

## Box Elder PA9 – Response to Pre-Application Comments

Re: Fulenwider PA9 (#1699299)/Pre-Application Meeting held April 06, 2023

### *Key Issues:*

- **Master Plan:** The site is included as Planning Area 9 (PA-9) in the Fulenwider Master Plan and is designated for Commercial/Retail land uses. The change of land use will necessitate a minor amendment to the Master Plan to accurately reflect the proposed light industrial uses. This amendment can be processed concurrently with the Site Plan.

The intent of this Site Plan is to develop the property as Commercial, Retail, Distribution. Based on our conversations with the City on May 10<sup>th</sup> a change of land use is not necessary. The development as presented adheres to the Fulenwider Master Plan.

- **Access and Connectivity:** Site access points should be coordinated with the Harvest Road, 64<sup>th</sup> Avenue and 60<sup>th</sup> Avenue Infrastructure Site Plans. The expectation for internal vehicular circulation is a north/south internal street to connect the industrial sites. Parcel connectivity is required to improve access across the entire site. Internal streets shall be designed consistent with public street standards, including detached sidewalks and curbside landscape. Access to the future commercial pad sites should be provided internally via an east/west drive located north of the industrial sites to connect the internal road to Harvest Road. Shared access easements may be required for internal drives. Identify any proposed gating systems and provide details.

A north-south access road has been incorporated. East-West drives connect the site internally.

- **Mobility Hub:** A Type 1 Mobility Hub is identified on the Master Plan and NEATS for the Harvest Road/64<sup>th</sup> Avenue intersection. Due to recent roadway network updates and the realignment of Aerotropolis Parkway to Jackson Gap Road, the Mobility Hub may be relocated to 64<sup>th</sup> Avenue and Aerotropolis Parkway. The final location of the Mobility Hub will be determined by a future pending to be completed study of the proposed intersections roadway network in this area. The final location should be determined prior to the time of the future commercial site development at this intersection and any design standards can be incorporated at that time.

Noted.

- **Parking:** Parking requirements will be determined during the review of individual site plans based on use, building size, and number of employees. Employee and customer spaces should be separate from semi-truck parking and access. Please note that no more than 60 percent of the lot frontage on arterial and collector streets to a depth of 60 feet shall be occupied by surface parking.

Truck and Employee/customer spaces are designed to be separate. The parking along Harvest Road does not exceed 60%.

- **Floodplain:** Please coordinate with the city floodplain administrator related to the Second Creek LOMR as it appears to have impacts to the proposed site.

Noted.

- **Traffic:** Please see Traffic Engineering comments on page 19 of these notes for detailed information on the Traffic Impact Study (TIS), signal escrow and other design issues for access points.

Noted.

- **Special Landscape Buffer:** The PA-9 westerly boundary is adjacent to the Second Creek open

space and floodway. Whenever development occurs adjacent to parks or open space, a 25' special landscape buffer is required. This buffer is measured from the property line into the site where a property line is adjacent to parks or open space. The encroachment of buildings or portions of buildings including porches and patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. Landscaping shall include one tree and 10 shrubs per 25 linear feet of buffer for industrial uses and one tree and 10 shrubs per 30 linear feet of buffer when adjacent to all other types of development.

Per conversations with the City on May 10<sup>th</sup> as well as follow up graphics and e-mails with Debbie Bickmire and Michelle Teller on May 23<sup>rd</sup>, PROS will not require the 25' buffer and will anticipate a 10' buffer on the west side of the development.

***Standards and Issues:***

**1. Zoning and Placetype**

**1A. Zoning**

The site is zoned AD (Airport District). The purpose of the AD district is to take advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Development is encouraged that will take advantage of the multi-modal transportation opportunities in this district.

Noted

**1B. Character Area**

This property is located within the Subarea C Character Area, which generally includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora.

Noted

**1C. Overlay Districts**

***Avigation Easement***

Because the property is within the Airport Influence District surrounding Denver International Airport, 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.

Avigation easement is included in this submittal

**1D. Placetype**

The subject property is within the Industry Hub Placetype. This Placetype includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations, and renewable energy enterprises. This Placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. Adjoining roadways should accommodate traffic without negatively impacting quieter areas or traffic on local streets. Commercial uses are considered supporting land uses within this Placetype.

Noted.

*1E. Master Plan*

The site is included as Planning Area 9 in the Fulenwider Master Plan and is designated for Commercial/Retail land uses. The change of land use will necessitate a minor amendment to the Master Plan to accurately reflect the proposed light industrial uses.

The intent of this Site Plan is to develop the property as Commercial, Retail, Distribution. Based on our conversations with the City on May 10<sup>th</sup> a change of land use is not necessary. The development as presented adheres to the Fulenwider Master Plan.

**2. Land Use**

*2A. Proposed Land Use*

Permitted uses are outlined in Section 146-3.2, Table 3.2-1. Warehouse, distribution, storage, light manufacturing, office uses, commercial/retail, restaurant and fueling station are permitted uses.

Noted

The expectation is that retail and service uses will be pursued along 64<sup>th</sup> Avenue as opposed to light industrial type uses.

Noted

*2B. Phasing*

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

At this time phasing is not anticipated.

*2C. Mobility Hub*

A Type 1 Mobility Hub is identified on the Master Plan and NEATS for the Harvest Road/64<sup>th</sup> Avenue intersection. Mobility Hubs serve to facilitate people moving easily from one mode to another. Due to recent roadway network updates and the realignment of Aerotropolis Parkway to Jackson Gap Road, the Mobility Hub may be relocated to 64<sup>th</sup> Avenue and Aerotropolis Parkway. The final location of the Mobility Hub will be determined by a future pending to be completed study of the proposed intersections roadway network in this area. The final location should be determined prior to the time of the future commercial site development at this intersection and any design standards can be incorporated at that time.

Noted

*2D. Dedicated Right-of-Way and Easements*

Please identify all existing rights-of-way and easements adjacent to and/or within the proposed development and include the recordation information.

Rights of way and easements are shown on the site plan.

*2E. Identify Existing and Proposed Features*

Clearly define the limits of work and identify the location(s) of significant adjacent features such as the drainage features and utility locations. The protection of natural features is required.

Limts of work and adjacent features are noted on the Site Plan.

**3. Development Standards**

*3A. Dimensional Standards*

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Development standards can be found in the Fulenwider Master Plan and UDO Section 146-4.2 and Table 4.2-4. Additional setbacks may apply to accommodate landscape buffers (see item 3G).

**Noted.**

Buildings in the AD district shall have a general front setback of 25 feet. Buildings shall be situated so dock, overhead doors and loading operations shall be oriented internally to minimize visibility from adjacent streets (Section 146-4.8.10). If physical site constraints or frontage on more than one right-of-way prevent compliance with this standard, alternative compliance may be approved by the Planning Director on a case-by-case basis if the Director determines that the alternative will reduce visual and noise impacts of loading doors and operations on abutting rights-of-way and residential to the maximum extent practicable. Opaque screen walls and landscaping are required if the service area will be visible from the public right-of-way.

**Noted**

**3B. Subdivision Standards**

Per Section 146-4.3.8, all subdivisions shall comply with the requirements in Section 146-4.5 (Access and Connectivity) at the time of Site Plan and Subdivision Plat approval. All lots shall have direct or indirect access to a dedicated public or private street. Indirect access through an easement may be approved by the city for alternative lot layouts defined in the UDO, based on considerations of pedestrians, bicycle, emergency vehicle access and safety, and through- connectivity. No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by the UDO.

**Noted**

**3C. Vehicular Access and Connectivity**

Site access points should be coordinated with the Harvest Road (CN 2021-6035-00), 64<sup>th</sup> Avenue (CN 2019-6049-00) and 60<sup>th</sup> Avenue (CN 2021-6017-00) Infrastructure Site Plans. The expectation for internal vehicular circulation is a north/south internal street to connect the industrial sites. Parcel connectivity is required to improve access across the entire site. Internal streets shall be designed consistent with public street standards, including detached sidewalks and curbside landscape.

**Site access points have been coordinated.**

Access to the future commercial pad sites should be provided internally via an east/west drive, designed as a local street, located north of the industrial sites to connect the internal road to Harvest Road. Cross access easements may be required for internal drives. Identify any proposed gating systems and provide details. All proposed streets need to be labeled according to the city's street standard ordinance, Chapter 126-1 and 126-36.

**Noted**

**3D. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space:**

Pedestrian access should be provided into and around the property and between individual sites and the public sidewalks along adjacent streets. Accessible routes will be required between parking areas, buildings and to the public right-of-way. Consideration should be taken to ensure individual sites will be able to provide adequate connectivity and accessible route(s). Additionally, you are encouraged to provide access to the trail located west of Second Creek via the sidewalk on 60<sup>th</sup> Avenue.

**Pedestrian access has been incorporated into the site plan.**

**3E. Parking, Loading, and Stacking**

On-site parking is required by Section 146-4.6 of the Zoning Code. Parking requirements will be

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determined during the review of individual site plans based on use, building size, and number of employees. Employee and customer spaces should be separate from semi-truck parking and access.

**Noted**

*No more than 60 percent of the lot frontage on arterial and collector streets to a depth of 60 feet shall be occupied by surface parking.*

**No more than 60% of the Harvest Road frontage has parking.**

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.

**Noted**

One accessible parking space per 25 standard spaces will be required and bicycle parking is required equal to or greater than 5% of the required vehicle parking. 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.

**Bicycle parking has been included in the site plan.**

*3F. Common Space and Amenities*

Individual buildings need to provide an outdoor area for use by employees and customers at a main building entrance. It should include an enhanced building entrance area, consist of a minimum of 400 square feet with a minimum dimension of 12 feet and include provide pedestrian amenities, site furniture, pedestrian scale lighting, and a shade feature.

**Noted**

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

The general landscape comments on your proposal are listed below.

General Landscape Plan Comments

Prepare your landscape plans in accordance with the Fulenwider Master Plan, the Landscape Reference Manual, and the landscape standards within the Unified Development Ordinance. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

**Noted**

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.

**Noted**

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,

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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.

**Relevant landscape tables have been included.**

**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.

**Sight triangles have been shown.**

**Fulenwider Master Plan**

The Master Plan Landscape Design Standards show the subject property is located within the District 2 Landscape Character area. In addition to the requirements found within the Master Plan, the landscape plans should also be prepared in compliance with UDO Section 146-4.7 and address, at a minimum, the installation of street trees, street frontage buffers or urban design standards, entry monumentation, detention and water quality.

**Street trees and water quality/detention were designed and approved with Harvest Road CN 2021-6035-00 and 60<sup>th</sup> Ave CN 2021-6017-00. All other landscape elements comply with the site requirements.**

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

The following items 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 C. (Curbside Landscaping)**

The site frontage is included in the infrastructure site plans for Harvest Road (Case Number 2021-6035-00) and 60<sup>th</sup> Avenue (Case Number 2021-6017-00). The curbside landscape shall be installed per the landscape plans of each set of plans.

**Noted.**

**Section 146-4.7.5 D. (Street Frontage Landscape Buffers)**

Provide a 25' wide landscape street frontage buffer along Harvest Road and 10' wide landscape street frontage buffer along 60<sup>th</sup> Avenue. All buffers are measured inward from the back of walk. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. The buffer along Harvest Road may not be reduced since it is an arterial and buffer reductions are not permitted for industrial developments adjacent to arterial streets. The buffer along 60<sup>th</sup> Avenue may be reduced from 10 feet when landscape incentive features are implemented in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls.

**Landscape buffers have been incorporated.**

When over-lapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

**Noted.**

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 the like.



Noted.

Section 146-4.7.5. E (Non-Street Perimeter Buffers)

Buffers shall be provided in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. Non-street perimeter buffers will not be required between the same or differing land uses within multiple phases of a single approved Master Plan.

Noted.

Section 146-4.7.5.H (Special Landscape Buffers Adjacent to Open Space and Trails)

The special buffer standards shall apply to all development adjacent to public parks, open space areas and trails to buffer and screen public use areas and to minimize potential adverse impacts from adjacent land uses. A 25-foot wide buffer shall be provided, and plantings shall not encroach past the property line into the designated public use property. Buffer width reductions are not permitted for buffers adjacent to public open spaces, public parks, and public trails. Landscaping shall include one tree and 10 shrubs per 25 linear feet of frontage when the site contains industrial development, and one tree and 10 shrubs per 30 feet when the site contains any other type of development.

Per conversations with the City on May 10<sup>th</sup> as well as follow up graphics and e-mails with Debbie Bickmire and Michelle Teller on May 23<sup>rd</sup>, PROS will not require the 25' buffer and will anticipate a 10' buffer on the west side of the development.

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. Terminal landscaped islands shall be provided at the end of all parking rows. 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.

Noted.

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four-foot tall in combination with landscaping.

Noted

Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.

Noted

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Each landscaped parking lot island shall include one tree and six five-gallon shrubs per 9' x 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

**Parking lot landscape has been incorporated.**

**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.

**Noted**

**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 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 pro-rated if less than 40 linear feet.

**Building perimeter landscaping has been incorporated.**

**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 may be integrated with any proposed signage.

**Noted**

**Section 146-4.7.8.B (Screening of Service Areas and Equipment)**

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.

**Screening has been incorporated where necessary.**

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. Service areas visible from streets shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

**Noted**

If outdoor storage is proposed, it shall not be visible to the street or adjoining properties. Outdoor storage facilities shall be enclosed by an opaque fence with a maximum height of nine feet, a berm, or a wall with a maximum height of nine feet in combination with landscaping that completely conceals the view of materials. Chain-link fencing may not be used for this purpose. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

**Noted**

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

To meet water quality objectives, the city encourages applicants to utilize Low Impact



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Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, property owners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.

Water quality/detention for this site was designed and approved with Harvest Road CN 2021-6035-00 as part of the Master Plan.

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 parkinglot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Noted

### Section 146-4.7.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact *Timothy York* at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Irrigation will be designed and installed per City of Aurora Standards.

### 3H. Building Design Standards

Reference the Fulenwider Master Plan and UDO Section 146-4.8 for specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable

requirements.

Typically, large industrial buildings will have multiple building entrances intended for employees. These entry areas should include enhanced architectural elements such as higher levels of fenestration and a greater diversity of building materials and features. The area around the entrance should include enlarged patio space that includes shade features, pedestrian scale lighting and site furniture. These areas should include sidewalk connections to an internal sidewalk network that connects to the public sidewalk and connects to common areas and other employee entrances.

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

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

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

Noted

### 3I. Mechanical Equipment Screening

Roof-mounted mechanical equipment shall be screened from public view from the street centerline by a parapet or mechanical screen that is integrated into part of the building's architectural design. Ground mounted mechanical equipment shall be screened from public view by landscaping or by a decorative wall, or fence that is similar in appearance to the primary building.

Noted

### 3J. Fencing

Fence requirements are included in the Master Plan Design Standards and Code [Section 146-4.7.9](#). Standards for fencing in industrial development can be found in Table 4.7-5. Please include details and show the location of all proposed fences, screen-walls and gates. The maximum fence height in an industrial district is 9-feet. Chain link fencing is permitted for industrial development, provided it is not visible from a street. Chain link fencing must be color clad and may not include fabric mesh or slats. Color clad chain link, welded wire, and Omega or similar welded wire fencing may not be used to meet screening requirements.

All fence types along arterial and collector streets shall incorporate masonry columns of a minimum cross-section of 18 by 18 inches. Columns shall be placed at all fence corners, points of transition to other fence styles along a run of fence, and fence termination points. For industrial uses, columns shall be placed at a minimum spacing of 120 feet on center and shall extend 75 feet down interior

lot lines.

All outdoor storage, service, loading and storage areas shall be appropriately screened from view from public or private streets, public open spaces or trails by fences, walls, berms, or any combination of those items with landscaping.

**3K. 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.

**Noted**

**3L. Signs**

Reference the Fulenwider Master Plan Urban Design Standards and Section 146-4.10 for 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.

**Noted**

**4. Adjustments**

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**5. Public Art**

Fulenwider Planning Area 9 includes one of two public art locations within this Metro District. The location is south of 64<sup>th</sup> and west of Harvest Road within the area identified as Future Commercial/retail lot. The site plan should articulate details regarding this art component such as location, budget, timeline and goals within the context of the approved public art plan. Please contact Roberta Bloom with any questions at [rbloom@auroragov.org](mailto:rbloom@auroragov.org) or 303.739.6747.

**6. Submittal Reminders**

**6A. 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.

**NOTED CAD FILE TO BE SUBMITTED ON COA LAYERS AND GIS COORDINATES FOR SIGNATURE SET**

**6B. 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.

**NOTED CAD SHX LAYERS TO BE REMOVED FROM PDF FOR SUBMITTAL**

*6C. Mineral Rights Notification*

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

***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.

A pre-submittal meeting has been conducted.

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:***

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

Noted

**Oil and Gas Development**

There are no existing or planned oil and gas surface facilities on your site or within 2,000' of 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.

Noted

The Colorado Oil and Gas Conservation Commission (COGCC) maps indicate there are plugged and abandoned (P&A) wells within proximity of the proposed development. The applicant is responsible for locating the abandoned wells and to ensure adequate measures are taken to secure/buffer their locations during construction.

Wells on the site are being located and secured.

Please note that while wells display on the COGCC map with a latitude and longitude, for older wells, those values have been calculated from the footage references from section lines. They are likely close to the correct spot but may not be exact. The applicant is still responsible for physically locating such abandoned wells. The city will work with you to determine appropriate setbacks from various surface features once the wells have been located. The city recommends a permanent easement of 200 feet by 200 feet surrounding the P&A well, with no permanent structures within this easement.

Noted

Plugged and Abandoned (P&A) wells did produce hydrocarbons during the life of the well. Wells plugged more recently should have clear records with COGCC of the existence of any flowlines connected to the wells, and how those flowlines were handled during final remediation. Some lines are removed, and some are left buried in place. Wells plugged further in the past may not have records at COGCC regarding flowlines. Note that some flowlines were asbestos-wrapped fiberglass instead of steel and may require special precautions if removal is necessary. For more information on P&A well sites in the area please visit: <https://cogcc.state.co.us/OGIS/Mapping/select.aspx?ogw=%2700105084%27,%2700108537%27,%2700>

**Re: Fulenwider PA9 (#1699299)/Pre-Application Meeting held April 6, 2023**

[109718%27](#). The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

Noted

Additional information regarding oil and gas development can be found in the data and maps on the Colorado Oil & Gas Conservation Commission website at COGCC Home ([cogcc.state.co.us](http://cogcc.state.co.us)) and COGCC GISOnline ([cogccmap.state.co.us](http://cogccmap.state.co.us)).

Noted

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 \(PROS\)](#)

**Planning Design and Construction**

***25' Special Landscape Buffer***

Whenever development occurs adjacent to parks or open space, a 25' special landscape buffer is required. This buffer is measured from the property line into the site where a property line is adjacent to parks or open space. The encroachment of buildings or portions of buildings including porches and patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. Landscaping shall include one tree and 10 shrubs per 25 linear feet of buffer for industrial uses and one tree and 10 shrubs per 30 linear feet of buffer when adjacent to all other types of development. The PA-9 westerly boundary is adjacent to the Second Creek open space and floodway.

Per conversations with the City on May 10<sup>th</sup> as well as follow up graphics and e-mails with Debbie Bickmire and Michelle Teller on May 23<sup>rd</sup>, PROS will not require the 25' buffer and will anticipate a 10' buffer on the west side of the development.

**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:***

- ▶ Access to the existing pond must be maintained with a new path and access easement.

Noted

- ▶ Water meters are to be in a publicly accessible area, outside of any lockable or gated areas, in landscape surface such as mulch, near the public main, and in a pocket easement if outside of the public ROW.

Noted

- ▶ A domestic service allocation agreement (DSAA) is required for all service connections 1.5-inches or larger.

Noted

- ▶ Easement is needed for all public utilities.

Noted

**Re: Fulenwider PA9 (#1699299)/Pre-Application Meeting held April 6, 2023**

► Please see the Aurora Water web portal as the standards and specifications have recently been updated.

Noted

***Utility Services Available:***

- ☐ Water service may be provided from: Extension per MUS

Noted

- ☐ Sanitary sewer service may be provided from: 64<sup>th</sup> Avenue

Noted

- ☐ Project is located on the following Map Page: 94V

Noted

***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.
- Grease Interceptors are required for commercial kitchens.
- Sand/Oil Interceptors are required for vehicle maintenance facilities.
- All utility connections in the arterial roadway are required to be bores.

All utilities have been shown on the site plan.

- ☐ 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.

- NOTED PLAT TO BE SUBMITTED WITH ISP AND BUILDING PERMIT

- ☐ 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.

- NOTED APPLICABLE FEES WILL BE PAID PRIOR TO CO.

- ☐ 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.

### **Stormwater Management**

*Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's "[Storm Drainage Design and Technical Criteria](#)" and "[Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#)".*

#### **Key Issues:**

- ▶ Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.

**PRELIMINARY DRAINAGE PLAN AND REPORT TO BE SUBMITTED WITH ISP AND APPROVED BEFORE SITE PLAN APPROVAL**

- ▶ Illustrate in the report that the site is in compliance with the imperviousness and drainage paths shown in the master plan EDN 220143.

**REFERENCES TO THE MASTER PLAN EDN 220143 WILL BE INCLUDED IN THE REPORT.**

- ▶ Confirm if the adjacent water quality (WQ)/EURV pond included this development and that the proposed imperviousness was accounted for in the design. If the adjacent pond did not include this site then additional capacity or a separate WQ/EURV pond will be required.

**REFERENCES TO THE MASTER PLAN EDN 220143 WILL BE INCLUDED IN THE REPORT TO SHOW ADJACENT POND CAPACITY.**

- ▶ An approved pond certificate will be required prior to Temporary Certificates of Occupancy (TCO) or Certificates of Occupancy (CO) for the adjacent WQ/EURV pond in addition to the offsite detention pond. Furthermore, the improved Second Creek channel should have initial construction acceptance from MHFD prior to release from the WQ/EURV pond.

**NOTED POND CERTIFICATION WILL BE PRIOR TO CO.**

- ▶ Please include a signed Inspection and Maintenance (I&M) plan at the time of civil plans.

**SIGNED I&M PLAN SUBMITTED WITH CDS.**

- ▶ Verify that there is drainage easement over the detention pond and an access easement from the pond to ROW.

**PLAT AND EASEMENTS TO BE SUBMITTED WITH CDS**

- ▶ Confirm that the existing pond which services this site drains within 40 hours as it is within 10,000 feet of DIA.

**POND DRAINAGE SHOWN IN DRAINAGE PLANS AND REPORTS**

- ▶ One-foot of freeboard shall be provided to adjacent FFEs from the emergency spillway WSEL from the detention pond.

**FFE WILL HAVE 1 FOOT OF FREEBOARD FROM SPILLWAY.**

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

**STORM SEWER ADDED TO SHOW IN THE SITE.**

- ▶ Due to the shift in irrigated landscape use, please use the city's draft impervious values for the site.

- ▶ The applicant should coordinate with the city floodplain administrator related to the Second Creek LOMR as it appears to impact the proposed site.

**NOTED TEAM WILL COORDINATE WITH ADMINISTRATOR IF NEEDED. MM HELPED PREPARE THE 2<sup>ND</sup> CREEK LOMR.**

- ▶ New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall either have the lowest floor, including basement, garden level or crawl space, elevated 1 foot above the 100-year flood elevation or, together with attendant utility and sanitary facilities, meet

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the requirements in Sub-section 70-141(b)(2) of the City Code.

**NOTED TEAM WILL COORDINATE WITH ADMINISTRATOR IF NEEDED. MM HELPED PREPARE THE 2<sup>ND</sup> CREEK LOMR.**

- ☐ The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

**- NOTED TEAM WILL COORDINATE WITH ADMINISTRATOR IF NEEDED. MM HELPED PREPARE THE 2<sup>ND</sup> CREEK LOMR.**

- ☐ Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

**- NOTED TEAM WILL SUBMIT TO MHFD SDI**

- ☐ Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.

**- NOTED STORM DRAINAGE INCORPORATED ON THE SITE.**

- ☐ Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case-by-case basis.

**- UNDERGROUND DETENTION NOT ANTICIPATED TO BE USED AT THIS TIME.**

- 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.

- ☐ Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

**- NOTED**

- ☐ Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

**- NOTED**

- ☐ For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise

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approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.

– NOTED

- ☐ A private storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

– NOTED STORM SEWER

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

– NOTED STORM SEWER WILL BE EXTENDED THROUGH THE SITE.

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

– NOTED

### **Public Works Department**

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

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

- ▶ The applicant shall determine and document the trip generation for this site, according to standard trip generation methodology as established by ITE in Trip Generation Manual, 11th Edition. If the daily and/or peak hour trip generation is 20% greater than what was documented in the Fulenwider Traffic Impact Study (TIS), April 2022 for the site then a Detailed Traffic Impact Study (TIS) will be required. If the daily and peak hour trip generation is less than 20% greater than what was documented in the Fulenwider TIS for the site, then a traffic letter in conformance with the Fulenwider TIS will be required for this development. See below for additional information.

- ☐ If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.

– NOTED TRAFFIC IMPACT STUDY TO BE INCLUDED WITH SUBMITTAL.

- ▶ Traffic signal escrow will be required for the intersection of 64<sup>th</sup> Avenue and Harvest Road, the full movement access on 64<sup>th</sup> Avenue and the intersection of 60<sup>th</sup> Avenue and Harvest Road. See below for additional information.

– NOTED TRAFFIC SIGNAL ESCROW WILL BE COORDINATED AND DETERMINED

- ▶ Site access drives/streets along Harvest Road shall be spaced a minimum 300' CL-CL, including from intersections. A minimum 150' throat depth shall be provided at the accesses on Harvest Road.

– DIMENSIONS ADDED TO SHOW SITE ACCESS DRIVES SPACED COMPARED TO HARVEST ROAD.

- ▶ The throat at the southern  $\frac{3}{4}$  movement access on Harvest Road and the internal parking/drive aisles need to be redesigned to better integrate with one another.

**INTERNAL PARKING DRIVES AISLES AND HARVEST ROAD ACCESSSES UPDATED WITH THIS SUBMITTAL.**

- ▶ The access throats at the middle and southern accesses on the North-South Spine Road are wide and need to either incorporate a raised median or be reduced to provide better delineation of the accesses. In addition, the throats at each of the accesses and the internal parking/drive aisles need to be redesigned to better integrate with one another.

**INTERNAL PARKING DRIVES AISLES AND HARVEST ROAD ACCESSSES UPDATED WITH THIS SUBMITTAL.**

- ▶ The right in/right out access on 60<sup>th</sup> Avenue is wide and needs to be reduced to provide better delineation of the access. In addition, the access throat, the North-South Spine Road and internal drive/parking aisles designs need to be redesigned to eliminate the multiple skewed legs.

**RIGHT IN/RIGHT OUT ON 60TH AVE TO BE REDUCED AND NORTH-SOUTH SPINE ROAD UPDATED TO REDUCE SKEWS.**

- ▶ Truck turning templates are required at all the site accesses.

**TRUCK TURNING TEMPLATES ADDED TO SITE IN SEPARATE EXHIBIT.**

- ▶ Pedestrian connectivity will be an area of focus of review for this site. See TIS requirements below.

**ADDITIONAL PEDESTRIAN PATHS, STRIPING, AND CROSSINGS SHOWN ON PLAN.**

- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways (i.e., Harvest Road and 64<sup>th</sup> Avenue.
  - Conduit
    - Conduit material shall be Schedule 80 HDPE (or similar).
    - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
    - A nylon pull tape with a minimum 1,250 lb. tensile strength shall be installed in all new conduit.
  - Pull Box
    - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
    - City conduit shall be installed into City Pull Boxes.

**PULL BOXES TO BE SHOWN IN CDS.**

- ▶ Gates 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.

**GATES ARE SET BACK FROM PUBLIC ROAD AND QUEUE LENGTH TO BE CONSIDERED.**

- ☐ Show all adjacent and opposing access points on the Site Plan.

**KNOWN ADJACENT ACCESS POINTS SHOWN.**

- ☐ Label the access movements on the Site Plan.

**ACCESS SHOWN ON THE PLANS AND ADDITIONAL LABELS ADDED.**

- ☐ 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'

**SIGHT TRIANGLES ADDED TO THE PLANS WITH LABELS.**

- ☐ 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

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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.

**- NOTED SIGNING AND STRIPING TO BE SHOWN IN DETAIL ON CDS.**

**ROW/Plat:**

- ☐ Designate a Public Access Easement along private drives/streets.  
**ACCESS EASEMENT FOR PRIVATE DRIVES/STREETS SHOWN ON PLAT.**
- ☐ To permit maintenance of the proposed traffic signal equipment (such as controller cabinets, pull boxes, and signal poles), dedicate a traffic signal easement (consisting of a 75-ft corner chamfer from the intersection of flowlines) at multiple intersections.  
**- TRAFFIC SIGNAL EASEMENTS TO BE SHOWN ON PLAT.**

**Traffic Signal Escrow:**

- ☐ Multiple intersections are potential candidates for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25%/50% of the traffic signalization costs for multiple intersections if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

**- TRAFFIC SIGNAL ESCROW TO BE COORDINATED DURING CDS.**

**Traffic Impact Study:**

- ☐ The applicant shall determine and document the trip generation for this site, according to standard trip generation methodology as established by ITE in Trip Generation Manual, 11th Edition. If the daily and/or peak hour trip generation is 20% greater than what was documented in the Fulenwider TIS for the site then a Detailed Traffic Impact Study (TIS) will be required. If the daily and peak hour trip generation is less than 20% greater than what was documented in the Fulenwider TIS for the site, then a traffic letter in conformance with the Fulenwider TIS will be required for this development.
  - A Traffic Impact Study will be required for this site which will include addressing the following specific items:
    - 1) Existing, buildout and 2050 average daily traffic counts.
      - a) Trip Generation from the site.
    - 2) Site Circulation and Pedestrian Connectivity Plan
    - 3) Include detailed analysis, including vehicle queuing evaluation, of:
      - a) All site access points
      - b) Intersection of 64<sup>th</sup> Avenue at Harvest Road
      - c) Intersection of 64<sup>th</sup> Avenue at the Site full movement access
      - d) Intersection of 60<sup>th</sup> Avenue at Harvest Road
      - e) Intersection of 64<sup>th</sup> Avenue at Denali Street
      - f) Intersection of 60<sup>th</sup> Avenue at Denali Street
    - 4) Signal Warrant Analyses of multiple intersections – Warrant 1,2,3 all to be included

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- (collect 72 hr. tube counts for analysis)
- 5) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
  - 6) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

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

*Submitting the Traffic Study:*

- The Traffic Study shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).
- Based on our review of the Traffic Impact Study, additional improvements may be required.
- A traffic letter in conformance with the Fulenwider TIS will be required for this site, 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.
  - Site Circulation and Pedestrian Connectivity Plan
  - Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed.
  - Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested\_\_\_\_\_

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

*Submitting the Traffic Letter:*

- The Traffic Letter shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@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.

**TRAFFIC IMPACT STUDY TO BE SUBMITTED**



## **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 shall be provided in conformance with the Public Improvement Plan. The Infrastructure Site Plan (ISP) and civil plans for the associated infrastructure must be approved prior to the issuance of building permits. Construction shown on the civil plans for the ISP for associated infrastructure must be initially accepted by the city prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (C) per the approved Public Improvement Plan.

**NOTED IMPROVEMENTS TO CONFORM WITH PIP AND OTHER CIVIL ISP AND CD PLANS.**

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

**NOTE UPDATED ROADWAY MANUAL AND DETAILS SHOWN ON THE PLANS AND DESIGN.**

- ▶ 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.

**PREVIOUSLY APPROVED PLANS AND CALLOUTS TO ADJACENT PLANS ADDED TO BEST OF THE TEAM'S KNOWLEDGE.**

### ***Improvements:***

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

- ☐ Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
  - **CURB RAMP LOCATIONS NOTED BASED ON INFORMATION KNOWN AT THIS TIME. MORE DETAIL TO BE SHOWN IN 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.
  - **NOTED CURB CUTS AND RETURNS SHOWN ON THE PLANS WITH LABELS.**
- ☐ Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
  - **NOTED SLOPES STEEPER TO 3:1 WILL SHOW RAIL PER COA DETAIL.**
- ☐ Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
  - **APPROXIMATE LOCATION AND RAILS SHOWN ON PLANS. MORE DETAIL TO BE INCLUDED WITH CDS.**
- ☐ 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.

**GRADING UPDATED TO SHOW 4% MAX AND 6% MAX SLOPES TO ACCESS DRIVE AND PUBLIC STREETS.**

- ☐ 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.
  - **GATES SET BACK MIN OF 35- FEET FROM FLOW LINE.**

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

- ☐ Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.
  - **PLAT TO BE SUBMITTED TO SHOW SIDEWALK, UTILITY, DRAINAGE, ACCESS, AND OTHER EASEMENTS.**

**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:***

- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series, along with the 2020 NEC as of January 8, 2022. A grace period will be allowed after the formal adoption of the 2021 ICC codes to utilize the 2015 ICC codes until May 1<sup>st</sup>, 2023.

**Address Directory Signs for *Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way:***

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties where the single-family unit is facing a green belt and access to the unit is from garage of an adjacent access road.

- Adjacent public/ private roadways, or fire lane easements/public access easements must provide emergency access to within 150' of all exterior portions of the first floor of each structure. The utilization of a greenbelt product cannot exceed this requirement.

**Addressing Requirements:**

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

**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.](#)

- ☐ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series, along with the 2020 NEC as of January 8, 2022. A grace period will be allowed after the formal adoption of the 2021 ICC codes to utilize the 2015 ICC codes until May 1<sup>st</sup>, 2023.

***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.

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- ☐ [Fire Lane Sign Detail](#)
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Gated Entry for Fire Department Access utilizing a 4' Manway Gate](#)
- ☐ [Grading Plan](#)
- ☐ [Handicap Accessible Parking Signs](#)
- ☐ [Sign Package](#)
- ☐ [Signature Block](#)
- ☐ [Street Standards and Street Section Details](#)
- ☐ [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)  
**NOTED SIGNS TO BE INCLUDED IN THIS PACKAGE AND DETAIL TO BE SHOWN IN SIGNAGE AND STRIPING PLANS IN THE CD SET.**

**Emergency Responder Radio Coverage:**

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

- The 2015/2021 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are at the owner or developers' expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
- ☐ Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

**Fire Department Access:**

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

- ☐ [Designated Fire Lane](#)
- ☐ [Fire Lane Easement](#)
  - The abutting public/private streets adjacent to this site are sufficient to provide emergency apparatus access, no additional fire lane easement is being required internally within this site.
  - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
  - Buildings greater than 30' in height are regulated by the 2015/2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
  - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.
- ☐ [Public Street Adjacent to Site](#)
  - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire

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area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.

- **FIRE LANE TO BE DESIGNATED WITH SIGNS SHOWN ON THE PLANS.**

**Fire Hydrants:**

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

**-FIRE HYDRANTS SHOWN BASED ON THE IFC APPENDIX B AND C.**

**Fire Sprinkled Structures:**

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

**General Comments:**

- ☐ Based on the size of the proposed use of the structure it does not appear that a fire sprinkler system would be required. That being said, the IFC/IBC requirements for fire sprinkler systems mandate when a system is required, and the notes provided should only be used if the size of the structure changes or a voluntary system is installed.

**Gated Entry:**

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- ☐ 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.

**Accessibility Requirements:**

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

- ☐ Commercial

**Hazardous Materials:**

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

**High-piled Combustible Storage:**

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

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

**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 will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.
- ☐ Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

**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.

**Phasing Plans:**

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

**At this time phasing is not anticipated for the site.**

**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".

**Note is on the plans**

- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

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

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

**(Plat Note) If Plat does not contain a Dedicated Fire Lane Easement**

- ☐ **(Plat Note) If Plat Contains Fire Lane Easement**
- ☐ **(Site Plan Note) Access Control Gate or Barrier Systems**
- ☐ **(Site Plan Note) Accessibility Note for Commercial Projects**
- ☐ **(Site Plan Note) Addressing**
- ☐ **(Site Plan Note) Americans with Disabilities Act**
- ☐ **(Site Plan Note) Emergency Ingress and Egress**

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- ☐ [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- ☐ [\(Site Plan Note\) Fire Lane Easements](#)
- ☐ [\(Site Plan Note\) Fire Lane Signs](#)
- ☐ [\(Site Plan Note\) Right of Way for Ingress and Egress of Emergency Vehicles](#)

**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.

**All requested information has been included.**

**Special Design Considerations:**

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

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



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- ☐ [Two points of Emergency Access](#)
- ☐ [Width and Turning Radius](#)

### **Trash Enclosure:**

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

Noted

### **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.

Noted

- ☐ A **presubmittal meeting** with Land Development Review Services is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

Noted

### **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](#).

Noted

### **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](#).

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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.

- ☐ No portion of any roofed structure or footers may encroach into any easement. However, 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 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- ☐ Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Land Development Review Services, it takes about **8 weeks** to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan.
- ☐ 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.