



July 02, 2024

Mr. Erik Gates  
Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012  
303-739-7345

Re: 26464 E Jewell Avenue Multi-Family (#1775293)/Pre-Application Meeting held 01/18/2024

Dear Erik,

Thank you for taking the time to review the Submittal for 26464 E Jewell Avenue. We have reviewed the comments received on 02/01/24, and the responses are detailed below. If you have any questions or concerns, please feel free to contact me via phone 303-892-1166, or email, [spollmiller@norris-design.com](mailto:spollmiller@norris-design.com).

Sincerely,  
Norris Design

A handwritten signature in black ink, appearing to read "Samantha Pollmiller".

Samantha (Crowder) Pollmiller  
Principal



*Standards and Issues:*

1. Zoning and Placetype

1A. Zoning

Mixed-Use Corridor

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. Uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

***Response: Noted, thank you***

Parks and Open Space

The POS zone district and the –CPO and –NAO overlay zone districts used with portions of the POS zone district are special use classifications intended to preserve or encourage the continuation of lands designated for park and open space use. These districts are further intended to separate these special uses from other conventional urban uses to recognize their function as areas necessary to provide existing and future recreation land and facilities, offer refuge from the built environment, retain unique aesthetic qualities, preserve animal and plant habitats, and support the function of natural systems. The general purpose of these districts is to ensure the integration of park and open space lands as an essential land use component of the existing and future city to benefit public health, safety, and welfare. The POS District is intended to recognize existing park and open space lands and to designate and protect those locations for their contribution to serving public recreation and natural resource conservation needs.

***Response: Noted, thank you***

1B. Overlay Districts

Avigation Easements

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#).

***Response: Noted, thank you***

1C. Placetype

An Emerging Neighborhood placetype is a newer largely residential neighborhood in previously undeveloped areas. They are neighborhoods that have typically been built in the past 25 years and represent an opportunity to further diversify neighborhood choices. This placetype is more than just an isolated residential subdivision but is instead a complete neighborhood with mixed residential housing types and pedestrian and bicycle infrastructure. This makes it walkable and well-connected throughout the neighborhood and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood.

***Response: Noted, thank you. This master plan facilitates these goals.***



#### 1D. Master Plan

There is currently no Master Plan for this site. However, as a project with multiple uses, phased development, and a need for a street network, a Master Plan will be required. The Master Plan will need to outline allowed uses for the site, design standards such as architecture and signage, landscaping standards, site infrastructure through a Public Improvement Plan, and all other items outlined in the Master Plan Manual.

***Response: See master plan submitted with this response to comments.***

## 2. Land Use

### 2A. Historic Land Use

The previous land use for this site is the Homer J Smith farm which is considered historically significant. Further discussion of this site can be found in the Historic Preservation section below.

***Response: See master plan submitted with this response to comments.***

### 2B. Proposed Land Use

Allowed land uses can be limited and their locations defined in a master plan submittal. However, this process cannot add any uses not already permitted by the MU-C zone district. The multi-family residential use and most commercial uses are permitted within this zone district. For the POS zoned portion of the site, a detention pond would be considered a permitted use for that area. If there is any intention to modify the uses within the POS area, a zoning map amendment may be required. Please reach out to planning if further discussion is needed.

As this site would include the only commercial development for nearly 5 miles in an otherwise residential region, it is a strong priority for the city that a greater portion of the site be intended for commercial uses. The currently proposed 1-acre site may only accommodate 1-2 commercial establishments and with several hundred new homes expected in this region between this site and surrounding site, the need for more commercial uses is significant.

***Response: See master plan submitted with this response to comments, there is roughly 2.75 acres of commercial site provided with the master plan. The commercial acreage provided covers the majority of the Jewell Ave frontage for the property and represents a significant provision of commercial space when considering that the surrounding neighborhood is largely still vacant and the overall area is missing a significant amount of occupied residences to be supportive of commercial area larger than that provided.***

### 2C. Conditional Use

Please be aware that a number of commercial uses, such as kennels and various motor vehicle uses, are conditional uses in the MU-C zone district. If any of these uses are proposed, the proposed use is subject to Conditional Use approval according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics.

***Response: Commercial uses are to be determined and will be provided at the time of site plan. As stated in this letter, the surrounding neighborhood needs to grow substantially before it can be supportive of any commercial area, let alone be truly supportive of the amount of commercial area provided with this Master Plan. The commercial area provided is large and able to support a number of local and regional level commercial services once the surrounding area adds enough roof tops to support the provision of commercial services.***

## 3. Development Standards



### *3A. Dimensional Standards*

The maximum building height is 75 feet except for structures within 75 ft of the R-1 or R-2 zone districts, where the maximum height is limited to 38 ft. Property to the west and south of this site is zoned R-2 and would need to meet this requirement. Building setbacks are based on the required landscape buffers. Refer to the landscape notes for the front, side, and rear buffer requirements.

**Response: Noted, thank you.**

### *3B. Subdivision Standards*

Standards and considerations for the subdivision of new parcels are described in Section 146-4.3 of the UDO. Subdivisions should ensure an efficient layout of uses with access to all needed utilities and road infrastructure. All parcels must have frontage to a public roadway. These subdivisions should also be organized to avoid environmentally sensitive areas such as wetlands and significant rock outcroppings. Block sizes are limited to 700 ft in length for any single side and 2,800 ft for block perimeters. Blocks should be broken up using a network of local roads or open space corridors of a minimum of 30 ft in width.

**Response: Noted, thank you.**

### *3C. Neighborhood Protection Standards*

The neighborhood protection standards of Section 146-4.4 apply to any mixed-use district adjacent to an R-2 district, and therefore may have an impact on the development of portions of this site. When located within 100 ft of an R-2 lot, primary building heights are limited to 38 ft while accessory structures in this range are limited to a height of 24 ft. Additionally, exterior lighting may not exceed 15 ft in height when within 100 ft of an R-2 lot.

**Response: Noted**

### *3D. Common Space and Amenities*

For multi-family uses, at least 20% of the site must provide on-site outdoor space. This space must be usable gathering spaces and can be designed for activities such as unstructured recreation, playgrounds, or picnicking to name a few. Landscaping buffers and parking lot landscaping areas typically do not meet this requirement. In this specific case, turning the Homer J Smith farm into a neighborhood amenity could count toward this requirement.

In addition to the above use-specific requirement, the MU-C zone district has a requirement for a minimum 400 sf plaza or other outdoor meeting area clearly visible from an adjacent public street. Ideally this plaza area would be near the commercial development portion of the site.

In addition to on-site usable open space of 20% the residential uses trigger park dedication requirements. All of the park dedication requirements may not be met with the cash lieu allowance. This means that land will need to be dedicated and constructed to contribute to the neighborhood park requirement. This may be coordinated with the plaza requirement mentioned previously. Both need to be identified on the master plan and site plans.

**Response: Noted**

### *3E. Access and Connectivity*

A robust street network will be needed for this site. For multi-family buildings, all buildings need to front onto a street and have main pedestrian or dwelling unit entries onto the street. One entry for every 150 feet of frontage. Additionally, only parallel parking can be allowed on these streets. The MU-C zone district also has a requirement for at least one walkable internal street that:

- Includes a minimum travel width of 23 ft,
- Is bordered by on-street parking,
- Includes a connection to an adjacent local or arterial street,



- Is bordered by plazas or building façades no more than 15 ft away from the sidewalk for 40% of its length, and
- Is not interrupted by a driveway more than once every 100 ft.

This walkable street should be within or directly adjacent to the commercial portion of this site. Finally, a complete street connection needs to be made with the adjacent FOUNDRY project to the west or south. This will require coordination with the developers of that property.

Pedestrian connectivity also needs to be considered with this site. All streets should include detached sidewalks and all structures should have direct pedestrian connectivity to communal parks and open spaces on the site, making use of crosswalks as needed. Additionally, multi-family uses must provide one entry per every 150 horizontal ft along facades. This will mean that pedestrian pathing must be provided from the street network to the backs of each multi-family building.

***Response: Noted, thank you.***

### *3F. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, 264 multi-family units, 317 parking spaces, including 8 accessible parking spaces will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 16 bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. The parking requirements for future commercial uses will be evaluated at the time of a site plan proposal for each of these uses.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. For multi-family uses, 40% of the residential parking must be in garages or under carports. 50% of these covered spaces must be attached to the primary residential structure by way of an internal or covered walkway.

Please note surface parking is limited along collector and arterial streets. Parking and side circulation for development along the street should be located internal to the site with building front along the street. Not more the 60% of a lot along the arterial or collector frontage may include surface parking or related site circulation.

***Response: Noted, thank you.***

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

#### General Landscape Plan Comments

The Master Plan (MP) shall include design standards that address the overall landscape and aesthetic requirements for the entire development. Design standards shall meet the Unified Development Ordinance (UDO) but typically go above and beyond these minimum standards and address any unique circumstances that may require special design considerations such as screening of loading areas, screening of parking lots fronting streets as well as steep slopes, trail connections, buffers and setbacks etc. Please consider an aesthetic theme that is carried throughout the development by way of landscaping, paving and public art. Once the applicant has an approved MP, all future site plan submittals will be reviewed against the adopted standards as well as the UDO for regulatory compliance.

At a minimum, based upon the draft layout provided, the landscape plan should be prepared in accordance with the Landscape Reference Manual as well as the UDO. The landscape comments provided herein are based upon the above documents. Landscape requirements within the UDO should



follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. The above documents are available online. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

***Response: Noted, thank you. The Landscape Plans and landscape design will be prepared / designed in accordance with the UDO and Landscape Reference Manual.***

#### 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 submitted with a site plan or redevelopment plan are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

*Response:*

#### 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: Noted, thank you.***

#### Phasing

If the development is to be constructed in phases, include a landscape phasing plan that delineates the landscaping anticipated for the proposed phases.

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

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

***Response: Noted, thank you. The landscape will be designed in accordance with the UDO.***

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

Provide one shade/street tree per 40 linear feet of street frontage along all public and private streets. Street trees shall be provided within the designated curbside landscape area when detached walks are required or four to five feet from the back of walk, curb, or pavement when an attached sidewalk is installed. Street trees shall be located 50’ from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

In addition to the street trees, the UDO requires plantings within the curbside landscape should a detached sidewalk be provided. The permitted plantings may be found in this section of the UDO. Turf is no longer permitted in the curbside landscape.

***Response: Noted, thank you. The landscape will be designed in accordance with the UDO.***

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



Where the proposed multi-family development abuts an arterial or collector street, a 20' wide street frontage landscape buffer as measured from the back of walk shall be provided. The buffer location should be based upon the ultimate roadway and sidewalk locations. A reduction in the buffer width is not permitted.

In addition, the proposed commercial out parcel will require a 20' wide street frontage landscape buffer. While a reduction in the buffer for the multi-family is not permitted, staff can work with the applicant to allow a buffer reduction since the multifamily buildings have been set back behind the proposed detention ponds and commercial parcel. A buffer reduction to 10' for the commercial parcel is possible 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 ten shrubs per each forty linear feet of buffer length. Landscaping shall be installed along the exterior sides of proposed fencing or walls. Should the layout change and the multi-family buildings abut the street, then the 25' wide street frontage buffer shall be provided for the length of the street frontage.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar.

No portions of buildings, including porches or patios, drive lanes, detention ponds, parking stalls, dumpsters or dumpster enclosures shall be permitted within the buffer.

***Response: Noted thank you. The landscape will be designed in accordance with the UDO and these provisions.***

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

A 15' wide non-street perimeter buffer shall be provided by the multi-family development along the southern property line adjacent to the future residential homes. In accordance with the Foundry Master Plan, single family residential lots are proposed to the south. A reduction in the buffer width to 10' is possible depending upon the buffer reduction feature chosen as specified in Table 4.7- 2 Required Landscaping Buffer Widths and Allowed Reductions. While buffer widths are less restrictive, plant quantities remain consistent. Plant material shall be provided at a ratio of one tree and five shrubs per 40 linear feet.

***Response: Noted, thank you. The landscape will be designed in accordance with the UDO and these provisions.***

While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year-round visual interest. Refer to the UDO for an alternative plant list.

***Response: Noted, thank you. Buffer zones will be planted with a varied, water-wise palette.***

#### Section 146-4.7.5.1. Private Common Open Space/Tract Landscaping

In all developed areas where land has been disturbed during construction and is required or designated to be preserved and protected from future development for nonpublic active and passive recreation including trails, recreation facilities, wildlife habitat, natural land features or the preservation of view corridors, shall be landscaped with one tree and ten shrubs per 4,000 square feet. This excludes areas defined as street buffers, detention and water quality ponds, undisturbed marshes, wetlands, 100-year floodways and lakes.

***Response: Noted, thank you.***

#### Section 146-4.7.5 J. Building Perimeter Landscaping

The future park and recreation center building will require building perimeter landscaping. Landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open



space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent or one tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of each side of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

**Response: Noted, thank you.**

Section 146-4.7.5.J.3. Multi-family and Single Family Attached (Townhome) Residential Structures  
All new multi-family and townhome 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 5% 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	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				

**Response: Noted, thank you.**

Section 146-4.7.5 K. Parking Lot Landscaping

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. Provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

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

**Response: Noted, thank you.**

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.

**Response: Noted, thank you.**



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: Noted, thank you.***

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

All detention pond facilities shall be approved by the Aurora Public Works Department. 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.

***Response: Noted, thank you.***

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 that clearly delineates these areas should be provided. Contact Timothy York at 303.739.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

***Response: Noted, thank you. Hydrozones will be submitted.***

3H. Building Design Standards

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. At least one main pedestrian or dwelling unit entry for every 150 feet of multi-family building must have frontage and direct access onto a street.

Multifamily buildings require 60% brick and stone or 80% combination of brick and stucco. Synthetic stucco and EIFS are not permitted.

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



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

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

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

**Response:** *Noted, thank you.*

**3I. 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.

**Response:** *Noted, thank you.*

**3J. 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.

**Response:** *Noted, thank you.*

**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:** *Noted, thank you.*

**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: Noted, thank you.***

#### *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: Noted, thank you.***

#### *5C. Mineral Rights Notification*

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

***Response: Noted, thank you.***

#### ***Pre-Submittal Meeting:***

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with the Land Development Review Services Division for the Subdivision Plat prior to application submittal. Please contact them directly to schedule this meeting.

#### *Community Participation:*

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

#### *Community Meetings:*

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.
- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use 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 \(arcgis.com\)](#)  
*Response: Noted, thank you.*

### **Historic Preservation**

The property under development consideration contains the Homer J. Smith Farm, comprised of 5 historic agricultural and residential buildings. The farm retains excellent integrity of setting, location, feeling, association, materials, workmanship, and design, having undergone almost no alterations in its 90 years of existence. The Historic Preservation team will be reaching out to you with further information.

*Response: See narrative provided with master plan for discussion on this.*

### **Energy and Environment Development**

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

Currently there is a horizontal well drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. The operation of the well is not anticipated to impact your surface development.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Energy & Carbon Management Commission (ECMC) for more information.

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

*Response: Noted, thank you.*

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

Since your project is a greenfield development proposal, it is preferred that the required land dedication acreage be provided on-site as much as possible. Any balance of acreage not dedicated on-site shall be satisfied by a cash-in-lieu of land dedication payment.

#### **Trail Access**

Coal Creek runs along the Northeast corner of this site which will eventually house the Triple Creek trail. PROS would be supportive of redesigning the sight layout to allow for ease of access to the trail corridor. A new potential layout of the site's open space would also work well with the proposed building and tree preservation.

*Response: Noted, thank you.*

#### **Population Impact**

For multi-family homes, population calculations for the project are based on an average household size multiplier of 2.5 persons per unit, resulting in an overall projected population of 660 persons residing in 264 units.

*Response: Noted, thank you.*



### Land Dedication

To ensure that adequate park land and open space areas are available to meet the needs of the population introduced into the city by the new dwelling units, Section 147-48(b) of City Code specifies that land shall either be dedicated on-site within the project's limits or a cash payment in-lieu of land dedication shall be paid. The required dedication acreage is computed by applying the following standards to the projected population for the project:

- 3.0 acres for neighborhood park purposes per 1,000 persons
- 1.1 acres for community park purposes per 1,000 persons
- 7.8 acres for open space purposes per 1,000 persons

The resulting acreage required is as follows:

264 Multifamily Units	
Neighborhood Park Land	1.98 acres
Community Park Land	0.73 acres
Open Space Land	5.15 acres
Total Land Dedication	7.86 acres

***Response: Noted, thank you.***

### Park Development Fees

In accordance with City Code and Section 4.1 of the PROS Dedication and Development Criteria Manual, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. The current per-unit fee of \$2098.46 would apply if permits for construction of the residential units are pulled in 2024, and the total paid would be as follows:

264 Multifamily Units  
\$553,993.25

***Response: Noted, thank you.***

### PROS Requirements Caveat

The monetary calculations presented herein are estimates based on park construction costs and a per-acre value for infill development at this point in time (current year 2024). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-related obligations. Furthermore, if aspects of your project change, such as the number of dwelling units proposed, the park land dedication requirements may also change.

***Response: Noted, thank you.***

### Forestry Division

There will be many mature trees impacted on this property due to development. There are trees around the existing buildings, in particular. Tree mitigation will be required for any trees that are removed for this project. You are required to hire a Consulting Arborist to conduct the tree inventory and appraisal. A list has been provided below. It would be beneficial to the site if the Community Open Space was moved to accommodate the preservation of the trees, and this would also save in mitigation fees.

Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

***Response: Noted thank you. An inventory / appraisal and mitigation process will be conducted.***



**Tree Mitigation Requirements**

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

*Response: Noted thank you.*

**Forestry’s Role in Site Plan Review**

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

*Response: Noted thank you. A Tree Mitigation Plan and inventory results will be submitted.*

Name	Company	Address	Phone
David Merriman	Arbor Scape	5044 S. Youngfield Court Morrison, CO 80465	303-795-2381
Keith Worley	Forestreet Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303-681-2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303/347-0988
Scott Grimes	Colorado Tree Consultants	<a href="mailto:coloradotreeconsultants@yahoo.com">coloradotreeconsultants@yahoo.com</a>	303-720-8170
Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court Boulder, CO 80301	303-530-0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site – the Consulting Arborist should contact Forestry to make sure they provide the correct number of inches. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss.

*Response: Noted thank you.*

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and



Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:

<https://auroraver2.hosted.civillive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

*Response: Noted thank you.*

**Ash Trees Prohibited**

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement.

*Response: Noted thank you.*

**Aurora Public Schools**

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the 264 proposed multi-family units, replacing the one current single-family home, is 0.8476 acres. Aurora Public Schools will accept cash-in-lieu of land for this obligation valued at market value of zoned land with infrastructure in place. Cash-in-lieu is due prior to site plan and plat approval.

**AURUA PUBLIC SCHOOLS – STUDENT YIELD**

1/31/2024

**Proposed Development**

**26464 E Jewell Ave. Multi-family - Pre-application - January 2024**

Dwelling Type	Units	Yield Ratio	Student Yield
SFD		0.7	0
MF-LOW		0.3	0
MF-HIGH	264	0.145	38
<b>TOTAL</b>	<b>264</b>		<b>38</b>

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	0	0.2	0	0
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	20	0.04	11	30	0.03	8	38
<b>TOTAL</b>		<b>20</b>		<b>11</b>	<b>30</b>		<b>8</b>	<b>38</b>

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	20	0.0175	0.3465
MIDDLE	11	0.025	0.2640
HIGH	8	0.032	0.2534
<b>TOTAL</b>	<b>38</b>		<b>0.8639</b>

**Existing Structure**

Dwelling Type	Units	Yield Ratio	Student Yield
SFD	1	0.7	1
MF-LOW		0.3	0
MF-HIGH		0.145	0
<b>TOTAL</b>	<b>1</b>		<b>1</b>

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	1	0.2	0	1
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	0	0.04	0	0	0.03	0	0
<b>TOTAL</b>		<b>0</b>		<b>0</b>	<b>1</b>		<b>0</b>	<b>1</b>

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	0	0.0175	0.0060
MIDDLE	0	0.025	0.0040
HIGH	0	0.032	0.0064
<b>TOTAL</b>	<b>1</b>		<b>0.0164</b>

School Dedication Requirement Difference = 0.8476

*Response: Noted, thank you.*



## Aurora Water

### Utilities

*Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.*

### **Key Issues:**

- A Master Utility Study (MUS) shall be submitted with the Development Application submittal. Civil Plans for this development shall not be approved until the MUS is approved.
- Main extensions into the site are required per the MUS.
- The SENAC Interceptor is anticipated to be complete in Q2 of 2024. If a sanitary connection to Foundry is proposed, please coordinate with Foundry so that this site is accounted for in their sanitary design and reflected in the Foundry MUS.
- Each multifamily building and amenity building shall have individual meters. Separate meters are required for irrigated common spaces. All meters shall be located within landscaped areas and covered by pocket water easements if they are not located within ROWs.
- A Domestic Service Allocation Agreement (DSAA) shall be submitted with the Civil Plan for commercial meters 1.5" and larger.
- Fixture Unit Tables shall be shown on the Civil Plan.
- Pools shall drain into the public sanitary main.
- Car wash: All in-bay and/or automatic/conveyor belt car washes shall have water recycle lines that recycle at least 75% of the total water use. Sand/oil interceptors are required for all car washes. Please refer to Appendix E of the Utility Manual for more information.
- A Stormwater Quality Discharge Permit shall be obtained prior to construction. Submit a Stormwater Management Plan (SWMP) with the Civil Plan.

***Response: Noted. MUS provided. Ongoing coordination with Foundry and Aurora Water is occurring.***

### **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 Page: 13X

### **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.
- 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: Noted, thank you.*

***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.

*Response: Noted, thank you.*

**Stormwater Management**

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

***Key Issues:***

- A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).
  - o Detention, water quality and storm infrastructure shall be provided for all adjacent and required roadway improvements.
- 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, Coal Creek. 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](mailto:aurorawaterdrainage@auroragov.org) to request a 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>
- The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- Note that for all preliminary drainage reports (PDR) 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.
- This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.



- The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. It is highly encouraged that you read section 1.5 SIGNIFICANT UPDATES BY CHAPTER to determine changes in the city's criteria. The manual can be downloaded at: [https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf](https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf)

***Response: Noted, thank you. Drainage Kickoff Meeting held 7/22/24.***

- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.
- Refer to EDN's (223146 master plan) for supporting information related to your site.
- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report. Full spectrum detention is required for this project.
- 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.
- Release rate for the detention pond shall be based upon Table 10-2 using simplified equations.
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces



within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.

- Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
- Storm sewer system does not extend to this site.
  - Extend storm sewer to this site, including inlets, pipes, manholes, etc.; or
  - Discharge onto the street through a chase; or
  - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf](https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf)
- Per Section 4.5.3 Residential Construction. New construction and Substantial Improvement of any residential structure shall have the lowest floor (including basement or crawl space), electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities (including ductwork), elevated to two feet above the base flood elevation. Upon completion of the structure, the elevation of the lowest floor, including basement or crawl space, shall be certified by a licensed Colorado Professional Engineer, architect, or land surveyor. Such certification shall be submitted to the floodplain administrator, prior to issuance of a certificate of occupancy.
- No work is allowed in the floodplain without a floodplain development permit, no work is allowed within the floodway without a CLOMR or a No Rise analysis included within the floodplain development permit.
- Digital files supporting this submittal should be uploaded at the time of first review, examples are HEC-RAS, and MHFD Detention files.

*Response: Noted, thank you.*

#### 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) will be required for this development. See below for additional information. o If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
- Site access drives/streets shall be located 300' CL-CL apart along Jewell Avenue (arterial), including throat depth to internal intersections within the site.
- 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.
- Conduit - Conduit material shall be Schedule 80 HDPE (or similar).
  - A # 14 AWG stranded copper conductor shall be installed for city underground locating purpose
  - 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.

***Response: LSC Noted, thank you. TIS provided.***

- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

*Response:*

- 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.
- Mail kiosk locations shall be specified in the Site Plan. In coordination with any Postal Service requirements, mail kiosks shall be located:
  - Outside of sight triangles as defined by COA Roadway Manual, standard TE-13
  - Outside of the influence area (including traffic queues) for a controlled intersection (stop-controlled, signal controlled, or otherwise)
  - A minimum of 30' away from stop signs (for stop sign visibility)
  - A maximum of 50' away from curb ramp crossings (curb ramps to be located on both sides of roadway)
  - Preferred location for mail kiosks is on side lots or other common areas for a neighborhood, and while meeting the above criteria, to avoid conflicts with mail kiosk traffic and specific homeowner ingress/egress.



*Response: Noted, thank you.*

ROW/Plat:

- Designate a Public Access Easement along Jewell Avenue.
- 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 southern corners of the intersection of Jewell Avenue & site access (if signalization warranted – see Traffic Impact Study section below).
- ROW dedication is required for an additional future right turn lane along Jewell Avenue for the site access if warranted – see Traffic Impact Study section below).

***Response: ROW for the 6-lane arterial will be dedicated with the plat. If an additional Public Access Easement is needed, please provide additional information. Traffic signal easement will be provided on Site Plan and Plat.***

Improvements:

- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes).

*Response: Noted, thank you.*

Traffic Signal Escrow:

- The intersection of Jewell Avenue and site access is a potential candidate for a future traffic signal if and when signal warrants are met (if indicated in the Traffic Impact Study). As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - (Applicant/owner name, address, phone) shall be responsible for payment of 50% of the traffic signalization costs for the intersection of Jewell Avenue and site access, 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.

*Response: Noted, thank you.*

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  1. Existing, buildout and 2050 average daily traffic counts.
  2. Trip Generation to/from the site along with its directional distribution.
  3. Site Circulation Plan and interior intersection control
  4. Include detailed analysis, including vehicle queuing evaluation, of:
    - Any/all site access points
    - Intersection of Jewell Avenue at site access



5. Signal Warrant Analyses of Jewell Avenue at the site access – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
6. Turn lane analyses must be conducted at any proposed intersections along Jewell Avenue.

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

Submitting the Traffic Study:

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

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

**Response: LSC Noted, thank you. TIS provided.**

**Engineering Division**

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

**Key Issues:**

- A Public Improvement Plan (PIP) shall be included with the master plan submittal. This consists of a narrative description identifying all the public improvements such as roadways, utilities and drainage, that are required for each planning area to develop independently. Exhibits supporting the narrative description shall be included. Streets shall be provided in conformance with City of Aurora Standards and NEATS. The half sections of the adjacent public streets are the obligation of this master plan.
- The south half of Jewell shall be provided along the frontage of this project.
- This project is responsible for 25% of the Jewell crossing of Coal Creek per the annexation agreement which can be found here. The timing of the bridge should be included within the PIP language. A future deferral for the design and construction of the bridge may be considered at the site plan stage.
- Private streets shall be built to public street standards.
- The existing alignment of S. Powhatan Mile Road shall remain until alternative legal access is provided to the existing property to the south. The ROW cannot be vacated until access is provided.
- 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:**

- ***The annexation agreement requiring contribution to the bridge has expired. Timing discussed in PIP.***
- ***Other comments noted, thank you.***

***The following comments will apply to future site plans:***

***Improvements:***

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.



- Curb ramps must be shown (located) on the plans at all curb returns, “T” intersections, 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.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

***Response: Noted, thank you.***

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

- ROW dedication is required for public streets. At minimum, an additional 42' of ROW is required for Jewell Ave.
- 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.



**Response: JRE**

**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.

**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
- Accessibility Requirements - Commercial

**Response: Noted, thank you.**

**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.

**Response: Noted, thank you.**

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

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

- As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).

**Response: Noted, thank you.**

**Civil Plans:**

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

- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- Street Standards and Street Section Details

**Response: Noted, thank you.**

**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.

*Response: Noted, thank you.*

**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: Noted, 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:

- 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 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: Noted, thank you.*

**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.

- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire ` `
- 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.

*Response: Noted, thank you.*

**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:

- 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.
  - 2021 IFC, Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided throughout stories containing Group A-3 occupancies and throughout all stories from the Group A-3 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:
    1. The fire area exceeds 12,000 square feet (1115 m2).
    2. The fire area has an occupant load of 300 or more.
    3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

*Response: Noted, thank you.*

**Gated Entry:**

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway, please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the designated Fire Code representative within the Aurora Building Division.
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction, please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.
- The location of the gating systems presented during the pre-application meeting are acceptable to Fire/Life Safety where there is not an internally dedicated fire lane easement within the site. Please consider that Fire/Life Safety's acceptance of the gate locations can be overridden by another department's requirements.

*Response: Noted, thank you.*

**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.

***Response: Noted, thank you.***

**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: Noted, thank you.***

**Phasing Plans:**

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

***Response: Noted, thank you.***

**Photometric Plan:**

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

***Response: Noted, thank you.***

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

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

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) 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

***Response: Noted, thank you.***

**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.

***Response: Noted, thank you.***

**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
  - 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.
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- 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

***Response: Noted, thank you.***

**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.

***Response: Noted, thank you.***

**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.*

***Response: Noted, thank you.***

**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.

*Response: Noted, thank you.*

**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: Noted, thank you.*

**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.
- All new easements are to be dedicated by Plat.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a License Agreement. Requirements can be found in the License Agreement Packet. It takes 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- If there is an existing street right-of-way that needs to be vacated. Street vacations must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Land Development Review Services will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications.



The specifications on how to prepare the legal description and exhibit are available in the Dedications Packet.

- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.

*Response: Noted, thank you.*