



Office of Development Assistance
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Aurora, Colorado 80012, Suite 5200
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email oda@auroragov.org

AuroraGov.org

August 1, 2024

Teddy Folla - teddy@dominionconllc.com
United Property Developers
10808 Troy Street
Commerce City, CO 80022

Re: King Auto (#1810915)/Pre-Application Meeting held 07/18/2024

Dear Teddy Folla:

I would like to take this opportunity to thank you for considering the City of Aurora for the King Auto 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:

- ▶ **Use Specific Standards:** The proposed project encompasses three land uses: Automobile and Light Truck Sales, Motor Vehicle Indoor Showroom or Broker, and Motor Vehicle Repair and Service. Each land use has specific standards that must be met for the project. See page seven for additional information.
- ▶ **Havana Street Overlay:** The Havana Street Overlay is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. These standards address the existing attached sidewalks and reduced property depths resulting from past street widening efforts. The standards for Condition II apply to the proposed project.
- ▶ **Forestry:** There are many trees on this site that could be impacted by re-development. There will be requirements to protect the trees during any redevelopment. If trees are impacted, then mitigation will also be required. There are trees existing in the 30-foot utility easement along the eastern portion of the lot. Confirm with Aurora Water if the trees should be removed or not.
- ▶ **Utilities:** There is an existing 1.5-inch water meter on site. This can be reused but civil plans must include a fixture unit table to ensure that the meter is appropriately sized. The meter must be protected from vehicle traffic, with a preference for the area to be landscaped.
- ▶ **Traffic:** A Traffic letter documenting trip generation from the site, site circulation, and a safety along the property frontage will be required. All vehicle deliveries shall be on site. Truck turning templates that show that a truck can navigate the site will be required. No parking signs shall be installed

R/ Acknowledged

along Warren and Havana. A note will be needed on the Site plans that states deliveries will be made on site.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7597 or jpandrew@auroragov.org.

Sincerely,

R/ Acknowledged

A handwritten signature in black ink, appearing to read "Justin Andrews", written over a light gray rectangular background.

Justin Andrews
Project Manager



City of Aurora Development Process

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

Step I - Planning Phase

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

R/ Acknowledged

Step II - Construction Document Phase

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

- A Preliminary Drainage Letter is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package. R/ Acknowledged
- 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. R/ Acknowledged

Building Plans: (construction plans for structures)

- Typically reviewed after Planning decision is made.

Step III - Construction Phase

Building/Civil Permits:

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

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

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

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

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

Contact Information

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

City Manager's Office

Office of Development Assistance
Justin Andrews
303.739.7597
jpandrew@auroragov.org

Planning

Zoning and Plan Review
Ani Karabashian
303.739.7133
akarabas@auroragov.org

Landscape Design
Chad Giron
303.739.7185
cgiron@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting
Adison Petti
303.739.7437
apetti@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Casey Ballard
303.739.7382
cballard@auroragov.org

Aurora Water - Drainage

Jared Coleman
303.739.7856
jcoleman@auroragov.org

Public Works

Traffic Division
Jason Igo
303.739.1792
jigo@auroragov.org

Roadway & Public Improvements

Engineering Division
Not represented at meeting
Kendra Hanagami
303.739.7295
khanagam@auroragov.org

Life Safety and Building Division

William Polk
303.739.7371
wpolk@auroragov.org

Land Development Review

Services Division
Rebecca Westerfield
303.739.7325
rwesterf@auroragov.org

Energy & Environment

Jeffrey S. Moore
303.739.7676
jsmoore@auroragov.org

Maria Alvarez
303.739.6824
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:

- ▶ Use Specific Standards - Automobile and Light Truck Sales
- ▶ Use Specific Standards - Service
- ▶ Parking & Existing Water Meter

Project Overview:

- Zoning: MU-C
- Character Area: Subarea A
- Proposed Use: Automobile and Light Truck Sales, Showroom, and Auto Repair and Service
- Permitted Use: Yes, with Conditional Use approval(s)

Type of Application:

- Site Plan Amendment
- Conditional Use

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](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms & Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

Standards and Issues:

1. Zoning, Subarea, and Placetype

1A. Zoning

The purpose of the MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subareas A and B, the MU-C district is intended

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to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

1B. Overlay Districts: Havana Street Overlay

The Havana Street Overlay is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. The vision of Havana Street as a tree-lined boulevard with curbside landscape and detached sidewalks is the long-term goal for this district. These standards address the existing attached sidewalks and reduced property depths resulting from past street widening efforts. The standards for Condition II applies to the proposed project.

1C. Placetype

The City Corridor placetype contributes to the economic and fiscal success of the city. It is characterized with corridors that are centered along the city’s major roadways with a wide range of uses including commercial, retail, institutional, service and some residential. This placetype is generally auto-oriented but should accommodate pedestrians, bicycles, and transit service. The purpose of the City Corridor placetype is to promote commercial activity, and as such, its primary uses are restaurants, retail, office and commercial services. Multifamily residential and institutional uses are secondary uses and allow for the development of mixed-use projects. Single-family attached residential is another potential secondary use, appropriate in areas not prioritized for commercial development.

2. Land Use

2A. Historic Land Use

The existing development of the property is a restaurant known as Dozens. The property comprises of one primary building, one accessory building directly to the east, a trash enclosure and 59 parking spaces that are designated on the site plan.

2B. Proposed Land Use

The applicant is proposing a change of use for an existing Restaurant to Automobile and Light Truck Sales, with a showroom and service area. The proposal does not include any external changes to the property. The applicant proposes that the hours of operation will be 8:00 AM – 5:00 PM, the number of employees to be five, with one shift per day.

2C. Conditional Use(s)

The proposed use is subject to Conditional Use approval, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

3. Development Standards

3A. Use Specific Standards

The proposed project encompasses three land uses: Automobile and Light Truck Sales, Motor Vehicle Indoor Showroom or Broker, and Motor Vehicle Repair and Service. Each land use has specific standards that must be met for the project. See below.

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Automobile and Light Truck Sales

The following are requirements for Automobile and Light Truck Sales that pertain to the proposed project:

- All Rental and Servicing Operations shall be fully screened from adjacent properties pursuant to section 146-4.7 (Landscaping)
- Display area for the sale of automobiles must be designated on the site plan.
- Elevated display areas are permitted at a rate of one for every 100 linear feet of frontage. For this project, One (1) elevated display is permitted on Havana and two (2) elevated displays are permitted on Warren Avenue.
- Vehicle Storage Yards shall be located to the rear of the main building.

[Click here](#) to review all the Use Specific Standards for Automobile and Light Truck Sales

Motor Vehicle Indoor Showroom or Broker

The following are requirements for Motor Vehicle Indoor Showroom or Broker that pertain to the proposed project:

- No more than five motor vehicles shall be stored by a motor vehicle broker on-site.

[Click here](#) to review all the Use Specific Standards for Motor Vehicle Indoor Showroom or Broker

Motor Vehicle Repair & Service

The following are requirements for Motor Vehicle Repair & Service that pertain to the proposed projects:

- Equipment, auto parts, and supplies used in conjunction with *servicing*, repair, painting, or body repair shall always stored inside an enclosed structure. Outdoor storage of auto-related parts and equipment, including but not limited to tires and fluid containers, shall not be allowed.
- All service, painting, and auto body operations and equipment shall only occur within a fully enclosed structure.
- All repair and servicing operations shall be fully screened from view from adjacent properties pursuant to Section 146-4.7 (Landscape, Water Conservation, Storm water Management).

For this project, the Applicant noted that the project will provide an oil change service alongside the sale of motor vehicles. Staff strongly recommends that the applicant provide specific details about the Motor Vehicle Service proposed in the Operations Plan required for the Conditional Use. It is important that the applicant indicates the location of the Motor Vehicle Service on the proposed site plan as well. In addition, Staff would like the applicant to provide clarification on if the proposed service for vehicles will be for just for the business or to sell to customers. An additional Conditional Use for Motor Vehicle Service may be required based on the information provided.

[Click here](#) to review all the Use Specific Standards for Motor Vehicle Repair & Service

3B. *Access and Connectivity*

The site access is located on S Havana Street, which is a state highway. Applicant will need to coordinate with CDOT (Colorado Department of Transportation) regarding approval and access permits. The contact for CDOT is Steven Loeffler, you can contact them at steven.loeffler@state.co.us.

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In addition, please indicate on the Site Plan with a thick dashed line an accessible route from the sidewalk on S Havana Street to the primary entrance of the primary building on the property.

3C. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, the applicant is required to provide 59 parking spaces while 60 parking spaces were proposed. However, the proposed plans show 58 parking spaces. Future proposed Site Plans must address the proposed parking quantity discrepancy and meet the 59 or above parking spaces requirement. In terms of ADA parking spaces, the project is required to provide 3 ADA parking spaces and must designate their location on the proposed site plan. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements.

In addition to vehicle parking, the development is required to provide 6 bicycle parking 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.

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. Since it appears the applicant is making no changes to the parking lot, the parking lot is considered a ‘non-conforming site feature.’ Since no changes are being made to the parking lot, the parking lot design standards listed above do not apply. However, if any changes to the parking lot are proposed in the future, the parking lot will have to comply with the design standards set forth in the code.

Lastly, Staff would like to refer to a comment made by Aurora Water during the Pre-Application meeting regarding the water meter on the southern portion of the property. If the applicant chooses to screen or maintain the existing buffer in the existing parking space in front of the water meter, the applicant will need to replace the parking space by adding a parking space at another location on the property.

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

– General Landscape Plan Comments

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following Code Sections: 146-2.6.7 Havana Overlay District and 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.

– 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.

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Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the 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.

Havana Street Overlay District - Section 146-2.6.7

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-2.6.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- The subject property must adhere to Condition 2 of the Overlay landscape standards. Condition 2 requirements occur whenever development occurs on properties with an existing five foot or wider attached sidewalk and an existing building.

- Havana Street Landscape Street Frontage Buffers

Provide one tree and 10 shrubs per every 40 linear feet or a total of two tree equivalents per 40 linear feet of frontage buffer. Existing trees may count toward this requirement if they are in a healthy condition.

- All plant material along Havana Street must come from the Havana Street Overlay District Plant List.

- Refer to Figure 2.6-2 for Condition 2 requirements.

All other existing landscaping on site must match what is shown on the approved site plan on record and be in a healthy condition. The exception is if there are missing trees on the east side of the property within the easement. Any missing trees in this area must be relocated elsewhere on site or converted to 10 shrubs. Verify with easement holder what types of landscaping is permitted within the easement.

If any site plan modifications are made, the following Section 146-4.7 may be required.

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

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

- Section 146-4.7.5 D - Street Frontage Landscape Buffers

Street frontage buffer requirements along Havana Street shall follow the Havana Overlay District requirements as noted above.

- 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.

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

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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.

– Section 146-4.7.5 J. Building Perimeter Landscaping

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five-gallon shrubs, or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Existing landscape may count toward this requirement if they are in a healthy condition.

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

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 146-4.7.3 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.

– 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 to 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 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

3E. *Building Design Standards*

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building

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facades with articulation elements, four-sided building design, and permitted materials, among other things.

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

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

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

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

3F. 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.

3G. 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.

The standards mentioned above are not exhaustive, the applicant is responsible to review all requirements within the Unified Development Ordinance that pertain to their project.

4. Adjustments

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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.

5. Submittal Reminders

5A. PDF Requirements

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

5B. 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.

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.

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.
- 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

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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 \(arcgis.com\)](#)

Energy and Environment Development

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

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Energy & Carbon Management Commission (ECMC) for more information. Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Energy & Environment Division.

Parks, Recreation & Open Space Department (PROS)

Forestry Division

There are many trees on this site that could be impacted by re-development. However, it seems that there will be no changes to the outer portion of the site, so no trees will be removed. There will be requirements to protect the trees during any redevelopment. If trees are impacted, then mitigation will also be required.

Tree Mitigation Requirements

- Trees on site that are 4” or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10” tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

Forestry’s Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

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- 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.

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:

- ▶ There is an existing 1.5-inch water meter on site. This can be reused but civil plans must include a fixture unit table to ensure that the meter is appropriately sized.
- ▶ The existing meter is partially within a parking stall. The preference is to have the meter surrounded by landscaping but if left in place must be protected from vehicle traffic.
- ▶ A Domestic Service Allocation Agreement (DSAA) is required to establish the service scenario for this new user.
- ▶ Any floor drains must discharge to a sand/oil separator prior to connection to the sanitary sewer system.

Utility Services Available:

- Water service may be provided from: Existing Connection
- Sanitary sewer service may be provided from: Existing Connection
- Project is located on the following Map Pages: 13C

Utility Service Requirements:

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

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- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- All commercial and industrial users that discharge wastewater to the City of Aurora are to meet [Metro Water Recovery's Industrial Pre-Treatment Program](#). Applicants are encouraged to reach out to Metro Water Recovery early in the planning process to learn more about the program requirements.
- 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 31st 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:

- ▶ A Preliminary Drainage Letter shall be submitted with the site plan. Note that a Final Drainage Letter shall be submitted with the Civil Plans. The Preliminary Drainage Letter shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4/2.4.5 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Letter.
- ▶ Based on the current site plan, Detention and Water Quality measures may not be required. Refer to Tables 10-1 and 11-1 in the *Storm Drainage Design and Technical Criteria* (SDDTC) to verify. WQ may be required for offsite areas flowing onsite.
 - The City **highly encourages** Runoff Reduction and SCM practices be incorporated into your site design, but please note it is not required at this time. Examples and benefits of Runoff Reduction and SCM practices can be found in the [MHFD Manual](#) and [other examples](#).
- ▶ A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Letter for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#)

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- ▶ 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 preliminary drainage letter (PDL) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
- ▶ The City of Aurora has an updated Drainage Criteria Manual which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water SDDTC 11-2023](#)
 - An update to the SDDTC is anticipated in August 2024
- Important reference materials can be accessed via the City's [GIS tools](#).
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Approved reports and plans can be found via the City's [Property Map](#). Please note that approved City documents before approximately the year 2000 are generally not available on the City's website and must be requested by the Design Engineer from Aurora Water. The City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage, and Civil Plan documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the Design Engineer's responsibility to contact the Designers of the documents under-review and coordinate designs.
- Refer to Electronic Drawing Numbers (EDNs) C2-1080 (CP) for supporting information related to your site.
- The Engineer is responsible for researching and determining if a study by Mile High Flood District (MHFD) has been completed proposing improvements within or adjacent to the Engineer's proposed development. Any such improvements may require them to be constructed as a part of that project. Coordination with the City shall be initiated in those instances at the Master Plan Level or as soon as determined with any proposed development.
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.
- 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.
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
- A Public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

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- Stormwater Conveyance - Notification of Adjacent Property Owners link: [Stormwater Conveyance - Notification of Adjacent Property Owners](#)

Public Works Department

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

Key Issues:

- ▶ A Traffic Letter will be required for this development. See below for additional information.
 - ▶ All vehicle deliveries shall be on site. Truck turning templates that show that a truck can navigate the site will be required. No parking signs shall be installed along Warren and Havana. A note will be needed on the Site plans that states deliveries will be made on site.
 - ▶ A minimum throat depth of 50' from the roadway flowline to the first parking space will be required.
 - ▶ Site plan will need to show an ADA pedestrian pathway to public ROW.
 - ▶ Gates are required to be setback from public road flowline a minimum of 45-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.
- Havana (SH30) is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Steve Loeffler* at CDOT, phone number 303.757.9891. Developers/applicants are encouraged to contact CDOT early in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. To ensure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es). **This letter must be received 10 days prior to the Planning Commission hearing.**
 - Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for construction of the accesses in the State Highway right-of-way.
 - Show all adjacent and opposing access points on the Site Plan.
 - 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 not to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

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Traffic Letter:

- 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, 11th Edition. If peak hour trips exceed 75 vph (total), then a full Traffic Impact Study will 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.
 - Site Circulation Plan
 - Safety analysis for along the property frontage.

If a Detailed TIS is required, then the applicant shall schedule a TIS scoping meeting to determine the requirements for the TIS.

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 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.

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:

- ▶ If the only improvements proposed are interior adjustments, there are no public improvements that will be required for this project.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. Should your civil plan be submitted after January 1, 2025, it will need to meet the criteria of the 2025 Roadway Manual.
- ▶ 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.

If any changes are proposed to the site outside of the building, these requirements may apply.

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 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, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

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- 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 S18.
- 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.

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. 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.

Fire/Life Safety Comments - Building Division

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

Key Issues:

- ▶ Please review the 2021 IFC, Chapter 11 for Construction Requirements for Existing Buildings. The provisions of this chapter shall apply to existing buildings constructed prior to the adoption of this code.
- ▶ The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC. This includes the International Existing Building Code (IEBC).

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.

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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.

Adopted Codes by the City of Aurora – Setbacks:

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

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

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

Emergency Responder Communication Coverage:

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

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). At the time the structure is at final frame and final electrical inspections.

Where required in pre-existing buildings:

As a building ages, its footprint is likely to change due to tenant improvements, remodels, and additions. All of these activities—especially those that create a major “change of use”—can affect the radio signal available within the building. These circumstances will require retesting under such conditions that complies with IFC 510.6.1.

- Where a facility grows too large or complex for effective fire response.
 - The total building area is 50,000 square feet or more.
- Buildings 4 stories in height or greater.
 - Buildings where there is one or more basements 10,000 square feet in area or more.
- New installations or replacement of existing high-piled racking systems.
- The existing building is within the shadows of other buildings.

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Fire Department Access:

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

- [Designated Fire Lane](#)
- [Fire Lane Easement](#)
 - Buildings less than 30’ in height require only a 23’ wide fire lane easement with 29’ inside and 52’ outside turning radii. Buildings greater than 30’ in height require a 26’ wide fire lane easement with a 26’ inside and 49’ outside turning radii.
- [Public Street Adjacent to Site](#)
 - Structures greater than 30’ in height and adjacent to a public street must provide a 26’ wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30’ and no less than 15’ from the exterior wall of the structure. This fire apparatus area must be posted as “No Parking-Tow Away Zone” to ensure availability for fire apparatus.

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.

- Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.
- Please show the location of all fire hydrants within 400’ of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within Chapter 9 of the 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. 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 designated Fire Code representative within the Aurora Building Division.

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- 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.

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.

- Approved Knox Hardware is required for new and 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 devices on the site plan submitted to the Planning & Development Service 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.

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.

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 an Emergency Access Easement](#)
- [\(Site Plan Note\) 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](#)

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.

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- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street must 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](#)
 - 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 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](#)
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Land Development Services within Public Works. The civil plans must include a detail of the alternative surfacing material that reflects the current Public Works fire lane specifications.
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [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 Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Single Point of Access through an Adjacent Jurisdiction](#)
- [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.

Land Development Review Services Division

The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

Key Issues:

Comments made by: Rebecca Westerfield|303-739-7325| rwesterf@auroragov.org

- ▶ Be aware there are existing trees located in the 30' Utility Easement along the eastern portion of the lot. Confirm with Aurora Water if the existing trees in the easement will be an issue or not.

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- ▶ No portion of any building or structure can be located within any easements.
- ▶ Any easements needing to be released must be released by separate document prior to recording the Site Plan and prior to permitting.
- ▶ Any easements needing to be dedicated must be dedicated by separate document prior to recording the Site Plan and prior to permitting.
- ▶ Any other encroachments into easements must be covered by a License Agreement.

Subdivision Plats:

- A subdivision plat is not required at this time.

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.
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.

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- 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.
- 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 **4-6 weeks** to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan.
- Land Development Review Services may require a Monumented Field Survey but are unable to determine that until the 1st review is completed.

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.

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 not required for your project as proposed.

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.

Construction Stormwater Quality Requirements:

- 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 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.

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose solutions to permanently enhance the quality of stormwater runoff through the site.
- 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.
- The civil plans will not be approved until the Preliminary Drainage Report/Letter is approved, and the plat is ready for recordation.

Public Works Department

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

Traffic Engineering

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include a 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

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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 approved truck routes, via Havana and not through the adjacent residential neighborhood(s).

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](#)
 - [Tenant Finish Permits](#)

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

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

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

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).
- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
- ▶ No building division comments are being provided since no new construction is being proposed.

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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 a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

Demolition Permits:

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

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

General Fire Protection System Requirements:

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

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

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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.

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.

Structures Built over or up to a Property or Lot Line:

If a property line is defined by a recorded subdivision map, the International Building Code requires that buildings on both sides of that property line be structurally independent with individual fire-resistive protection based on the distance to property line.

1. A replat of the site will be required to remove the existing property lines to establish one lot and block for the new structures being proposed.
2. Multiple properties “under more than one ownership”. A new structure or an addition to an existing structure would not be allowed to cross property and lot lines that are under separate ownership unless express written consent is provided by the adjoining property owner and is recorded within the applicable County Clerk’s Office. Within the recorded agreement, the adjacent property owner must establish a minimum open space area within their property that ensures that your new addition follows the fire separation requirements of the 2021 IBC, Table 602. The agreement must also establish the City of Aurora as a beneficiary with the right to enforce the agreement and provide no amendment or release unless the City consents. A copy of this consent and recordation

The Building Division cannot require the adjoining property owner to allow access for construction activity. Approval of construction plans does not bestow any right to enter upon or disturb the adjoining property without that owner’s permission. It is incumbent upon the applicant to obtain this permission.

Land Development Review Services Division

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

STEP III – CONSTRUCTION PHASE

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

[Aurora Water](#)

[Utility Connection Fees:](#)

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

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

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Stormwater Management

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

[Public Works Department](#)

[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.

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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.