



May 23, 2024

City of Aurora, Planning Department  
15151 E. Alameda Parkway  
Aurora, CO 80012

Re: Trails at Overland Ranch – AAC (#1785293)/Pre-Application Meeting held 03/07/2024

Dear Erik Gates,

Thank you for taking the time to discuss our plans for the Trails at Overland Ranch – AAC Site Plan application, now referred to as “Trails at Overland Park Community Center and Park”. Valuable feedback was given by City Staff and adjustments have been made. We have reviewed the comments provided March 21, 2024 and have responded in the following pages.

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

Sincerely,  
Norris Design

A handwritten signature in black ink, appearing to read 'Samantha Pollmiller', written over a light blue circular stamp.

Samantha Pollmiller  
Principal



## 1. Zoning and Place type

### 1A. *Zoning*

The purpose of the R-1 Zoning District is to promote and preserve safe and attractive low-density, single-family residences. This district may include commercial nodes in Subarea C as designated by Administrative Activity Centers only. The R-1 District is generally comprised of medium to large suburban single-family lots, but development pursuant to the Small Residential Lot option is also permitted. Parks and Open Space are permitted. The Recreation Center will be reviewed under the MU-N (Mixed Use-Neighborhood) zoning district requirements. The MU-N district is intended to accommodate neighborhood scale commercial nodes and supports small-scale, mixed-use neighborhood activity centers.

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

### 1B. *Placetype*

This property is located within the Established Neighborhood Placetype. This Placetype is characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached. This Placetype generally deviates from the traditional grid pattern of streets and contains a more curvilinear pattern. Although primarily a residential area, this Placetype may also support limited retail, service and office uses located at intersections along major perimeter streets or interior collector streets. Established Neighborhoods should be highly connected with a system of safe, protected, and attractive bicycle and pedestrian routes. These routes should connect to internal and external parks and open spaces and any nearby commercial nodes.

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

### 1C. *Master Plan*

Please refer to the Trails at Overland Ranch Master Plan. A Master Plan guides development in the area and provides for a similar site design and architectural vocabulary and theme across the site. The Master Plan provides guidance for design development and ensure predictability as each Site Plan is proposed for development. The master developer is responsible for managing the development and disposition of sites from planning refinement to final buildout, overseeing site preparation and shared infrastructure development, design review, maintenance, and asset management. The Recreation Center and Park are within Planning Area 3 of the Master plan. The approved Master Plan has criteria for land uses, vehicle circulation, trails, pedestrian circulation, open space, public art, infrastructure improvements, building/house designs, fences, retaining walls, lighting, and signage.

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

## 2. Land Use

### 2A. *Historic Land Use*

This property is vacant land and has no historic significance.

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



## 2B. *Proposed Land Use*

The proposed land use is a clubhouse (recreation center) and park. The recreation center includes a community lounge, offices, a gym, a pool area with decking, pool area amenities such as an outdoor kitchen and seating areas, a lazy river, a snack shack, and a storage building.

***Response: See site plan for full list of amenities proposed with the community center.***

## 3. Development Standards

### 3A. *Dimensional Standards*

Development shall comply with the Trails at Overland Park Master Plan and/or the Unified Development Ordinance. 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. Mixed Use Centers (The Recreation Center) may be developed in accordance with the standards applicable to the MU-N (Mixed Use-Neighborhood) zone district pursuant to Section 146-5.4.3. I.

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

### 3B. *Neighborhood Protection Standards*

The platted lots located to the north along South Carrie Street, and the West along South Amory Court are considered protected lots. Neighborhood Protection Standards will apply to any proposed development adjacent to these lots. Primary buildings located within 100' of these lots have a maximum height of 38 feet and accessory structures have a maximum height of 24'.

Additionally, trash and service areas, drive through's and lighting can be limited near these lots. The conceptual plan appears to meet these requirements but refer to Section 146-4.4. for additional information. The proposed recreation center and park should comply with the lighting, setbacks, buffering and screening, and noise requirements as stated in Section 4.4 of the Unified Development Ordinance.

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

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

In addition to the requirements stated in the Master Plan, Section 4.3.17 states that Park land and open space areas shall be:

1. Integrated into and throughout the development.
2. Connected with one another and with such land in adjacent development to the maximum extent practicable.
3. Connected by trails to pedestrian routes on adjacent lands and to regional and City trail systems. Open space that is anticipated to serve as a greenway and trail corridor shall be continuous with anticipated greenway and trail corridors on adjacent properties to the maximum extent practicable.
4. Planned, designed, and constructed in compliance with the standards and specifications



established by this UDO, including without limitation Sections (Subdivision Standards), Section (Subdivision of Land), the Aurora City Code, and adopted regulations including all standards and requirements set forth in the Parks, Recreation and Open Space Dedication and Development Criteria Manual. (Ord. No. 2019-49 § 1, 08-19-2019).

***Response: The design and layout of the community center and park takes into consideration these requirements and implements them thoughtfully throughout the site.***

### 3D. Access and Connectivity

Access and connectivity to the recreation center and park should be consistent with the approved PIP and the Master Plan. Trails, sidewalks, and bike paths should align and connect with adjacent planning areas and to public and private roads. Street parking along Mineral Avenue is permitted per the approved PIP.

***Response: Access is provided to the site via trails, sidewalks, bicycles, and roadways, consistent with the master plan.***

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

Off-street parking is required by Section 146-4.6. However, there is no minimum parking requirement for Parks and Open Space. The Recreation Center will be reviewed under the land use Clubhouse for parking requirements. The Clubhouse requires 1 space per 400 square feet of gross floor area. The conceptual plan shows 48 parking spaces are provided, which would require 2 accessible parking spaces. Please verify since the gross floor area for the Recreation Center was not provided. In addition to vehicle parking, the development is required to provide 5 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.

***Response: Noted, thank you. Parking provided in accordance with requirements.***

- 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 street s, and to avoid abutting significant stretches of adjacent streets.

***Response: Parking provided for in location supportive of the use of the community center and park.***

### 3F. Landscape, Water Conservation, Stormwater Management

- General Landscape Plan Comments-





Prepare your landscape plans in accordance with the requirements found in the Landscape Reference Manual and the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management of the UDO. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

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

- Landscape Plan Preparation-  
Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

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

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

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

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

- Section 146-4.7.5 Required Landscaping © Curbside Landscaping 2a-  
The curbside landscaping for E. Mineral Avenue and S. Carrie Street was provided as part of the Phase 1 residential plans currently under review. The curbside landscaping for these streets should be shown grayed back with a reference to Case Number 2022-4042-00 Phase 1 Residential.

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

- 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-  
Building perimeter landscaping is required for the clubhouse and shall be included where building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. 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 the building, landscaping may need to be pro-rated if it is 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 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 as required by this section.

***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 may be integrated with any proposed signage and/or monumentation.

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

- Section 146-4.7.3. C. Irrigation-  
All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

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

### *3G. Building Design Standards*

Please reference the Trails at Overland Ranch Master Plan and UDO Section 146-4.8 for specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. The Master Plan includes criteria for materials, color schemes, architecture, accents, outdoor furniture, etc.

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

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:



**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>						
Roof-top 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.**

### 3H. Exterior Lighting

Lighting shall comply with the approved Master Plan and/or Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Also, please refer to the Neighborhood Protection Standards as these may have additional requirements. These can be found in Section 4.4 of the Unified Development Ordinance.

**Response: Noted, thank you.**

### 3I. Signs

Proposed signage shall comply with the requirements in the approved Master Plan and/or Section 146-4.10 signage standards. Please review these sections 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. Approval of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission...



***Response: 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.

***Response: Noted, thank you. A presubmittal was held with staff on 5/16.***

### *Community Participation:*



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

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

***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 ([arccgis.com](http://arccgis.com))

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

ENERGY AND ENVIRONMENT DEVELOPMENT (Jeffrey S. Moore/ 303-739-7676/  
[jmoore@auroragov.org](mailto:jmoore@auroragov.org))

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





In the future there will be horizontal wells 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. There are also other wells outside of the City of Aurora that will run under your proposed project location. please go to: Lowry Ranch Drilling Project ([arapahoeco.gov](http://arapahoeco.gov)) for more information.

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

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

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

#### PARKS, RECREATION, AND OPEN SPACE DEPARTMENT (PROS)

No comments from this department.

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

#### AURORA WATER (Alicia Caton/ [acaton@auroragov.org](mailto:acaton@auroragov.org) )

##### 1. 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:***

- Per the pre-application notes, a water sampling station was requested for Phase 1 of this site. A location near the recreation center would be optimal as long as it is adjacent to a fire hydrant.
- A Stormwater Management Plan (SWMP) will be required.
- No trees or structures are allowed in the sanitary or water easements.
- The pool will require a permit before discharging into the sanitary, see Section XI, swimming Pools in Aurora Standards.
- There is a non-functional turf ordinance in effect that this development should be aware of for compliance.
- A fixture unit table will need to be provided.

##### 1A. *Utility Services Available*

Water service may be provided from: The water utility will need to be installed and looped per the Public Improvement Plan for Group 1.

***Response: Noted. A hydrant, domestic water service, fire service & irrigation tap are proposed with this site plan.***





Sanitary sewer service may be provided from: The sanitary main will need to be installed and looped per the Public Improvement Plan for Group 1.

***Response: Noted. One connection for each the community center & bath house are proposed with this site plan.***

Project is located on the following Map Page: 28AA

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

#### 1B. *Utility Service Requirements*

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

***Response: Noted, elements are depicted and labeled.***

- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer, and Storm Drainage Infrastructure (Utility Manual).

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

- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.

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

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

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

#### 1C. *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.

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



The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

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

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 the City Council.

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

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 (George Slovensky/ 303-739-7431/ [gslovens@auroragov.org](mailto:gslovens@auroragov.org) )

*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 full preliminary drainage report shall be submitted with this site plan.

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

- Detention and water quality/EURV are required for this site and shall be in conformance with the master drainage study and subsequent PDR and FDR that will construct the receiving Pond 302. Ensure that the assumptions made for imperviousness in the master study and subsequent PDR and FDR are consistent with your proposed site design. Downstream drainage facilities including Pond 302 must be installed prior to onsite paving and must be accepted with an approved pond certificate prior to issuance of TCO/CO.

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

- This site design shall be in compliance with all aspects of the 2023 COA Storm Drainage Design and Technical Criteria (SDDTC) including revised percent impervious and rational method runoff coefficients presented in the new manual.

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

- This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.

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



- 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>  
**Response: Completed.**
- All structure Lowest Points of Entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.  
**Response: Noted, thank you.**
- Note that for all master drainage reports (MDR) and preliminary drainage reports (PDR), review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.  
**Response: Noted, thank you.**
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available of the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under- review documents and coordinate designs.  
**Response: Noted, thank you.**

References related to your site:

1. *Master Drainage Report Trails at Overland Ranch* (222184MD1)
2. *Preliminary Drainage Report for Trails at Overland Ranch Flg #1* (Under review RSN 1644429)

**Response: Reference material noted.**

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

**Response: Noted, thank you.**



Detention of storm drainage is supported by offsite ponds. If offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.

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

Release rate for the detention pond shall be based upon the Master Drainage Report for the overall site and the Ph1 PDR and FDR.

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

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

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

2.08.1.06.2 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.

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

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

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

Per Section 4.32 Nonresidential Construction: New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall either have the lowest floor, including basement, garden level or crawl space, elevated 1 foot above the 100-year flood elevation or, together with attendant utility and sanitary facilities, meet the requirements in Subsection 70•141(b)(2) of the City Code.

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

Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

***Response: 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:

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.  
***Response: Noted, thank you.***
- The applicant shall provide traffic calming and pedestrian enhancements at the park pedestrian crossings on Mineral Avenue and Carrie Street.  
***Response: Both raised intersections were removed during the last round of Filing 1 CSP per staff direction. Additional signage & warning signs provided.***
- COA requests the applicant consider providing more direct pedestrian connectivity from the mid-block pedestrian crossing on Carrie Street to the site that may include moving the pedestrian crossing.  
***Response: An amenity deck access gate has been added at this location.***
- Show all adjacent and opposing access points on the Site Plan.  
***Response: Noted, thank you.***
- Label the access movements on the Site Plan.  
***Response: Noted, thank you.***
- 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: SDT depicted.***
- 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.
- ***Response: Existing street signs depicted.***

#### Engineering Division

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

#### Key Issues:

- Public Improvements shall be provided in conformance with the Trails at Overland Ranch Masterplan and any required infrastructure shown on the in-process site plan (RSN 1638440) is also required.  
***Response: Noted, thank you.***
  - The improvements shown on the infrastructure site plan need to be completed prior to TCO/CO for this project.  
***Response: Noted, thank you.***
  - The in-process site plan (RSN 1638440) needs to be approved prior to the approval of this site plan.  
***Response: Noted, thank you.***
- At the northwest corner of the site, there are two internal park sidewalks that connect to sidewalks that cross E Mineral Avenue. Please align those sidewalks with the crossings where they connect.  
***Response: Walks are aligned.***
- Consider adding an internal pedestrian path that connects to the proposed mid-block crossing of S Carrie Street or relocating the mid-block crossing to connect to an internal pedestrian path.  
***Response: Amenity deck access gate added at this location.***
- Curb returns and ADA compliant curb ramps are required across the access.  
***Response: ADA ramps added.***



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

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

- The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).

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

- 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: Noted, thank you.***

#### 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 ***Noted, thank you.***
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.

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

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

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

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

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

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

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





- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

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

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

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

- 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.

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

- 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 Civil Plan submittal and will determine final streetlight locations based on a photometric analysis.

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

#### ROW/Easements/Plat:

- ROW dedication is required for public streets.

***Response: Noted. All public streets dedicated with Filing 1.***

- 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.

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

- 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.

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

- 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: Noted, thank you.***

#### FIRE/LIFE SAFETY COMMENTS- BUILDING DIVISION

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

#### Key Issue:

The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC.

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

#### Advisory Comment:

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

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

#### 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.

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

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

- 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](#).

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

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

***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
- Keep Drive Aisle Passable at All Times 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 3<sup>rd</sup> party to assess the radio frequency levels within the structure. Once completed, the 3<sup>rd</sup> 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 ERCC 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.***

Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

***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:*

- Designated Fire Lane

***Response: Noted. Fire hydrant access provided on E Mineral Ave for FDC spacing.***

- 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.  
**Response: Noted. Assumed access provided off S Carrie St. & E Mineral Ave.**
- 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.  
**Response: Noted, two points of emergency access are provided.**
- During the pre-application meeting it had been recommended that a 26' fire lane easement be provided within the site to avoid the installation of mid-block emergency set-up points for aerial fire apparatus (ladder trucks).  
**Response: Noted. A 23' access drive provided into site as third point of access.**
- The fire lane easement will be required to be posted with fire lane signage and include stripping (painted cross-hatching) of the fire lane boundaries to ensure RV and vehicle storage is not parked within the dedicated fire lane easement (IFC Section 503.3).  
**Response: Noted, thank you.**
- 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.**
- Public Street Adjacent to Site:
  - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.  
**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.*



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

***Response: Noted, one additional required for FDC spacing.***

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

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

- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure.

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

- 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, all hydrants labeled.***

### 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:

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

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

- Commercial Cooking Equipment utilizing a Type I Hood will require a kitchen hood suppression system.

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

- 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.

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



#### Hazardous Materials:

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

***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.

***Response: Knox hardware shown on elevations. Knox hardware shown.***

- 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: Knox hardware shown on elevations. Knox hardware shown.***

#### 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: Legend included.***

#### Loading and Unloading Areas:

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

***Response: Loading area depicted on site plan.***

#### Petroleum and Gas Line Easements:

Please review either 49 CFR part 195, Transportation of Hazardous Liquids by Pipeline criteria or 49 CFR part 192, Transportation of Natural and Other Gas by Pipeline criteria to determine minimum distance criteria of a pipeline proximity of any private dwelling, industrial building, or place of public assembly in which persons work, congregate, or assemble. You can also gain assistance by obtaining a letter from the petroleum or gas line easement owner indicating the minimum distance they would allow the buried gas line and easement line to the proposed exterior wall. Submit this letter with your site plan amendment planning documents for recordation.

***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, no phasing is planned with this site.***

#### Photometric Plan:

Add the following note to the Photometric Site Plan:

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

***Response: Accessible route included.***

#### 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](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) 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](#)



- The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
- [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](#)
- [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](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Single Point of Access through an Adjacent Jurisdiction](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [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 (Grace Gray/ 303-739-7277/  
[ggray@auroragov.org](mailto:ggray@auroragov.org))

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

#### Subdivision Plats:

- A subdivision plat is not required at this time.

***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](#)

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

#### Offsite Easement Dedications:

- 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.



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

- 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.

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

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

***Response: Three (3) easements are proposed with this site plan. An irrigation meter esmt, a domestic meter esmt, & a fire lane easement.***

- 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.

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

- As shown in your proposed plans, 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](#).

***Response: Noted, no street vacations are proposed at this time.***

- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review.

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



- 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.***

END OF COMMENTS.