



March 14, 2025

City of Aurora  
Brit Vigil  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012

**Re: Pre-Application Meeting: Point Plaza Park**  
**Application Number: #1845889**

Dear Ms. Vigil:

Thank you for taking the time to review our Point Plaza Park along with City staff and providing valuable feedback, which was received on November 21, 2024. Comment responses have been addressed on the following pages.

Please feel free to contact me directly should you have any other comments, questions and/or special requests for additional information. We look forward to working with you to make this project a success.

Sincerely,  
Norris Design

A handwritten signature in black ink that reads "Leah Bryant".

Leah Bryant, PLA, SITES AP  
Associate



## Pre-Application Meeting

### KEY ISSUES

- **Common Space and Amenities:** Per the approved Master Plan, the small urban park must be framed by buildings and/or patios, contain a plaza, open lawn area, have programmed events and provide pedestrian connections, which appear to be met in the current iteration of the conceptual site plan. Further treatment of the perimeter buffer once buildings are constructed will be reviewed at time of site plan.  
*Response: Acknowledged. The plaza space is intended to be activated and will eventually be framed. Additional detail for the perimeter edge treatment will be incorporated into future site plan applications.*
- **Parks, Recreation and Open Space (PROS):** The proposed plaza is required to meet PROS land dedication criteria for Small Urban Parks (SUP) in section 6.13 of the PROS Manual. See comments beginning on page nine for further information.  
*Response: Acknowledged. The proposed plaza meets PROS land dedication criteria for Small Urban Parks.*
- **Dog Park:** The proposal indicates a dog park. PROS is supportive of pet relief and play areas, however, generally a dog park is to be a minimum of a 1/3 of an acre. See page 10 for further information regarding this item.  
*Response: The area previously discussed as a dog run will now be proposed to be a play area, to complement the secondary play area, and to provide separate age use areas.*
- **Stormwater:** There are two active Stormwater Management Permits in this area; therefore, a new Stormwater Management Plan (SWMP) will be required with this project.  
*Response: This is understood, and will be provided at the time of Civil CD submissions.*
- **Traffic:** A Traffic Conformance Letter will be required for this development. See pages 12 and 13 for further information.  
*Response: A traffic conformance letter has been included with the site plan submission.*
- **Colorado Department of Transportation (CDOT) Coordination:** Parker Avenue is a state highway. Approval and access permits will need to be obtained from CDOT.  
*Response: This project was included in the overall access permit request. No additional access permits are needed for this project.*
- **Public Improvements:** Public improvements should be provided in conformance with the Master Plan. These improvements include a sidewalk and streetlights along the private streets adjacent to this site, an accessible path around the food truck parking area, and paving.  
*Response: Acknowledged.*

### PURPOSE OF 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 Brit Vigil, ODA Project Manager, who assembled these notes.

*Response: Acknowledged.*

### 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.

*Response: Thank you.*



#### Development Services

Office of Development Assistance  
Brit Vigil  
303.739.7323  
bvigil@auroragov.org

#### Planning

Zoning and Plan Review  
Jeremiah Fettig  
303.739.7126  
jfettig@auroragov.org

#### Landscape Design

Kelly Bish, RLA, LEED AP  
303.739.7189  
kbish@auroragov.org

#### Parks, Recreation & Open Space

Planning Design and Construction  
Adison Petti  
303.739.7437  
apetti@auroragov.org

#### Forestry

Jacque Chomiak  
303.739.7178  
jchomiak@auroragov.org

#### Aurora Water

Samantha Bayliff  
303.739.7292  
sbayliff@auroragov.org

#### Aurora Water - Drainage

Sarah Couture  
303.739.1796  
scouture@auroragov.org

#### Public Works

Traffic Division  
Josh Hoffmann  
303.739.1770  
jhoffman@auroragov.org

#### Roadway & Public Improvements Engineering Division

Julie Bingham  
303.739.7403  
jbingham@auroragov.org

#### Life Safety and Building Division

Mark Apodaca  
303.739.7656  
mapodaca@auroragov.org

#### Land Review Services Division

Rebecca Westerfield  
303.739.7325  
rwesterf@auroragov.org  
Energy & Environment  
Maria Alvarez  
303.739.6824  
malvarez@auroragov.org

### [STEP 1 - PLANNING PHASE](#)

## PLANNING AND BUSINESS DEVELOPMENT

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.

### ***Response: Acknowledged.***

#### Key Issues

- Conformance with The Point at Nine Mile Master Plan.
- Interaction between small urban park and future adjacent buildings.

#### Project Overview

- Zoning: MU-TOD (Mixed-Use Transit Oriented Development)
- Character Area: Subarea A
- Proposed Use: Park
- Permitted Use: Yes

#### Types of Application

- Subdivision



- Minor Site Plan

#### Procedures

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

***Response: Acknowledged.***

## STANDARDS AND ISSUES

### 1. Zoning and Placetype

#### a. Zoning – Mixed-Use Transit-Oriented Development District

- i. The MU-TOD district is intended to foster special, sustainable and urban places near transit stations that include places to live, work, shop, and recreate, to reduce reliance on the automobile and encourage the use of public transit, encourage job creation and economic growth through proximity to transit, encourage the integration of sustainable features such as green roofs, and provide citizens with new housing and lifestyle choices with a high level of amenities and social interaction.

***Response: Acknowledged.***

#### b. Placetype – Urban District

- i. Urban Districts are Aurora's signature destinations that offer a unique, vibrant urban experience.
- ii. Urban Districts will be critical to the economic and fiscal health of the city because they will be the centers of employment, culture and activity. The Urban District is the city's most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single "Downtown Aurora," this placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale and the prioritization of multimodal transportation. Multifamily housing and employment opportunities abound, making Urban Districts the center of activity for Aurora.

***Response: Acknowledged.***

- iii. Predominantly mixed-use developments accompanied by a small amount of stand-alone commercial and multifamily uses characterize the Urban District. Public facilities and institutions may be strategically located within the Urban District to anchor or support these diverse and active places. Urban parks provide green space for residents and workers and serve as locations for community activities. This mix and intensity of uses is intended to provide around-the-clock activity. Transit, pedestrian and bike connections are essential to its development and success.

***Response: Acknowledged.***

#### c. Master Plan – The Point at Nine Mile

- i. This proposal is located within Planning Area D and is a requirement of the Master Plan. The approved Master Plan stipulates amenities and design standards for the small urban park.

***Response: Acknowledged.***

### 2. Land Use



a. *Historic Land Use*

- i. The site is currently vacant. It was previously developed at a grocery store and additional commercial sites, which were demolished for redevelopment.

***Response: Correct.***

b. *Proposed Land Use*

- i. The small urban park is required in Planning Area D of The Point at Nine Mile Master Plan. This proposal meets the requirement for the provision of the small urban park.

***Response: This is our understanding as well.***

3. **Development Standards**

a. *Common Space and Amenities*

- i. Per the approved Master Plan, the small urban park must be framed by buildings and/or patios, contain a plaza, open lawn area, have programmed events and provide pedestrian connections, which appear to be met in the current iteration of the conceptual site plan. Further treatment of the perimeter buffer once buildings are constructed will be reviewed at time of site plan. The dog park area may not be large enough as currently proposed to meet the needs of the existing and future residents of the area. It is critical that this plaza be designed cohesively with the surrounding uses to function as a very active space along with incorporating strong urban design principles.

***Response: The plaza space has been designed to meet the needs of current and future residents, has been designed with the surrounding uses in mind, and considers future development as it is currently anticipated.***

b. *Access and Connectivity*

- i. As this small urban park proposal is immediately adjacent to the future planned pedestrian bridge crossing Parker Road to the south, activating the space and providing users with a park, plaza and other amenities is desirable and supported.

***Response: The design of the plaza embraces proximity to the bridge landing and has been envisioned as an extension of that space.***

c. *Landscape, Water Conservation, Stormwater Management*

- i. General Landscape Plan Comments Prepare your landscape plans in accordance with the landscape requirements found in The Point at Nine Mile Station Master Plan, the Unified Development Ordinance (UDO), Ordinance 2022-46 Turf and Ornamental Water Features as well as the Landscape Reference Manual. The landscape requirements within the UDO should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

***Response: Landscape plans have been prepared in accordance with current code and requirements.***

ii. *Landscape Plan Preparation*

1. Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.
2. Landscape plans submitted during the Development Application submittal process must be prepared on 24" x 36" sheets and have plant symbols, plant labels with quantities and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

***Response: Acknowledged.***



iii. Sight Triangles

1. 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.

***Response: Sight triangles have been included.***

iv. The Point at Nine Mile Station Master Plan (MP)

1. The MP includes a dedicated landscape sheet that defines the concepts for the internal versus the external streets. Specific tree species and understory plantings have been specified. An urban concept with 5'x15' tree openings and trees spaced 35' on center is envisioned. Please consult the MP when preparing the landscape plan for the park.

***Response: An urban streetscape condition has been provided for plaza frontages.***

v. Ordinance 2022-46 Turf and Ornamental Water Features

1. This ordinance with an effective date of 10/15/2022 limits the use of turf due to water scarcity caused by its availability and use due to population growth. Cool weather turf or high-water use turf may be specified if it is considered functional and can be used for active and programmed recreation and is not designated specifically for aesthetic appeal. The lawn area as proposed appears to meet the intent of the ordinance. Questions regarding the size, location or quantity of lawn area should be directed to Tim York, Water Conservation Supervisor at (303) 739-8819 as this ordinance is administered by Aurora Water and is contained in their code of ordinances.

***Response: Turf grass has been limited to a single area that is intended for flexible, active and passive use, as well as recreation.***

vi. Section 146-4.7 Landscape, Water Conservation, Stormwater Management

vii. Section 146-4.8.3. C. Irrigation

1. 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 that clearly delineates these areas should be provided. 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.

***Response: Irrigation will be provided for landscape areas. We will coordinate with Tim York on the logistics of connecting to the existing system.***

d. Exterior Lighting

- i. Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

***Response: Photometric plans have been included in the site plan submission, and Electrical CDs/details will be included with the Civil CD submission at that time.***

e. Signs

- i. 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.

***Response: Monument or building signage is not anticipated.***



#### 4. Adjustments

- a. 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.

***Response: Acknowledged.***

#### 5. Submittal Reminders

- a. *PDF Requirements*
  - i. 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.

***Response: Acknowledged.***

- b. *Mineral Rights Notifications*

- i. Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

***Response: No prior applications the Developer has processed with the Master Plan required a Mineral Rights Affidavit, so none has been created or provided with this application. Additionally, it is unclear if AURA or the developer would be the applicable party to provide such a document.***

#### PRE-SUBMITTAL MEETING

1. 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.

***Response: A pre-submittal meeting will be requested.***

2. 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.

***Response: We have coordinated directly with the Land Development Review Services Division regarding the plat, to complete their required process prior to submittal.***

#### COMMUNITY PARTICIPATION

1. 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.

***Response: Acknowledged.***





## COMMUNITY MEETINGS

1. 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.  
*Response: Acknowledged.*
2. 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.  
*Response: Acknowledged.*
3. All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.  
*Response: Acknowledged.*
4. 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.  
*Response: Acknowledged.*
5. You can also find adjacent neighborhood groups associated with your site via this link: Aurora Registered Neighborhood Associations - HOAs ([arcgis.com](http://arcgis.com))  
*Response: Acknowledged.*

## ENERGY AND ENVIRONMENTAL DIVISION

1. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on the site at this time. There may be existing underground pipelines in the right-of-way. If you have questions or concerns about this, the Energy & Environment Division can assist by providing additional information.  
*Response: Acknowledged.*
2. 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 there be any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Energy & Environment Division.  
*Response: Acknowledged.*

## ENERGY AND ENVIRONMENTAL DIVISION

2. The proposed plaza is required to meet PROS land dedication criteria for Small Urban Parks (SUP) in section 6.13 of the PROS Manual. The catalyst for this on-site SUP requirement is based on the residential development and associated population projections outlined in the Master Plan area. Should the nature or density of Master Plan elements change, PROS will revisit SUP requirements based on updated conditions. Future submittals should carefully consider bike/ pedestrian connectivity between the plaza and surrounding uses.  
*Response: Acknowledged.*
3. SUPs complement and integrate with surrounding uses to serve two functions:
  - a. To provide facilities to meet the park needs of residents by serving as a place for social interaction and leisure opportunities





- b. To create focal points and activity nodes within the urban fabric of the city. A SUP shall be no less ten thousand (10,000) square feet in size and must be owned and maintained by the metro district or developer. SUPs are typically expected to contain basic elements such as Internal circulation, site furniture, landscaping, lighting, and signage. SUPs should also contain at least 2 additional recreation features such as open turf, play areas, community garden amphitheater, and 1 special feature such as a garden or art.

***Response: The plaza space is compliant with SUP requirements.***

4. The proposal indicates a play space, which PROS supports. Please see PROS Manual sections 6.3 for Design Principles and 6.22 for Facilities and Programmatic Elements Criteria for additional information on safety, accessibility features, etc. The concept also indicates a dog park. PROS is supportive of pet relief and play areas, however, generally considers a dog park to be a minimum of a 1/3 of an acre. Visit the PROS Dog Park Presentation on the Aurora Channel (2024), beginning at minute 37 in this link for further information regarding dog parks.

***Response: The play area is compliant with PROS criteria. The area formerly identified as a dog run will be instead proposed as a secondary play area.***

## ENERGY AND ENVIRONMENTAL DIVISON

### 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.

#### 1. Key Issues

- a. There are two active Stormwater Management (SWMP) permits in this area; therefore, a new stormwater management plan will be required.  
***Response: This is understood, and will be provided at the time of Civil CD submissions.***
- b. An irrigation meter will be required. The meter needs to be located in a landscaped area outside of pavement and will need to be located either within Right-of-Way or in a pocket easement.  
***Response: The intent is to tap into the existing irrigation system serving the existing streetscape and common areas. The existing meter is 1.5". We will coordinate with Tim York on the logistics of connecting to the existing system.***
- c. The irrigation meter will require an irrigation agreement.  
***Response: The intent is to tap into the existing irrigation system serving the existing streetscape and common areas. The existing meter is 1.5". We will coordinate with Tim York on the logistics of connecting to the existing system.***

#### 2. Utility Services Available

- a. Water service may be provided from: The Point at Nine Mile Station Master Plan  
***Response: This project proposes no new domestic water lines.***
- b. Sanitary sewer service may be provided from: The Point at Nine Mile Station Master Plan  
***Response: This project proposes no new sanitary sewer connections/services.***
- c. Project is located on the following Map Pages: 16E  
***Response: Acknowledged.***

#### 3. Utility Service Requirements

- a. A Site Plan is required for this project and must show existing and proposed utilities including:
  - i. Public/Private Mains
  - ii. Service Lines
  - iii. Water Meters



- iv. Fire Suppression Lines
- v. Fire Hydrants are necessary to service your development.
- vi. All utility connections in the arterial roadway are required to be bores.

***Response: A utility plan has been included with re-submittal.***

- b. 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).

***Response: Acknowledged.***

- c. 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.

***Response: This project proposes no new sanitary sewer connections/services.***

- d. 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.

***Response: Acknowledged.***

- e. Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

***Response: Acknowledged. Water features are not included and turf is intended for active or programmed recreation.***

#### 4. Utility Development Fees:

- a. 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.

***Response: Acknowledged, please confirm that the fee will be partial and applicable only to the tract in question.***

- b. 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.

***Response: There are no proposed water nor sanitary sewer connections proposed with this project. Please confirm that as such there will be no water/sanitary fees.***

- c. 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.

***Response: Acknowledged. There are no proposed water nor sanitary sewer connections proposed with this project. Please confirm that as such there will be no water/sanitary fees.***

- d. 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.

***Response: The intent is to tap into the existing irrigation system serving the existing streetscape and common areas. The existing meter is 1.5".***

## 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"

### 1. Key Issues

- a. 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 2.4.5 & 2.5.4 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Letter.

***Response: A PDR has been included with the Site Plan submittal and an FDR will be submitted in the future (upon approval of the PDR and submittal of Civil CDs).***

- b. Detention and Water Quality/EURV shall be in conformance with the Master Drainage Study. Ensure that the assumptions made for imperviousness in the Master Study are consistent with the proposed site. See The Point at Nine Mile Station Subdivision Filing No. 1 Master Drainage Plan, EDN 217167 and 217167MD.

***Response: Compliance with the master drainage study will be discussed within the PDR and FDR.***

- c. Drainage design shall be in conformance with the infrastructure plans and their associated drainage studies, see The Point – Phase 1 Infrastructure Plans (EDN 218100) and The Point Phase II Construction Documents (EDN 220209).

***Response: Compliance with the master drainage study will be discussed within the PDR and FDR.***

- d. For development projects that add more than 5,000 square feet of new impervious area or disturb 1 acre or more, Full Spectrum Detention (FSD) per Chapters 10 and 11 of the SDDTC is required.
  - i. The site is served by an Offsite underground water quality and detention facility. The facility has been certified, see EDN 218100POND1 and 218100POND2. Attach the facility certificates to the site's drainage letters for documentation.

***Response: Compliance with the master drainage study will be discussed within the PDR and FDR.***

- e. 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.

***Response: This has been included with the PDR submission.***

- f. 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.

***Response: Acknowledged. A PDR has been included with the Site Plan submittal.***

- g. The City of Aurora has an updated Drainage Criteria Manual (August 2024) which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER and Section 1.6 REVISIONS for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: Aurora Water Design Standards

***Response: Acknowledged.***

- h. Important reference materials can be accessed via the City's GIS tools.

***Response: Acknowledged.***

- i. 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.

***Response: Acknowledged.***



- j. Refer to Electronic Drawing Numbers (EDNs) 220209, 220209FD1, 217167, 217167MD, 218100, 218100FD1, 218100LTR1, 218100LTR2, 218100LTR3, 218100POND1, 218100POND2 for supporting information related to your site.  
**Response: Acknowledged.**
- k. Per the 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.  
**Response: Acknowledged.**
- l. See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.  
**Response: Acknowledged.**
- m. 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.  
**Response: The proposed storm system has been tied into the adjacent existing system.**
- n. Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
**Response: The proposed storm system has been tied into the adjacent existing system.**
- o. Stormwater Conveyance - Notification of Adjacent Property Owners link: Stormwater Conveyance - Notification of Adjacent Property Owners  
**Response: Acknowledged.**
- p. Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.  
**Response: Acknowledged.**

## PUBLICS WORKS DEPARTMENT

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

### 1. Key Issues

- a. A Traffic Conformance Letter will be required for this development. See below for additional information.  
**Response: This has been included with the Site Plan submission.**
- b. Site access drives/streets shall be located 300' CL-CL from Jewell Avenue (arterial), including access spacing along Jewell Avenue and throat depth to intersections.  
**Response: No new accesses are proposed.**
- c. Traffic calming elements will be an area of focus of review for this site. See TIS requirement below.  
**Response: A traffic conformance letter has been included with the Site Plan submission.**
- d. Parker Avenue 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.
  - i. 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.

***Response: This project was included in the overall access permit request. No additional access permits are needed for this project.***

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

***Response: Access points are not provided for vehicles into the site with the exception of a mountable curb to allow for food trucks or similar vehicles.***

- f. Label the access movements on the Site Plan.

***Response: There are no vehicular movements interior to the site.***

- g. 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.

***Response: Acknowledged.***

- h. 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'

***Response: This note has been added.***

- i. 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
  - i. 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.

***Response: Existing stop signs and existing street name signs are shown on the Site Plan. This note has been added. No new stop or street name signs are proposed as part of this Site Plan.***

## 2. Traffic Conformance Letter

- a. A Traffic Conformance Letter will be required for this site which will include addressing the following specific items:
  - i. 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.

***Response: A traffic conformance letter, including discussion of the above items, has been included with the Site Plan submission.***

- b. The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

***Response: Acknowledged.***

## 3. Submitting the Traffic Conformance Letter

- a. The Traffic Letter shall be sent directly to Development Services Traffic at Traffic@auroragov.org as soon as possible.

***Response: Understood, this will be submitted as required.***





- b. The Traffic Letter shall also be uploaded with the rest of the submittal.  
*Response: Understood, this will be submitted as required.*
- c. Previously approved Traffic Impact Studies/Letters are available through this link  
*Response: Acknowledged.*
- d. Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.  
*Response: Acknowledged.*

## 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.

### 1. Key Issues

- a. Public improvements should be provided in conformance with the Master Plan. Please provide a sidewalk and streetlights along the private streets adjacent to this site.  
*Response: This has been provided.*
- b. An accessible path is required around the food truck parking area. Any area is parked by vehicles on will be required to be paved.  
*Response: The pedestrian hardscape around the food truck parking area will be designed as accessible to provide the required routing.*
- c. The 2023 Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. Should your civil plans be submitted after January 1, 2025, they must meet the criteria of the 2025 Roadway Manual, which will be adopted on January 1, 2025.  
*Response: Acknowledged.*
- d. 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.  
*Response: Acknowledged.*
- e. 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.  
*Response: Acknowledged.*

## IMPROVEMENTS

Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications (Roadway Manual).

- 1. 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.  
*Response: Acknowledged.*
- 2. 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.  
*Response: This site utilizes all existing curb ramps as previously designed/constructed.*
- 3. 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.  
*Response: Railings have been proposed as required.*
- 4. 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.

***Response: Retaining walls are shown in the site plan and will be detailed through the Civil CD process.***

5. Street lights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

***Response: Photometric plans have been included in the site plan submission, and Electrical CDs/details will be included with the Civil CD submission at that time.***

6. ROW/Easements/Plat

- a. 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.

***Response: A plat has been included with resubmittal.***

- i. Sidewalk easements may be required for new sidewalk installed.

***Response: Public access easements are addressed within the plat.***

A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall be tied to a public way. Please coordinate with Aurora Water for their alignment.

***Response: No new detention/water quality facilities are proposed.***

- ii. 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.

***Response: No new utility easements are required/proposed.***

- iii. 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.

***Response: No changes to existing access/fire lane easements is proposed.***

## **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.

***Response: KCO***

### **1. Key Issue**

- a. 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).

***Response: Acknowledged.***

### **2. Advisory Comment**

- a. 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.

***Response: Acknowledged.***





**3. Accessibility Requirements**

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

- i. Accessibility Requirements – Commercial

*Response: Acknowledged.*

**4. Addressing Requirements**

- a. 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.

*Response: No buildings are proposed with this Site Plan.*

**5. Adopted Codes by the City of Aurora – Setbacks**

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

*Response: No buildings are proposed with this Site Plan.*

**6. Civil Plans**

- a. 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.

- i. Grading Plan
- ii. Handicap Accessible Parking Signs
- iii. Sign Package
- iv. Signature Block
- v. Street Standards and Street Section Details

*Response: This will be provided with the Civil CDs, at that time.*

**7. Fire Department Access**

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

- i. Fire Lane Easement

1. A Fire Lane easement is not needed at this time.

*Response: Acknowledged.*

**8. Fire Hydrants**

- a. 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.

- i. Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

*Response: Acknowledged.*

- ii. Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.

*Response: Acknowledged.*

- iii. 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.

*Response: Acknowledged.*

**9. Fire Sprinkled Structures**

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



*Response: No buildings are proposed with this Site Plan.*

10. Legend

- a. The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.

*Response: Acknowledged.*

11. Photometrics Plan

- a. Add the following note to the Photometric Site Plan:
  - i. 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".

*Response: This note has not been included as there are no new buildings proposed with this project.*

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

*Response: This has been included as requested.*

12. Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes

- a. The notes being provided below must be included on the cover sheet of the indicated submittal type.
  - i. (Plat Note) If Plat does not contain a Dedicated Fire Lane Easement
  - ii. (Site Plan Note) Accessibility Note for Commercial Projects
  - iii. (Site Plan Note) Addressing
  - iv. (Site Plan Note) Aircraft Noise Reduction (LDN)
  - v. (Site Plan Note) Americans with Disabilities Act
  - vi. (Site Plan Note) Emergency Ingress and Egress

*Response: Applicable notes have been added to the cover sheet.*

13. Site Plan Data Block

- a. 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.

*Response: A Site Data table is included on the cover sheet.*

14. Special Design Considerations

- a. 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.
  - i. Grade
  - ii. Labeling of Easements on the Site Plan, Plat and Civil Plans
  - iii. Public Street Systems Adjacent to Site

*Response: This has been included as requested.*

## LAND 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.

1. Key Issues:

- a. With the Subdivision Replat already in process, please follow the new Subdivision Plat checklist, which includes Covenants which will be specific to the property.

*Response: Acknowledged.*



- b. Any existing easements which need to be released must be released by separate document prior to recording the Subdivision Replat.

***Response: Acknowledged.***

- c. Any new easements which may need to be dedicated must be dedicated with the Subdivision Replat.

***Response: Acknowledged.***

- d. Any other structures which might encroach into easements must be covered by a Master License Agreement.

***Response: Acknowledged.***

**2. Subdivision Plats:**

- a. The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. With the current Replat in process, please prepare the Replat using City of Aurora specifications provided in the most current Subdivision Plat Checklist. Plat reviews may run concurrently with your other Planning Department submittals.

***Response: A replat has been included with resubmittal.***

**3. Site Plans:**

- a. A Site Plan will be required by the Planning Department. Land 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.

***Response: Acknowledged.***

**4. Separate Documents:**

- a. 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. The following are the links to additional information if needed later in your formal review process:

- i. Easement Release
- ii. License Agreement Packet

***Response: Acknowledged.***

- b. 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 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 Review Services will record the Plat and/or Site Plan.

***Response: All easements were released from the site as part of the previous plat.***

- c. There may be 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.

***Response: No encroachments are proposed, therefore no MLA are anticipated to be required.***

- d. Land Review Services may require a Monumented Field Survey but are unable to determine that until the 1st review is completed.

***Response: Acknowledged.***

- e. 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.

***Response: Street lighting was approved during prior infrastructure improvements.***

## **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**

1. Civil Construction Plans are required for your project as proposed and shall be submitted electronically.

***Response: Acknowledged.***

2. Use of the Batch Standards Checker Tool is requested for this project.

***Response: Acknowledged.***

3. Civil Engineering Plan Review (see links below for additional information):

- a. Process
- b. Review Schedule
- c. Fees
- d. Civil Plan Submittal Form
- e. Civil Plan Submittal Pre-Acceptance Checklist

***Response: Acknowledged.***

4. Civil Plan Pre-Acceptance Process:

- a. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the Submittal Form to the Permit Center via [engineering@auroragov.org](mailto:engineering@auroragov.org). If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.

***Response: Acknowledged.***

- b. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.

***Response: Acknowledged.***

- c. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist. This review is only for completeness and does not constitute a full review.

***Response: Acknowledged.***

- d. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.

***Response: Acknowledged.***

5. Civil Construction Document Plan Set generally includes the following plans:

- a. Stormwater Management Plan
- b. Final Drainage Plan/Report
- c. Final Grading Plan
- d. Structural Calculations
- e. Signing and Striping Plan



*Response: Acknowledged.*

6. Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.

*Response: No phasing is proposed.*

## AURORA WATER

### UTILITIES

1. General Requirements:
  - a. Utility Plans will be required with the Civil Engineering Plans:
    - i. Utility Plans shall be prepared in accordance with the Utility Manual  
*Response: Acknowledged.*
    - ii. Utility Plans must be approved prior to obtaining building permits  
*Response: Acknowledged.*
    - iii. Utility Plans must include:
      1. Fixture Unit Table and Meter Sizing Tables
      2. Water Service and Water Meter locations
      3. Sanitary Sewer Service Lines
      4. Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.  
*Response: Acknowledged.*
    - iv. Cross Connection Control Devices are required for:
      1. Fire Service Lines
      2. Commercial and Domestic Water Service Lines
      3. These devices are required to be located within the building or within a heated and drained vault after the water meter.  
*Response: Acknowledged.*
    - v. 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.  
*Response: Acknowledged.*
  2. Construction Stormwater Quality Requirements:
    - a. A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities Manual (SWMP Manual) for more detailed requirements. A Colorado Discharge Permit System (CDPS) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.  
*Response: Acknowledged.*
    - b. 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.  
*Response: Acknowledged.*
    - c. 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.



*Response: Acknowledged.*

## STORM WATER MANAGEMENT

1. 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.

*Response: Acknowledged.*

2. 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.

*Response: Acknowledged.*

3. 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.

*Response: Acknowledged.*

4. The civil plans will not be approved until the Preliminary Drainage Letter is approved, and the plat is ready for recordation.

*Response: Acknowledged.*

## 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.

### 1. Traffic Engineering

- a. The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (for Build year), and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook.

*Response: Acknowledged.*

- b. 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:
  - i. lane closures resulting in reduction in vehicles capacity greater than 50%,
  - ii. proximity to intersections, access drives, rail lines,
  - iii. locations with higher multimodal movements, or
  - iv. other special circumstances

*Response: Acknowledged.*

- c. When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice





(minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

***Response: Acknowledged.***

- d. Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from \_\_\_\_\_, via \_\_\_\_\_ and not through the adjacent residential neighborhood(s).

***Response: Acknowledged.***

## 2. Engineering Division

### a. Roadway Design and Construction Specifications:

- i. All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the end of the project or as directed by the City Engineer.

***Response: Acknowledged.***

- ii. Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

***Response: Acknowledged.***

## BUILDING PLANS

### BUILDING DIVISION COMMENTS: BUILDING PLAN REVIEW

1. 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.  
***Response: Acknowledged. Building plan review is limited to open air structures without occupancy.***
2. During the development review process, the applicant 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.  
***Response: Acknowledged.***
3. The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.  
***Response: Acknowledged.***
4. Permit Types:
  - a. 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.
    - i. Limited Plan Permits
  - b. Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:
    - i. N/A
  - c. Fire (click on this link to find checklist below)
    - i. N/A
  - d. Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
    - i. N/A





- e. The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:

- i. N/A

***Response: Acknowledged.***

Key Issues:

1. If the architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jcrodrig@auroragov.org).  
***Response: A building structure is not contemplated for this site.***
2. The City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.  
***Response: Acknowledged.***
3. Accessibility:
  - a. The City of Aurora enforces handicapped accessibility requirements based on 2021 IBC, Chapter 11, and the 2017 ICC 117.1.  
***Response: Acknowledged.***
4. Adopted Codes by the City of Aurora:
  - a. 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  
***Response: Acknowledged.***
5. Building Division General Comments:
  - a. 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.  
***Response: Acknowledged.***
6. Checklist for Plan Review Submittals:
  - a. 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.  
***Response: Acknowledged.***
7. General Fire Protection System Requirements:
  - a. Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:
    - i. N/A  
***Response: Acknowledged. Fire protection is not anticipated.***
8. Geographic Design Criteria:
  - a. New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.  
***Response: Acknowledged.***
9. Occupancy Specific Building Code Requirements:
  - a. Based on the information provided, your building occupancy or occupancies are as follows.
    - i. U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.  
***Response: Acknowledged.***

## LAND DEVELOPMENT REVIEW SERVICES DIVISION

1. 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.  
***Response: Acknowledged.***

## 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

1. Utility Connection Fees:
  - a. Water Service Connection Fee
  - b. Metro Sanitary Sewer Connection Fee
  - c. Sanitary Sewer Connection Fee

*Response: There are no proposed water nor sanitary sewer connections proposed with this project. Please confirm that as such there will be no water/sanitary fees.*
2. 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.

*Response: There are no proposed water nor sanitary sewer connections proposed with this project. Please confirm that as such there will be no water/sanitary fees.*

  - a. Wet Tap Fees:
    - i. Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

*Response: There are no proposed water nor sanitary sewer connections proposed with this project. Please confirm that as such there will be no water/sanitary fees.*
  - b. Irrigation Water Meter Fees:
    - i. Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.

*Response: There is not a proposed irrigation meter (connecting to existing), as such please confirm that there will not be new irrigation meter fees.*
    - ii. The Landscape Plan must identify the "NON-WATER CONSERVING" and "WATER CONSERVING" areas used for the meter fee calculations.

*Response: Please note that the intent is to tie into the existing irrigation system serving common areas throughout The Point. Water conserving and non-water conserving plant material is noted.*
3. For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.

*Response: Acknowledged.*
4. Stormwater Management
  - a. A Pond Certificate is required prior to TCO or CO.

*Response: No new drainage facilities are proposed.*

## PUBLIC WORKS DEPARTMENT

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



***Response: Acknowledged.***

- b. A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.

***Response: Acknowledged.***

- c. Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - i. fire lanes
  - ii. curbs, gutters, curb ramps, and sidewalks
  - iii. sanitary sewer mains, including laterals to each lot line
  - iv. storm drainage
  - v. street lighting
  - vi. water mains, hydrants, and valves
  - vii. tree plantings and landscaping
  - viii. repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

***Response: Acknowledged.***

## **BUILDING DIVISION**

- 1. Key Issue:
  - a. 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.  
***Response: Acknowledged.***
- 2. Construction Permits:
  - a. Please click on the [link](#) provided for a listing of required construction permits.  
***Response: Acknowledged.***
- 3. Fire Safety during Construction, Alteration or Demolition of a Building:
  - a. 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.  
***Response: Acknowledged.***
- 4. Access Roadways during Construction:
  - a. Please click on the ["link"](#) provided for requirements for fire department access during construction.  
***Response: Acknowledged.***