' island or two trees and 12 shrubs per 9'x38' island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

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

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

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.

- **Landscape is per criteria for frontage road landscaping requirements and perimeter buffer requirements adjacent to different zonings.**

**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.

- **Landscape is provided around the main entrance to the building.**

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

All detention pond facilities shall not exceed six feet in depth. 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 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.

- **The bioretention facility is located within the landscape buffer on Tower Road.**

**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 shall be provided that clearly delineates these areas. 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.

- **Noted.**

3E. *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. As referenced in comment 3A., all exterior lighting fixtures located within 100 feet of a protected lot in Subarea B, shall be turned off between 11:00 pm and 7:00 am unless necessary to illuminate entrances, parking lots, or walkways for public safety.

- **Noted.**

3F. *Signs*

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

- **No monument building signs are proposed.**

3G. *Fencing*

The existing 6' fence is in severe disrepair and needs to be replaced. The maximum height for fencing is nine feet, or a berm, and/or a wall with a maximum height of nine feet in combination of landscaping that completely conceals the view of storage materials. The permitted materials for screening outdoor storage, equipment, landscape yards include the following, all of which must be opaque:

- a. Walls consisting of stone, brick, and integrally colored decorative concrete masonry units (CMU's).
- b. Decorative and durable pre-cast concrete panels.
- c. Composite wood.
- d. Closed style wood fences.
- e. Prohibited fencing material include color clad, welded wire, chain link, omega or similar welded wire may not be utilized to meet screening requirements.

Fencing along Tower Road requires masonry columns (18'x18' minimum) at corners and every 120 feet and wrapped around the corner 75 feet.

- **Fencing is proposed at 9' max opaque fencing. Tower Road proposed Allan Block and all other fencing to be cedar.**

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. Approval 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.

- **Noted. Adjustments requested are provided in the letter of introduction.**

**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.

*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.

*5C. Mineral Rights Notification*

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

– **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.

– **Noted.**

***Community Participation:***

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

***Community Meetings:***

- ☐ Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.
- ☐ These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.

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- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#)

– **Noted. A meeting is currently not proposed or required.**

### **Energy and Environment Development**

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

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information. Please be advised there are regional natural gas transmission lines running diagonally along the north side of the property along the treeline belonging to Colorado Interstate Gas Company, these connect to the parcel east of the proposed project area.

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

– **Noted.**

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

*No comments from this department.*

### **Forestry Division**

There are trees that may be impacted by development, and if they are to be removed then mitigation will be required. There are also trees on the neighboring property to north that will require protection. Communication with that neighboring property will be required so that they understand tree protection measures, possible tree loss and how their site plan will be made whole so they are still in compliance with it should damage occur. If the trees are damaged during development activities, the entity who damaged them will be required to mitigate their loss or injury. The neighboring property owner should be contacted using registered mail to notify them of your plan to develop and how you plan to protect the tree(s). Forestry will need you to submit this letter with your plan so that we are sure the neighboring property owner has been notified.

### **Tree Mitigation Requirements**

- Trees on this 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 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,



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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.
- ☐ 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>

### 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.

– **Noted.**

## 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:**

- ▶ The existing water service can continue to serve the two buildings. If the lot should ever be subdivided and the buildings end up on separate lots, then a new service to the Shop building is required.
- ▶ Sanitary sewer is existing within Montview Boulevard and a private service sewer service will need to be extended from this main through the site to serve these buildings.
- ▶ Water meters are to be in a landscaped area.
- ▶ This site will be required to pay for a commercial sanitary sewer connection.

### **Utility Services Available:**

- ☐ Water service may be provided from: Existing Service



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- ☐ Sanitary sewer service may be provided from: Montview Blvd
- ☐ Project is located on the following Map Page: 03N

***Utility Service Requirements:***

- ☐ A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development.
  - 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).
- ☐ Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
- ☐ Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

***Utility Development Fees:***

- ☐ A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- ☐ The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- ☐ For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31<sup>st</sup> which are subject to increases as approved by City Council.
- ☐ 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.
  - **The existing septic system is to be removed and a new sewer service line is proposed to tie into existing sewer on Montview. Existing utilities are shown on the site plan.**

## **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. On-site detention and water quality is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).
  - Detention and water quality shall be provided for all adjacent and required roadway improvements.
  - This site will need to provide the design for the storm infrastructure (inlets, storm drain) and include water quality and detention for the improvements.
- ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at:  
<https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>
- ▶ The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- ▶ Note that for all preliminary drainage reports (PDR) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
- ▶ This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.
- ▶ The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. The manual can be downloaded at: [Storm Drainage Design & Technical Criteria \(civiclive.com\)](#)
- 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 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 the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans are approved or Stormwater Permits will be issued.
- 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.
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum

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

- ☐ Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- ☐ Storm sewer system does not extend to this site.
  - Extend storm sewer to this site, including inlets, pipes, manholes, etc.; or
  - Discharge onto the street through a chase; or
  - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.
- ☐ Stormwater Conveyance - Notification of Adjacent Property Owners link: [https://cdns5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf](https://cdns5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf)
- ☐ Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files.
  - **An onsite bioretention facility is proposed to fully infiltrate onsite runoff. All ROW flows will bypass detention as they do not exceed 100-year and WQ thresholds.**

### **Public Works Department**

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

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

- ▶ A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address site trip generation and distribution of the site.
- ▶ Site access drives near the intersection of Montview Boulevard & Tower Road need to be relocated. See information below.
- ▶ Gates, if planned to be relocated, are required to be setback from public road flowline a minimum of 35-feet, longest expected vehicle or at least the 95<sup>th</sup> percentile queue. If the gating system swings, it shall swing into the site.
- ☐ Show all adjacent and opposing access points on the Site Plan.
- ☐ The existing southern site access onto Tower Road is too close to the intersection with Montview Boulevard. Close and use the northern access on Tower Road as an interim condition until the public roadway frontage of Tower Road is improved per Engineering comments noted below. Applicant shall add a note to the Site Plan documenting this condition.
- Access on Montview Boulevard is recommended and can be located a minimum of 150' from the

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intersection of Tower & Montview

- ☐ 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'
- ☐ Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.
- ☐ Provide truck turning template depictions in the Site Plan for the site access points as well as for internal circulation.
  - **A traffic letter is provided in this submission. The site access has been shifted onto Montview and is setback from the intersection. The proposed vehicular access gate is located more than 35' behind the frontage flow line. The site triangles are shown on the plans and do not intersect and visual obstructions.**

**ROW/Plat:**

- ☐ Designate a Public Access Easement along Tower Road.
  - **Noted.**

**Traffic Impact Study:**

- ☐ A traffic letter will be required documenting trip generation for this site, according to standard trip generation methodology as established by ITE in Trip Generation Manual, 11<sup>th</sup> Edition. If peak hour trips do not exceed 75 vph (total), then a full Traffic Impact Study will not be required. In the case that a full TIS is not required, the applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site and the projected trip distribution.
  - Signal Warrant Analyses of the Montview Boulevard at Tower Road intersection utilizing current traffic counts, build out year volumes and 2050 traffic volumes.
  - Site Circulation Plan

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

**Submitting the Traffic Letter:**

- The Traffic Letter shall be sent directly to *Dean Kaiser* at [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) as soon as possible.
  - The Traffic Letter shall also be uploaded with the rest of the submittal.
  - Previously approved Traffic Impact Studies/Letters are available through this [link](#).
- ☐ Based on our review of the Traffic Letter, additional improvements may be required.

- **A traffic letter is provided.**

### **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 development include the following:

- Complete the eastern half of Tower Road along the frontage of the property including pavement, curb and gutter, a 10' detached sidewalk, 10' curbside landscaping, streetlights, transitions past the property line back to existing, and a minimum of 25' of right of way dedication. Tower Road is a 6-lane arterial, based on a hybrid section that utilizes the 110' right of way along the corridor. Additional right of way may be required if any auxiliary lanes are identified. A deferral for these improvements will be considered, but the design is required to be provided on the site plan and civil plans.
- Provide public streetlights along the Montview frontage.

- **ROW section for Tower are shown. They are requested to be deferred. All dedication and easements will be provided at time of Plat recording prior to ROW improvements.**

- Curb ramps with curb returns shall be provided at all accesses.
- Access drives, parking areas, and fire lanes shall be paved with asphalt or concrete. Only areas of storage accessed by non-tired vehicles may use an alternative surface such as recycled asphalt or road base.
- The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).
- Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

- **Curb ramps are located at all intersections and driveways. Site drive aisles are proposed as concrete.**

#### ***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.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
- 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.
- ☐ Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- ☐ Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail

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- ☐ Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- ☐ The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- ☐ If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- ☐ Streetlights are required along adjacent roadways. Please refer to the 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. 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.
- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: “The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise, if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.
  - **Tower Road section is shown as Major Arterial. All gates are setback 35’ from frontage flowline. Streetlights are per latest criteria.**

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

- ☐ ROW dedication is required for Tower Road. This site must dedicate a minimum of 25 feet of right-of-way to provide the required full width of right of 110 feet.
- ☐ The dedication of a 25-foot lot corner radius is required at the intersection of Tower and Montview
- ☐ Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.



- **ROW dedication is provided along with a public use easement for the Tower Road improvements. A drainage easement and fire access easement are provide within the property.**

### **Fire/Life Safety Comments - Building Division**

*The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.*

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

- A new fire hydrant is required on the NE corner of Tower Road & Montview.

#### ***Advisory Comment:***

On behalf of the Aurora Fire Department, all plan reviews, permits, and inspection associated to site plans, civil plans, platting documents, the International Fire Code and fire protection systems are conducted by the Aurora Building Division's Fire/Life Safety Group. Please avoid contacting Aurora Fire Rescue or the Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.

#### ***Accessibility Requirements:***

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

- ☐ Accessibility Requirements – [Commercial](#)

#### **Addressing Requirements:**

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

- **Noted.**

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

The site plan and civil plans must reflect the setback requirements of the 2015/2021 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015/2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#).

- ☐ As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended on May 1<sup>st</sup>, 2023, requiring all construction plan submittals to comply with the 2021 International Codes.
- ☐ Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).

- **Noted.**

#### ***Civil Plans:***

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- ☐ [Grading Plan](#)
- ☐ [Handicap Accessible Parking Signs](#)

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- ☐ [Sign Package](#)
- ☐ [Signature Block](#)

**Fire Department Access:**

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this 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.
- ☐ [Outdoor Storage Yards](#)
- **Fire access easement has been provided for the lot.**

**Fire Hydrants:**

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

- ☐ A new fire hydrant is required NE corner of Tower Rd & Montview
- **A new hydrant is provided.**

**Fire Sprinkled Structures:**

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

- **Noted.**

**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 designated Fire Code representative within the Aurora Building Division.
- ☐ 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.
- **A knox box is provided and the proposed gate is set back over 35' from the frontage road flowline.**



**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.

- **A knox box is provided and the proposed gate is set back over 35' from the frontage road flowline.**

**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.

- **Noted.**

**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.

- **Noted. A loading spot is not required.**

**Phasing Plans:**

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

**Photometric Plan:**

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

- ☐ [\(Plat Note\) 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 LDN noise mitigation area. [Sec. 22-425](#)
- ☐ [\(Site Plan Note\) Americans with Disabilities Act](#)
- ☐ [\(Site Plan Note\) Emergency Ingress and Egress](#)
- ☐ [\(Site Plan Note\) Fire Lane Easements](#)
- ☐ [\(Site Plan Note\) Fire Lane Signs](#)

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### 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.

### 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.

- ☐ [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
  - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- ☐ [Fire Apparatus Access Road Specifications](#)
- ☐ [Combined Fire Lane, Public Access and Utility Easements](#)
- ☐ [Construction of Fire Lane Easements and Emergency Access Easement](#)
- ☐ [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 Real Property.
- ☐ [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 2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

- **A trash enclosure is provided.**

### 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 has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.
- ☐ 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.
  - **Noted. A resubmission meeting is requested.**

#### **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](#).

#### **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.
- ☐ During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Dedications Packet](#)
  - [Easement Release](#)
  - [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.
- ☐ 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.

- ☐ 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.
- ☐ 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.

– **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 and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.*

### **Civil Engineering Plans**

- ☐ Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- ☐ Civil Construction Plans are not required for your project as proposed.
- ☐ 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](#)
  - [Civil Plan Submittal Form](#)
  - [Civil Plan Submittal Pre-Acceptance Checklist](#)

#### Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via [engineering@auroragov.org](mailto:engineering@auroragov.org). If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1<sup>st</sup> review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1<sup>st</sup> formal review and follow our standard civil plan timelines.

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- 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
  - Structural Calculations
  - Signing and Striping Plan
  - Street Lighting Plan
  - *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*
- **Noted.**

## Aurora Water

### Utilities

#### **General Requirements:**

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

#### **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.
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed

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requirements. A [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.

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

At first submittal of the construction documents, structural calculations should be submitted for the following items:

- Structural calcs/reports are required for life safety items (unless standard details such as CDOT apply):
  - Vehicular Bridges
  - Pedestrian Bridges
  - All Vertical Walls (such a headwalls, wingwalls, retaining walls, etc.) over 4’ (unless special or surcharge conditions exist per RW Manual 4.02.7.03.3.1)
- Structural details are required for all other cast-in-place structures. These include, but are not limited to, the following (note: Aurora and/or CDOT standard details can be used when applicable.). Refer to 4.02.7.
  - Headwalls and wingwalls less than 4’ that do not require calculations (RW Manual Section 4.02.7.03.3.2)
  - Storm sewer connections to structural inlets larger than 15 feet.
  - Multiple storm sewer connections to inlet.

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- Skewed storm sewer connection to inlets where pipe penetration exceeds the inside wall width.
- All structures with non-standard grate openings and grate hinges
- Wingwalls with pipe penetrations
- Spillway cutoff walls and baffle blocks
- Forebays and micropools
- No details or calculations are required for pre-cast concrete structures.

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

– **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.
- 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 Tower Road and not through the adjacent residential neighborhood(s).

– **Noted.**

**Engineering Division**

***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).



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- 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 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 issuance of the Certificate of Occupancy.
- *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.

– **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](#)
- [Demolition Permit](#)

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

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Gating Systems across Fire Apparatus Roads
- Knox Box



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- Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Above-Ground Fuel Storage Systems
  - Automatic Fire-Extinguishing System and Standpipes
  - Fire Alarm and Detection Systems and related equipment
  - LP-Gas (Liquid Propane)

### ***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)).
- ▶ As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes.

### **Accessibility:**

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

### **Change of Occupancy:**

A change of occupancy is when there is a change in the building’s use that would change the way the building code classifies the building’s use. Whenever the use of any part of a building change from one occupancy classification to another, then a change of occupancy permit is required. Also, for commercial buildings, a building permit is needed to make any changes to a building beyond wallpapering, painting, or similar finish work. A building permit is also required to change the use of a building, even if no alterations are planned. Call the Building Department for more information at 303.739.7420.

### **Checklist for Plan Review Submittals:**

The Aurora Building Division has established several 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.

### **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.

### **Demolition Permits:**

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

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

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

**Remodel/Additions:**

Building permits and inspections are required for new construction, additions, and remodeling work to confirm that all structures meet applicable building code requirements. Please click on the link provided to obtain needed information for both residential and commercial projects.

**Request for Modification or Alternative Material:**

Per the 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.

– **Noted.**

**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.

– **Noted.**

**STEP III – CONSTRUCTION PHASE**

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*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**

- ☐ The developer shall have a licensed Professional Engineer certify each stormwater detention pond and/or water quality BMP is built according to the approved plans and specifications and the required detention volume, including the WQCV when used, is met. The certification shall also verify all pertinent dimensions, elevations, required outlet orifice plates for detention and WQCV and other permanent BMPs requirements are installed per the approved plans and specifications, and shall show the as-built design volumes (WQCV, 10- year, 100 year, EURV) and other pertinent dimensions, elevations and capacity requirements associated with the WQ BMP used. The certification shall be provided to the City of Aurora Engineering Control Section Principal Engineer. An approved pond certificate shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit) for sites that do not require a certificate of occupancy. Examples of these sites include but are not limited to: sites without vertical construction, oil and gas well pads, outdoor storage, and tow yards. An approved pond certificate shall be required prior to commencement of business operations. In no case shall a Certificate of Occupancy or Temporary Certificate of Occupancy be issued without an approved pond certificate.

- **Noted.**

## Public Works Department

### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

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

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section [146-5.3.19\(b\)](#).
- 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:
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - monuments and range boxes
  - 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**

***Key Issue:***

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting with the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

**Construction Permits:**

Please click on the link provided for a listing of required construction permits.

***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department by calling 303.739.7420.

**Access Roadways during Construction:**

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

– **Noted.**