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December 8, 2023

Justin Andrews
City of Aurora Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012

Re: Stafford Logistics Center Commercial (#1747692)/Pre-Application Meeting held 09/21/2023

Dear Mr. Andrews,

Thank you for taking the time to review the Stafford Logistics Center Commercial pre-application. Please see the responses to comments enclosed in this letter in [blue](#).

If you have any questions or concerns with our responses, please feel free to reach out to me at 303.561.3333 or email me at mnewstrom@waremalcomb.com

Sincerely,

Max Newstrom, P.E.

Standards and Issues:

1. Zoning and Placetype

1A. Zoning – Mixed-Use Corridor (MU-C)

The majority of the proposed site is within the Mixed-Use Corridor (MU-C) District. 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 to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas. In Subarea C, the MU-C district is intended to enable sustainable development of new medium -scale mixed-use centers.

Response: It is understood that this is a mixed-use corridor and that its intent is to enable sustainable development of new medium scale mixed use centers.

For a Mixed-Use Corridor (MU-C) development in Subarea C, the following district -specific standards shall apply. These standards need to be shown conceptually in the amended portion of the Master Plan and will need to be reflected on future site plans.

- a. All development that includes residential land uses shall dedicate land on-site for neighborhood parks in accordance with PROS standards. A cash-in-lieu payment may not be used to satisfy the neighborhood park land dedication requirement in its entirety. The neighborhood park dedicated on-site shall have its own Planning Area and called out in Form J in the Master Plan.
- b. At least one public plaza or outdoor meeting area clearly visible from an adjacent street and containing at least 400 square feet of plaza space shall be provided. This space shall be well- connected and have convenient access for nearby residents and patrons of the proposed development.
- c. At least one pedestrian and one auto connection to the local street system in an adjacent residential neighborhood shall be provided. This connection shall function as a main street through the commercial portion of the development and connect to and through the multifamily section. The proposed connection from Picadilly Rd to the east may function to meet this requirement and (d) below. If this street is to be compliant with the requirements in (d) it needs to be highly walkable and designed to be an urban street section.
- d. At least one walkable internal street is required that:
 - a. Has a minimum travel width of 23’;
 - b. Is bordered by on-street parking and street trees;
 - c. Connects the MU-C zone to one of the adjacent arterial or local streets;
 - d. Is bordered along at least 40% of its length by plazas or buildings with a

setback of no more than 15' from the walk; and

- e. Is interrupted by no more than one driveway per 100 linear feet.

Response: The above district-specific standards are understood. As this project just pertains to the roadway, the standards above will be taken into consideration with the whole project buildout.

1B. Zoning – Business/Tech District (I-1)

A portion of the proposed self-storage site is within the I-1 Business Tech District. In this case, the MU-C District standards are more restrictive in terms of land use and shall apply. The purpose of the I-1 district is to provide employment centers with offices, office showrooms, light manufacturing, research and development operations, and a limited range of associated retail services, at a low- to medium scale with high building design quality in an integrated or campus- like setting.

1C. Overlay Districts – Airport Influence District: Buckley Space Force Base

The property is within the Airport Influence District surrounding Buckley Air Force Base. An avigation easement is not required for this proposal as an easement has already been recorded for the Stafford Logistics Center development area.

Response: Understood, thank you.

1D. Placetype

This proposal is within the Commercial Hub Placetype as identified in the Aurora Places Plan. This placetype primarily contains uses that provide goods and services to nearby neighborhoods but can also serve other placetypes in the area. This placetype is characterized by shopping centers and areas that provide a cluster of compatible businesses. It may be located along a city corridor and is often at the intersection of two arterial streets. Improvements to these centers should better connect them to surrounding neighborhoods and provide a broader array of services and experiences. Transit, pedestrian and bicycle connections should safely and conveniently link the Commercial Hub to other placetypes.

1E. Master Plan

This proposal is within the Stafford Logistics Center Master Plan in Planning Areas 7, 9 and 10. The land use designation for these planning areas is commercial. Although the master plan originally anticipated larger-scale, more intensive commercial uses such as a grocery store and hotel, the master plan is not a prescriptive zoning document and other commercial land uses are still permitted provided that the uses are permitted by the UDO. Please see specific sections below for design elements and public improvements relating to this master plan. An amendment to the master plan will be required to update Tab 8

Land Use Map and Matrix and Tab 9 Open Space and Circulation Plan to account for the new residential. Additional pieces of the master plan may need to be updated per other department requirements. Please see the notes from Civil Engineering and Aurora Water for details.

Response: Acknowledged, updated masterplan documents provided with this submittal. We are deferring updating the multifamily site as that portion of the master plan will be completed as a separate Site Plan submittal. The scope of this submittal pertains only to the commercial uses.

2. Land Use

2A. Conditional Uses

Most of the proposed uses are 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. In general, staff supports a wide variety of commercial uses for this development but would encourage the applicant to find additional uses that do not require Conditional Uses. Also, the proposed pad E site has an awkward shape and size. Please provide some concepts on how commercial utilization of this site would work. Staff is generally amenable with the introduction of multi-family assuming a strong urban design connection between the multi-family and the commercial. Finally, the City has a maximum limit on auto-oriented uses at key intersections. The Colfax and Picadilly intersection already has a gas station application in review on the north side, therefore a limit on additional auto uses on the south side would be in place after the first two corners of that intersection are occupied.

Response: Thank you for supporting a wide variety of commercial uses for this development. We will review the conditional uses with the landowner. A land use matrix is provided with submittal. It is understood that the other two corners are occupied by gas stations and our land use will be thoroughly reviewed.

3. Development Standards

3A. Subdivision Standards

The Subdivision Plat shall lay out the lots in such a way that there will be no remainder or undevelopable lots. Ensure that each lot retains adequate space for access from arterials or access from a backage road. The plat may be submitted concurrently with the Infrastructure Site Plan application in order to create lots and tracts for the overall commercial development.

Response: Understood, the plat will show each lot, tract, and block accordingly.

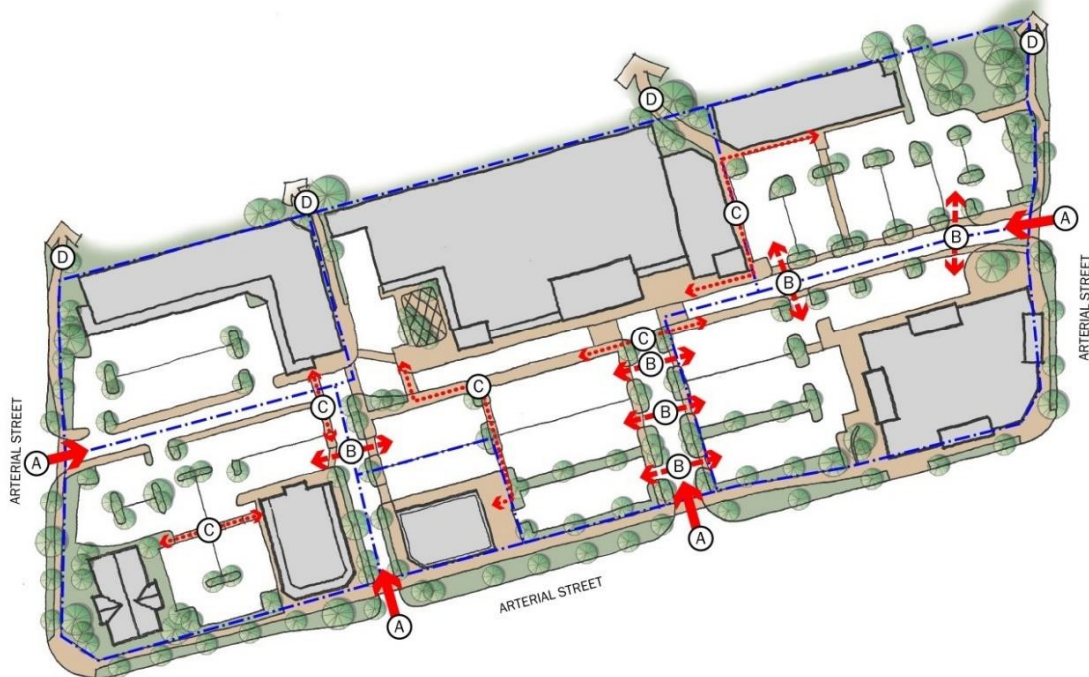
3B. Common Space and Amenities

The plaza or outdoor meeting space as required by the MU-C District shall be shown on the Master Plan. Design intent of this plaza space shall be included in the Master Plan Amendment. This area must be shown on either the Infrastructure Site Plan or tied to a future Site Plan submittal. The plaza space shall be designed to be urban in nature and provide amenities including, but not limited to, benches, picnic tables, seating areas, trash receptacles, pedestrian scale lighting, and shade structures.

Response: The amendment to the Master Plan shall show the design of this plaza accordingly.

3C. Access and Connectivity

Access and connectivity requirements can be found in [Section 146-4.5.4](#) for mixed-use and special purpose districts. (A) Combine access points to the maximum extent practicable. (B) Provide internal, direct vehicular connections between adjoining properties to reduce traffic impacts on Picadilly and E. 13th. Align these connections across the development. (C) Provide internal pedestrian connections that link adjoining properties and create an internal pedestrian circulation system within the development area. These requirements are in addition to the requirements of the MU-C District highlighted above. Also, the connections through Pads D and E are awkward and will need to be clearer and more direct.



Response: Understood, the Site Plan has been updated accordingly. A pedestrian circulation map is included with submittal.

3D. Parking, Loading, and Stacking

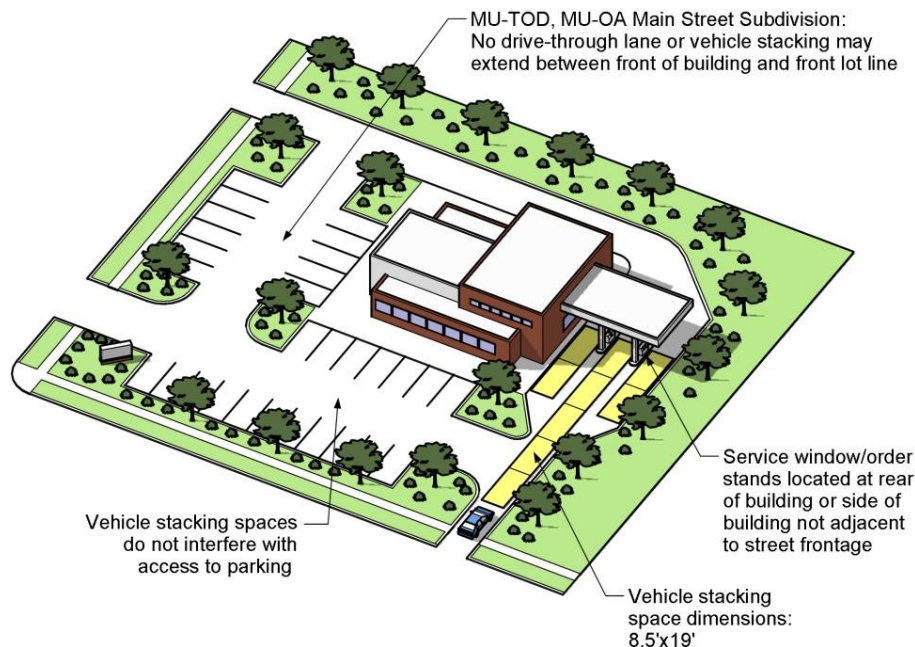
As all the proposed uses are conceptual at this time, parking calculations will be provided upon request or during future Pre-Application Meetings. Please reference [Section 146-4.6.3](#) for details on parking requirements for future land uses. Shared parking should be utilized to the maximum extent possible.

Response: Understood. Parking calculations will be provided upon request or during future Pre-Application meetings.

For all future development within this corridor, surface parking shall not occupy more than 60% of the lot frontage along an arterial or collector to a depth of 60'. The current conceptual plan includes several pad sites that exceed this limit. Buildings shall be oriented to front the street and parking should be located in the rear of the property along the backage road in order to comply with this requirement.

Response: Understood, the site plan has been adjusted accordingly.

All proposed drive-throughs shall meet UDO standards for drive-through design. Drive-through facilities shall be located to the side or rear of the primary building and not between any façade of a primary building and a street. Please reference [Section 146-3.3.6.E](#) and utilize the figure below in designing drive-throughs.



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

- General Landscape Plan Comments.

The landscape plan should be prepared in accordance with the Stafford Logistics Master Plan (MP), the Unified Development Ordinance (UDO) and the Landscape Reference Manual.

The landscape comments provided herein are based upon the following code section: 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

- 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.

Response: Understood, all landscape sheets have a “Not for Construction” note on them.

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street, and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Response: All tables and legends required will be provided.

- 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.

Response: Sight triangles are provided on plans per the Roadway Design and Construction Specifications document.

- Stafford Logistics Center Master Plan (MP)

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

- If the standards as outlined within the MP are more restrictive than the UDO, the more restrictive requirements shall be met.

– Several primary and secondary entry monuments have been identified in the MP relative to this proposed application and should be considered when a formal site plan submittal is made.

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

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

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

Provide one street tree per 40 lineal feet along street frontages. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb, or pavement.

Response: Understood, trees provided accordingly.

City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, (303) 326-8819. Refer to this section of the UDO for alternatives to sod installation.

- Section 146-4.7.5 D. Street Frontage Landscape Buffers

Street frontage buffer widths will vary depending upon whether the abutting use is commercial or residential in addition to the road classification. Multi-family developments adjacent to arterial or collector streets require a 20' wide buffer that may not be reduced. Commercial developments require a 20' wide buffer that may be reduced to 10' depending upon the buffer reduction feature chosen as outlined in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscaping shall consist of one tree and 10 shrubs per each forty linear feet of buffer length. Landscaping shall be installed along the exterior sides of proposed fencing or walls.

The encroachment of buildings or portions of buildings including patios, drive lanes, sidewalks, structured or unstructured detention ponds, parking stalls, dumpsters or dumpster enclosures may not encroach into the minimum required buffer.

– Section 146-4.7.5 E.2.b. Non-Street Perimeter Buffers.

Where there is not a street or drive separating the proposed residential and commercial uses, a 25' wide non-street frontage buffer will be required. A reduction in buffer width to 12' is possible depending upon the landscape incentive feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. The buffer shall consist of one tree and five shrubs per 25 linear feet with 50% of the tree species evergreen. A reduction in the buffer width does not mean a reduction in the required plant quantities. Where a non-residential use abuts a residential use, the plant sizes must be upsized. Evergreen trees are required to 8' tall and deciduous canopy trees are required to be 3" caliper.

The encroachment of buildings or portions of buildings including patios, drive lanes, sidewalks, structured or unstructured detention ponds, parking stalls, dumpsters or dumpster enclosures may not encroach into the minimum required buffer.

– Section 146-4.8.5 J. Building Perimeter Landscaping

All non-residential buildings shall provide for building perimeter landscaping in accordance with this section of the UDO. Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet.

– Section 146-4.7.5.J.3. Multifamily and Single Family Attached (Townhome) Residential Structures

All new multifamily buildings shall provide building perimeter landscaping. Plant beds shall be an average of six feet wide and shall consist of 1.25 plants per five linear feet of unit perimeter footage. At least five percent should be a mixture of evergreen and deciduous trees, at least 15% shall be tall shrubs with a mature height of six feet and up to 80% shall be a mixture of evergreen and deciduous shrubs chosen to create seasonal interest. An example table demonstrating compliance has been provided below.

Building Perimeter Landscape Table								
Building	Building Perimeter Landscape Description	Length	Trees Required	Trees Provided	Tall Shrubs Required	Tall Shrubs Provided	Regular Shrubs Required	Regular Shrubs Provided
1	Building 1 Elevation	207 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				8	8		
	80% Other Shrubs						42	42
2	Building 2 Elevation	238 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				9	9		
	80% Other Shrubs						48	48
3	Building 3 Elevation	208 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				

– 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. 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.

Also 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.

– Section 146-3.3.6 E. Drive-Up or Drive-Through Facility

Drive-through facilities shall be located to the side or rear of the primary building and not between any façade and any street. Drive-through lanes visible from streets are not ideal and shall require mitigating measures to offset the negative impacts associated with headlight glare, noise from idling cars and reader boards. Drive-throughs shall be screened. See below for screening requirements.

– Section 146-4.7.5 N. Drive-Through Screening Adjacent to Street Frontages

The UDO does not permit drive through lanes to pass between the front façade of the primary structure an any street. If this is unavoidable, then a wall between 42 and 48 inches in height shall be provided to mitigate noise and minimize the visual impacts associated with on -site signs with speakers as well

as screen drive-through aisles, service areas and car stacking lanes from abutting public or private street rights-of-way. Landscaping in accordance with the street frontage buffer requirement shall be provided along the exterior side of the wall.

– Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening
All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

– 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.

Response: Distinctive landscape features are provided at each site entrance.

– 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. Staff will determine whether an overlap exists once a formal site plan is submitted.

– Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org

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

3F. Building Design Standards

Building design standards and guidelines need to be added to the Master Plan for multifamily buildings. These should be a consistent design with the existing Stafford Logistics Center development. Additionally, smaller scale commercial design intent should be identified in Tab 12 of the Master Plan.

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

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

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			✓	✓	✓	
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.

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.

Response: All building, landscaping, and irrigation comments have been relayed to our subconsultants.

3G. 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.

3H. 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. As this is a master planned development, some type of similar monument sign

coordination is strongly encouraged. Please review the guidelines in Tab 10 Urban Design Standards when designing monumentation signs.

4. Adjustments

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

Response: Understood, the cover letter submitted with this submittal will reflect any adjustments with justification.

5. Submittal Reminders

5A. CAD Data Submittal Standards

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

Response: Prior to final mylars, a CAD submittal will be performed for COA's records.

5B. PDF Requirements

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

Response: All documents will be uploaded separately through the city's development review website. All SHX text will be removed from PDFs.

5C. 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.

Response: A pre-submittal meeting will be scheduled prior to submittal.

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.

Response: Understood.

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 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 \(arcgis.com\)](https://arcgis.com)

A. [Energy and Environment Development](#)

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

There may be existing underground pipelines in right of ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Energy and Environment Division.

B. [Parks, Recreation & Open Space Department \(PROS\)](#)

No comments from this department.

C. [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.

Response: All Water Department comments will be responded to.

Key Issues:

- ▶ Master Utility Study needs to be amended to account for the use changes.
- ▶ Water meters to be installed in a landscaped area outside of any gated or fenced in areas.
- ▶ Water is to be looped and extended to the edges of the property similar to the existing MUS.

Response: MUS amendment will be provided with submittal. Meters to be provided and water line will be looped and extended to the edges of the property.

Utility Services Available:

- ☐ Water service may be provided from: Per MUS
- ☐ Sanitary sewer service may be provided from: Per MUS
- ☐ Project is located on the following Map Pages: 05R

Utility Service Requirements:

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

Response: A site plan with all required information has been prepared.

- ☐ General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- ☐ Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
- ☐ Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

Response: The utility service requirements above are understood.

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.

D. 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:

- This site will require a master plan amendment.

- Note that the PIP may need to be updated based on the updated land use.

Response: Master Plan Amendment included with submittal.

- ▶ The City of Aurora has adopted and applied Mile High Flood District (MHFD) criteria where appropriate. In addition to the role that MHFD plays supporting the City, a MHFD stream corridor has been identified adjacent to or within your site, unnamed tributary. It is advised that coordination with City who will include the MHFD in the meeting is started as soon as possible with a drainage kickoff meeting. Begin the process by emailing aurorawaterdrainage@auroragov.org to request a meeting.
 - MHFD has offered to provide assistance with development of master drainage plans on their behalf. This can be discussed at the drainage kickoff meeting.
- ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at: <https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>
- ▶ All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- ▶ Note that for all master drainage reports (MDR) that 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: Understood.

- ▶ This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features and any future updates to the COA Storm Drainage Design and Technical Criteria.
- ▶ The City of Aurora is currently revising their storm drainage manual, the site will need to be in compliance with the latest storm drainage manual update. Use the following tables for imperviousness and C value computations (if needed for this site).

Response: The tables below will be utilized for imperviousness and C value computations.

Table 5-5. Land Use Based Imperviousness Values for Master Planning

Land Use (Including Roadways)	Corresponding Zoning	Density	Imperviousness
Residential			
Low-Density Single-Family Home (SFH)	R-1, PD, APZ [^] , MU-A [^]	3 dwelling units per acre (du/acre)	70%
Medium-Density SFH	R-2, MU-A [^]	5 du/acre	75%
Rural	R-R	0-3 du/acre	30%
Trailer Parks	R-MH	Manufactured: 10 du/ac; Cohousing/cottage: 12 du/ac; Tiny houses: 15 du/ac	65%
Medium-Density MFH	R-3	N/A	75%
High-Density MFH	R-4, MU-TOD	Core: 60 du/ac, min.; Edge: 20 du/ac, min.	80%
Commercial			
Low-Density Commercial	MU-N	16 du/ac max	70%
Medium- to High-Density Commercial	MU-R, MU-FB, MU-C, AD [^] , MU-A [^]	25 du/ac min	80%
Urban Core Commercial	MU-OA	5 - 25 du/ac	90%
Industrial/Institutional			
Schools	MU-OI	N/A	55%
Office/Institutional	MU-OI (non-school)	N/A	75%
Industrial, Light Areas	I-1, AD [^]	N/A	80%
Industrial, Heavy Areas	I-2	N/A	90%
Solar Farm, Gravel Cover [#]	N/A	N/A	60%
Solar Farm, Grass Cover [#]	N/A	N/A	40%
Parks and Open Space			
Open Space	POS, APZ [^]	N/A	5%
Less Developed Parks	POS	N/A	10%
Cemeteries	POS	N/A	25%
Developed Parks	POS	N/A	30%

[^]Use corresponding value for appropriate land use; if land-use is unknown at time of master planning, use the highest imperviousness category. For example, if an area zoned as MU-A, the impervious value for master planning would be 80% (Medium- to High- Density Commercial).

[#]Use these values at master planning stage when specific layout of panels is not known. Use values in Table 5-6 at site planning and design stage when orientation of panels relative to contours is known.

Table 5-7. Runoff Coefficient Equations Based on NRCS Soil Group and Storm Return Period (MHFD Manual)

NRCS Soil Group	Storm Return Period						
	2-year	5-year	10-year	25-year	50-year	100-year	500-year
A	$C_A = 0.84i^{1.302}$	$C_A = 0.86i^{1.276}$	$C_A = 0.87i^{1.232}$	$C_A = 0.88i^{1.124}$	$C_A = 0.85i^{+0.025}$	$C_A = 0.78i^{+0.110}$	$C_A = 0.65i^{+0.254}$
B	$C_B = 0.84i^{1.169}$	$C_B = 0.86i^{1.088}$	$C_B = 0.81i^{+0.057}$	$C_B = 0.63i^{+0.249}$	$C_B = 0.56i^{+0.328}$	$C_B = 0.47i^{+0.426}$	$C_B = 0.37i^{+0.536}$
C/D	$C_{C/D} = 0.83i^{1.122}$	$C_{C/D} = 0.82i^{+0.035}$	$C_{C/D} = 0.74i^{+0.132}$	$C_{C/D} = 0.56i^{+0.319}$	$C_{C/D} = 0.49i^{+0.393}$	$C_{C/D} = 0.41i^{+0.484}$	$C_{C/D} = 0.32i^{+0.588}$

Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved City

documents before approximately the year 2000 are not available of the City website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

- Refer to EDN's (220069) for supporting information related to your site.
- The site is located within 10,000 feet of Buckley Space Force Base. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/5200-33C dated 2/21/2020. These drain time limitations are intended to minimize wildlife attractants and potential interference with air traffic. The drain time limitations preclude pond designers from obtaining the full drain times recommended by the Mile High Flood District (MHFD) for Water Quality Capture Volume (WQCV) and Excess Urban Runoff Volume (EURV). The total drain times for ponds within this area is 48 hours.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- Detention of storm drainage is supported by offsite ponds. If offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD's MDP/OSP.

- ☐ 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.
- ☐ Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- ☐ Stormwater Conveyance - Notification of Adjacent Property Owners link: https://cdns5-hosted.civicle.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf
- ☐ Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

Response: All applicable comments above have been incorporated into our plans. This site will utilize an existing, approved EDB downstream for detention.

E. Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) in conformance with the Stafford Logistics Center Transportation Impact Study, March 2021, will be required for this development. See below for additional information.
 - The applicant shall meet with COA Traffic staff to discuss the requirements of the TIS.
 - The applicant shall coordinate with CDOT regarding TIS requirements and site impacts.
 - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
- ▶ Full movement site access will only be allowed on 13th Avenue. All other site access shall be restricted to three quarter movement, right in/right out or right in only.

Response: Understood, a TIS has been prepared for review.

- ▶ Site access drives/streets shall be spaced a minimum 300' CL-CL along arterials and a minimum 150' along collectors/locals, including from intersections.
- ▶ Traffic signal escrow will be required for multiple intersections. See below for additional information.
- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways (i.e. 13th Avenue, Picadilly Road).
 - Conduit
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city

underground locating purposes.

- A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.

- Pull Box

- Pull boxes shall be 30”x48”x24”, with two-piece interlocking lids.
- City conduit shall be installed into City Pull Boxes.

- Colfax 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 on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure 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.

Response: all adjacent and opposing access points are shown on the Site Plan.

- Label the access movements on the Site Plan.

Response: All access movements are labeled on the plans.

- 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’

Response: Sight triangles are shown on the plans and any obstructions within these triangles have been removed.

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:

- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most

current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

ROW/Plat:

- ☐ Designate a Public Access Easement along private drives/streets.
- ☐ To permit maintenance of the proposed traffic signal equipment (such as controller cabinets, pull boxes, and signal poles), dedicate a traffic signal easement (consisting of a 75-ft corner chamfer from the intersection of flowlines) on the multiple corners of multiple intersections.

Traffic Signal Escrow:

- ☐ Multiple intersections are potential candidates for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of 50%/75%/100% of the traffic signalization costs for multiple intersections, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 126-38 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

Traffic Impact Study:

- ☐ The applicant shall meet with COA Traffic staff to discuss the requirements of the TIS that may include addressing the following specific items:
 - 1) Existing, buildout and 2050 average daily traffic counts.
 - 2) Trip Generation from the site.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Multiple adjacent intersections
 - c) Vehicle queuing evaluation of site-specific drive-thru operations
 - 5) Signal Warrant Analyses of multiple intersections– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
 - 6) Analysis of pedestrian connectivity

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

Response: A TIS has been prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Study:

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

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

Engineering Division

The Engineering Division reviews the roadway and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

- ▶ The public improvements shall be provided in conformance with the Public Improvement Plan (PIP) for the Stafford Logistics Center Masterplan. The PIP shall identify all the improvements required for each planning area to be developed independently. Improvements include streets, utilities, drainage infrastructure, etc. Other required roadway improvements are listed below per the PIP.
 - Full Section of Picadilly Road
 - Full Section of E 13th Avenue
 - No improvements to Colfax Avenue are required since the city interchange project is going to change the configuration. Coordinate with the project team for the currently under construction I-70 Picadilly Interchange project. There is a project webpage at auroragov.org, and the contact information is Picadillyi70@gmail.com.
- ▶ Private Streets shall be built to public standards.
 - The existing infrastructure site plan requires private streets connecting the pad sites.
 - Curb returns and curb ramps at the accesses are required.

Response: Private streets will be built to public standards.

- ▶ Provide streetlights in conformance with the 2023 Roadway Manual.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).

► Previously approved plans and reports can be found on the City’s website. Instructions can be found

here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Response: Streetlights will be provided in conformance with the 2023 Roadway Manual.

The following applies to any site plan submittals:

Improvements:

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

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

Response: Detail S1 will be referenced during the design process of this site.

- 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: Understood.

- 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.

Response: All required curb ramps will be provided and shown on plans.

- ☐ Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan .

Response: Understood, thank you.

- ☐ 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: Understood, thank you.

- ☐ Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

Response: If any walls are to be deemed necessary for this site, the guidelines above will be followed.

- ☐ 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.

Response: Understood, thank you.

- ☐ Homes and drives are allowed to front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the *Roadway Design & Construction Specifications*, October 2016 edition.

- ☐ Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the *Roadway Design & Construction Specifications*, October 2016 edition.
- ☐ 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.
- ☐ Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards 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.

ROW/Easements/Plat:

- ☐ ROW dedication is required for public streets.
- ☐ The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
- ☐ 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.

F. 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:

- ▶ At this initial phase of the development process the Fire/Life Safety comments will be focused on the forthcoming annexation agreement, master utility, master traffic study, infrastructure, PIP and master plan submittals. Primarily our groups review will be the establishment of two points of emergency access, off-site infrastructure, internal site connectivity and a looped water supply to the overall site.

- 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: Understood, thank you.

Advisory Comment:

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

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2021 IBC, Chapter 11, the 2017 ICC A117.1 and the revised 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

- ☐ Accessibility Requirements - [Residential - Apartments and Townhomes](#)

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

- Accessibility Requirements - [Residential – Single-Family Dwellings](#)
 - The site plan and the civil plans must reflect the location of the outside mail kiosk. Details of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mailboxes, along with curb ramp and sidewalks abutting the mail kiosks.
 - The site plan and the civil plans must show the location of Electric Vehicle (EV) charging stations and parking spaces.

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.

- ☐ Based on the pre-application meeting discussions it appears that two independent uses for an apartment and hotel could be utilized within this site. This option of two independent uses would require two independent addresses, and the independent addresses would

require independent utility services.

Adopted Codes by the City of Aurora – Setbacks:

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](#).

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](#)
- ☐ [Keep Drive Aisle Passable at All Times Signs](#)
- ☐ [Sign Package](#)
- ☐ [Signature Block](#)
- ☐ [Street Standards and Street Section Details](#)
- ☐ [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

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, the
 - General Contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
- ☐ Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.
- ☐ New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2021 IFC).

Where required in new buildings:

- All building construction types will be assessed for adequate radio frequency levels.
 - Exception: Group R- 3 occupancies; single-family dwellings, townhomes.
- The total building area is 50,000 square feet or more without basements.
- The total (single level) basement area is 10,000 square feet or more.
- Buildings 4 stories in height or greater.
- Use of building products such as low-emission glass.
- Building is within the shadows of other buildings.
- High piled storage Systems.
- The fire code official determines that acceptable radio coverage is needed for the safety and effectiveness of emergency responders.

Response: The above comments have been taken into consideration in the site design process. Thank you.

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.
 - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
 - The fire lane easement will be required to be posted with fire lane signage and include stripping (painted cross-hatching) of the fire lane boundaries to ensure RV and vehicle storage is not parked within the dedicated fire lane easement (IFC Section 503.3).
 - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.

Response: Designated fire lanes and fire lane easements are provided with this submittal.

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.

- Three lane roadways without medians require fire hydrants every 500' on alternating sides of the street. Please show any known site entry points to the north and south sites. Show and label any existing or proposed fire hydrants within 500' of this site development area. The fire/life safety group will assist in the placement of fire hydrants to ensure only the hydrants needed to support the site are provided.
- ☐ An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure.
- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection.
- 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 the Chapter 9 of the 2021 IFC and IBC.

General Comments:

- ☐ Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for
- ☐ Fire sprinkled structures will require fire apparatus access to the fire department connection (FDC). Where the FDC is located interior of the site a dedicated fire lane easement will be required to ensure fire apparatus the ability to access the FDC.
- R-2 Apartments or Condominiums. A heated fire riser room with an exterior door will be required. A Knox box will be required on the right side of the entrance to the fire riser room. A fire control panel or unit that is tied into a master fire alarm panel will be required within the fire riser room. A fire department connection will be required at the front main entry side of the structure and within 100' of a fire hydrant.
 - A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection.

Framework & General Development Plans:

The link provided will provide the developer with important fire department requirements that must be reflected within a framework or general development plan.

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.

Response: Each plan sheet will have its own respective legend detailing both proposed and existing site elements.

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

Phasing Plans:

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

Response: A phasing plan is included with this submittal.

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.

- ☐ [\(Framework and General Development Plan Note\) On -Site and Off-Site Infrastructure Requirement](#)
- ☐ [\(Framework and General Development Plan Note\) Temporary Fire Station Requirements](#)
- ☐ [\(Framework and General Development Plan Note\) Permanent Fire Station Requirements](#)
- ☐ [\(Framework and General Development Plan Note\) Whelen Warning System Requirements](#)
 - As each CSP and Plat are submitted, a possible land dedication for placement of a Whelen Siren system will be assessed.
 - Whelen Siren Access Requirements:
 - Provide a 12' wide concrete access drive.
 - Design as a 6" reinforced concrete drive surface.
 - Show it as coming alongside the tower for parking and maintenance.
 - If this access drive creates a dead end longer than 150', a turnaround is highly recommended, and we may need to discuss it further. If it is less than 150', it should be adequate without a turnaround.
- ☐ [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- ☐ [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- ☐ [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- ☐ [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2021 IBC/IRC and HB-1221](#)
- ☐ [\(Site Plan Note\) 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](#)
- ☐ [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- ☐ [\(Site Plan Note\) 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.

- ☐ [Access to within 150 feet of Each Structure](#)
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
 - 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](#)
- ☐ [Fire Apparatus Access Road Specifications](#)
- ☐ [Combined Fire Lane, Public Access and Utility Easements](#)
- ☐ [Construction of Fire Lane Easements and Emergency Access Easement](#)
- ☐ [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- ☐ [Grade](#)
- ☐ [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- ☐ [License Agreement](#)
- ☐ [No Parking is allowed within a Fire Lane Easement](#)
- ☐ [Pocket Utility Easements for Fire Hydrants](#)
- ☐ [Public Street Systems Adjacent to Site](#)
- ☐ [Remoteness](#)
- ☐ [Speed Bumps](#)
- ☐ [Snow Removal Storage Areas](#)
- ☐ [Two points of Emergency Access](#)
- ☐ [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.

Subdivision Plats:

- ☐ The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our

most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.

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

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](#).

Response: A site plan has been prepared for review.

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.

- ☐ **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Land Development Review Services. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1- 2 weeks** to complete and must be complete before Land Development Review Services will record the Site Plan.
- ☐ No portion of any roofed structure or footers may encroach into any easement. However, you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- ☐ 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 required for your project as proposed and shall be submitted electronically.
- ☐ Civil Construction Plans are not required for your project as proposed.
- ☐ Use of the Batch Standards Checker Tool is requested for this project.
- ☐ Civil Engineering Plan Review (*see links below for additional information*):

– [Process](#)

- [Review Schedule](#)
- [Fees](#)
- [Civil Plan Submittal Form](#)
- [Civil Plan Submittal Pre-Acceptance Checklist](#)

Civil Plan Pre-Acceptance Process:

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

- Civil Construction Document Plan Set generally includes the following plans:

- Stormwater Management Plan
- Final Drainage Plan/Report
- Final Grading Plan
- Utility Plan and Profiles
- Street Plan and Profiles
- Area Grading Plans
- Structural Calculations
- Signing and Striping Plan
- Street Lighting Plan

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

Response: A construction document plan that is compliant with the city code will be provided following the first planning submittal.

G. [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:
 - o Fixture Unit Table and Meter Sizing Tables
 - o Water Service and Water Meter locations
 - o Sanitary Sewer Service Lines
 - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o 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.

Response: Utility plans will follow the guidelines above.

Construction Stormwater Quality Requirements:

- ☐ A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- ☐ A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed 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.

H. Stormwater Management

General Requirements:

- ☐ All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary

and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

Response: A SWMP plan will be provided in accordance with the city requirements.

- 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.

Response: An I&M plan will be provided in accordance with the city requirements.

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

- ☐ Structural calcs/reports are required for life safety items (unless standard details such as CDOT apply):
 - Vehicular Bridges
 - Pedestrian Bridges
 - All Vertical Walls (such a headwalls, wingwalls, retaining walls, etc.) over 4’ (unless special or surcharge conditions exist per RW Manual 4.02.7.03.3.1)
- ☐ Structural details are required for all other cast-in-place structures. These include, but are not limited to, the following (note: Aurora and/or CDOT standard details can be used when applicable.). Refer to 4.02.7.
 - Headwalls and wingwalls less than 4’ that do not require calculations (RW Manual Section 4.02.7.03.3.2)
 - Storm sewer connections to structural inlets larger than 15 feet.
 - Multiple storm sewer connections to inlet.
 - Skewed storm sewer connection to inlets where pipe penetration exceeds the inside wall width.
 - All structures with non-standard grate openings and grate hinges
 - Wingwalls with pipe penetrations
 - Spillway cutoff walls and baffle blocks
 - Forebays and micropools
- ☐ No details or calculations are required for pre-cast concrete structures.
- ☐ The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

Response: Understood, all structural calculations required will be included with the first submittal.

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

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

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via Picadilly Road and/or 13th Avenue and not through the adjacent residential neighborhood(s).

Response: Understood, all relevant information will be provided in the construction documents.

Engineering Division

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the "[City's Roadway Design and Construction Specifications](#)" latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s). Design of the roadway adjacent to your site is required for compliant transitions

beyond the site or to the next major intersection.

This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility.

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

Response: Understood, thank you.

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](#)
 - [Master Multi-Family or Multi-Family Permits](#)
 - [Demolition Permit](#)
 - [Limited Plan Permits](#)
 - [Master Multi-Family or Multi-Family Permits](#)
 - [Single Family Residential or Master Plan Single Family Permits](#)
 - [Tenant Finish Permits](#)

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

- Aurora Public & Cherry Creek Public Schools
 - [Maximum Occupant Load Sign](#)
 - Modular, Construction Trailer, Mobile Home
 - Modular School Checklist
 - [Solar Photovoltaic Systems Commercial](#)
 - [Solar Photovoltaic and Wind Turbine Systems Residential](#)
 - Fire (click on this [link](#) to find checklist below)
 - Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - [Hazardous Materials Storage](#)
 - [High Piled Combustible Storage Checklist](#)
 - Knox Box
 - Knox Box Rapid Entry
-
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - Hazardous Materials
 - Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
 - High-Piled Combustible Storage and Racking Systems
 - Where work is related to new construction, alteration, or an addition to an existing building these storage systems can be submitted with the construction drawings.
 - 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:

- Fire Pumps and Related Equipment
- Hazardous Materials
- High-Piled Combustible Storage and Racking Systems

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 (jrodrig@auroragov.org).
- ▶ Currently the building division has adopted the 2021 I-code and the 2023 NEC.

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.

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.

Day-Night Sound Level (LDN or DNL):

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

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 Pump** – 2021 IFC, Section 913.
- **Fire Sprinkler System** – 2021 IFC, Section 903.

[Geographic Design Criteria:](#)

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

[Occupancy Specific Building Code Requirements:](#)

Based on the information provided, your building occupancy or occupancies are as follows.

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
 - To include S-1 Occupancy Repair Garages.

[Tri-County Health Department:](#)

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

[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.*

J. 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](#).

Response: All required fees are understood.

K. Stormwater Management

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

be issued without an approved pond certificate.

L. Public Works Department

Engineering Division

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

Response: A geotechnical report, following city requirements, will be included with submittal.

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

Response: Understood, thank you.

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section [146- 5.3.19\(b\)](#).
- ☐ A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- ☐ Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - private streets
 - major and minor arterials
 - commercial streets
 - collector streets
 - service or frontage roads

- one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
- fire lanes
- bike paths
- parkways
- alleys
- culverts
- curbs, gutters, curb ramps, and sidewalks
- transit passenger facilities
- monuments and range boxes
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures
- street lighting
- median construction
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Response: Understood, thank you.

Building Division

Key Issues:

- 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.
- No Building Division comments are being provided since no new construction is being proposed.

Construction Permits:

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

Response: All required construction permits will be acquired. Thank you.

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

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

[Access Roadways during Construction:](#)

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