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March 14, 2024

Nekruz - [khodjaevnekruz@gmail.com](mailto:khodjaevnekruz@gmail.com)  
The World - Real Estate Development Company LLC  
1660 S Albion Street Suite 610  
Denver, CO 80222

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held 02/29/2024**

Dear Applicant:

I would like to take this opportunity to thank you for considering the City of Aurora for the Three Story Townhouse Project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

***Key Issues:***

- ▶ **Subdivisions Standards:** The expectation is the townhomes will be situated on fee simple lots that have direct frontage and access onto a street. Each townhome unit must be platted on its own lot and meet the minimum lot size requirements.
- ▶ **Access and Connectivity:** The drive aisle shown on the proposed plan along the east perimeter does not meet street standards and cannot be considered a private street meeting city standards. Therefore, the townhome units as shown do not front on a street. With less density (fewer units) proposed the site could potentially meet requirements by fronting units along Warren Avenue and S Galena Street and limiting access to S Galena Street.
- ▶ **Parking:** Off-street parking is required by Section 146-4.6 of the UDO. Townhomes require two spaces per unit. Front-loaded townhomes are not permitted. Because the proposed townhomes are required to front the street, additional guest parking is not required. Please reference Section 146-4.6.5 of the UDO for the design and placement of parking areas if on-site parking will be provided.
- ▶ **Forestry:** There are several trees scattered throughout this site that will be impacted by development. Any tree that is removed from the site will require tree mitigation.
- ▶ **Aurora Water:** Water will need to be looped through the site so that the eastern townhomes have frontage to a public water main.

- ▶ **Sanitary:** There is an existing sanitary sewer main east of the existing sidewalk in Galena Street. No structural encroachment will be allowed over this line. Relocation of the line is possible however a temporary bypass plan is required to avoid interruption of service for existing users.
- ▶ **Preliminary Drainage Report (PDR):** A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality 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).
- ▶ **Stormwater Management:** There is an existing drainage easement on the site that can be vacated if necessary. The detention pond design will also require that the emergency overflow path does not impact existing or proposed buildings. Please note that an existing storm main is located on the west side of Galena Street.
- ▶ **Traffic:** A Traffic Letter will be required for this development. See page 18 for additional information.
- ▶ **Access:** The access onto Warren Avenue shall align with the opposing street to the south side of Warren Avenue and access onto Galena Street needs to be 150' from Warren Avenue. Spacing between driveways needs to be 75 feet. Additionally, a throat depth of 50 feet will be required from Galena Street and Warren Avenue. No drive aisle or parking spaces will be allowed in that 50 feet.
- ▶ **Public Improvements:** Public improvements for this development include installing street lights along both the Galena Street and Warren Avenue frontages, updating the curb ramps on both sides of the intersection of Galena and Warren, and providing curb ramps with curb returns at proposed access points.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7585 or [jmarte@auroragov.org](mailto:jmarte@auroragov.org).

Sincerely,

A handwritten signature in cursive script that reads "Jazmine Marte".

Jazmine Marte  
Project Manager



## City of Aurora

### Development Process

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

#### Step I - Planning Phase

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

#### Step II - Construction Document Phase

**Civil Engineering Plans:** This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All civil plans are electronic submittal only.

- A Preliminary Drainage Report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. This review is separate from the Planning Phase review above and requires a per-sheet review fee.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

#### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

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

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

### Contact Information

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

#### **City Manager's Office**

Office of Development Assistance  
Jazmine Marte  
303.739.7585  
[jmarte@auroragov.org](mailto:jmarte@auroragov.org)

#### **Planning**

Zoning and Plan Review  
Rachid Rabbaa  
303.739.7450  
[rrabbaa@auroragov.org](mailto:rrabbaa@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
Scott Hammons  
[shammons@auroragov.org](mailto:shammons@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Aurora Water**

Casey Ballard  
303.739.7382  
[cballard@auroragov.org](mailto:cballard@auroragov.org)

#### **Aurora Water - Drainage**

Christopher Hill  
303.739.7263  
[chhill@auroragov.org](mailto:chhill@auroragov.org)

#### **Public Works**

Traffic Division  
Jason Igo  
303.739.1792  
[jigo@auroragov.org](mailto:jigo@auroragov.org)

Roadway & Public Improvements  
Engineering Division  
Julie Bingham  
303.739.7403  
[jbingham@auroragov.org](mailto:jbingham@auroragov.org)

Life Safety and Building Division  
Mark Apodaca  
303.739.7656  
[mapodaca@auroragov.org](mailto:mapodaca@auroragov.org)

Land Development Review  
Services Division  
Maurice Brooks  
303.739.7294  
[mbrooks@auroragov.org](mailto:mbrooks@auroragov.org)

#### **Aurora Public Schools**

Joshua Hensley  
303.365.7812 x28463  
[jdhensley@aurorak12.org](mailto:jdhensley@aurorak12.org)  
Nicholas J. Leach  
651.470.3889  
[njleach@aurorak12.org](mailto:njleach@aurorak12.org)

#### **Energy & Environment**

Jeffrey S. Moore  
303.739.7676  
[jsmoore@auroragov.org](mailto:jsmoore@auroragov.org)  
  
Maria Alvarez  
303.739.6824  
[malvarez@auroragov.org](mailto:malvarez@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### ***Key Issues:***

- ▶ Townhomes in the MU-C zone district are required to have street frontage for each lot
- ▶ Platting Townhome Lots
- ▶ Meeting Dimensional Standards
- ▶ Building Architecture

#### ***Project Overview:***

- Zoning: Mixed Use-Corridor (MU-C)
- Character Area: Subarea A
- Proposed Use: Townhomes
- Permitted Use: Yes

#### ***Type of Application:***

- Site Plan
- Subdivision (Replat)

#### ***Procedures:***

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application will require approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website. The Repat can be processed simultaneously.

#### ***Important Links:***

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

***Standards and Issues:***

**1. Zoning and Placetype**

**1A. Zoning**

The site is zoned MU-C (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.

**1B. Subarea**

The subject property is located in Subarea A, which generally includes areas of west Aurora that were primarily developed and platted before or within the decade after World War II, with development occurring in the southern portion of the area into the 1970s. These areas are generally characterized by rectangular blocks with a typical 330 ft. by 660 ft. dimension, often bisected by a north-south or east-west alley. Residential lots were often created with street frontages of between 25 and 50 feet, and arterial and collector street frontages were often designed for small-scale commercial or multifamily uses. Currently, Subarea A includes a mix of industrial, residential and commercial developments. Future development will occur as mainly infill as well as redevelopment of existing sites and structures. Larger developments are expected to occur along transit routes. Execution of the landscape standards within Subarea A is more challenging due to the existing infrastructure and the largely adaptive re-use of existing structures. As a result, landscape standards will focus on building frontages (i.e. streetscapes and pedestrian corridors) as well as the integration of Low Impact Development (LID) practices to address ongoing stormwater management issues.

**1C. Placetype**

The property is within the City Corridor Placetype of the Aurora Places Comprehensive Plan. City Corridors contribute to the economic and fiscal success of the city. Corridors are centered along the city's major roadways, home to a wide range of uses, including commercial, retail, institution, service, and some residential. This placetype is generally auto oriented, but should also accommodate pedestrians, bicyclists, and transit service. City Corridors should include amenities such as sidewalks, crosswalks, benches, pedestrian-scale lighting, and landscaping that make it easy for pedestrians to safely and comfortably navigate the area. The focus of the placetype is commercial activity, and as such, its primary uses are restaurants, retail, office, and commercial services. Multifamily residential and institutional uses are secondary uses to allow for the development of mixed-use projects. Please review the defining features of the City Corridor placetype on pages 44-45 of the Aurora Places Comprehensive Plan and ensure the development complies with features.

**2. Development Standards**

**2A. Dimensional Standards**

When submitted, the site plan must conform to all requirements for setbacks, height limits, build to requirements, etc. Townhomes in the MU-C Zone District in Subarea A shall follow the Dimensional Standards for the R-3 District (Section 146-4.2.2.B, Table 4.2-1). The front door of each dwelling unit shall face a public or private street (designed to public street standards). The minimum dimensional standards for the townhome lots are as follows:

**Lot Frontage:** 18' Internal Units

20' End Units

**Lot Area:** 1,250 SF Internal

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

1,380 SF End

**Building Setbacks: (R-3 Standards)**

Front 15' (Local Street)

Side 5'/10' (Interior/Adjacent to a Public Street)

Rear 10'

**Maximum Height: 75'**

**2B. Townhome Standards**

See (UDO Section 146-3.3.2.I) for Townhome requirements. Alternatively, development could be proposed with a product meeting the definition of *Multifamily* in the UDO. Multifamily requirements call for in part, buildings along the street to have entrances on the street, 20% common usable outdoor space and some garage parking.

**2C. Subdivision Standards**

The expectation is the townhomes will be situated on fee simple lots that have direct frontage and access onto a street. Each townhome unit must be platted on its own lot and meet the minimum lot size requirements found in the UDO and outlined above.

**2D. Access and Connectivity**

Section 146.4.5.4.C details connectivity standards to accommodate the safe, efficient and convenient movement of pedestrians, vehicles, bicycles and transit including connections to and from the adjacent properties and land uses.

The drive aisle shown on your sketch plan along the east perimeter does not meet street standards and cannot be considered a private street meeting city standards. Therefore, the townhome units as shown do not front on a street. With less density (fewer units) proposed the site could potentially meet requirements by **fronting units along Warren Avenue and S Galena Street and limiting access to S Galena Street.**

Improvements are required along Gelena which include street trees and curbside landscaping located between the back of curb and the sidewalk.

**2E. Parking, Loading, and Stacking**

Off-street parking is required by Section 146-4.6. Townhomes require **two spaces per unit.** Front-loaded townhomes are not permitted. Because the proposed townhomes are required to front the street, additional guest parking is not required. If you choose to provide on-site parking, please reference Section 146-4.6.5 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, and screening from adjacent sites and streets.

**2F. Landscape, Water Conservation, Stormwater Management**

**General Landscape Plan Comments**

The landscape plan should be prepared in accordance with the Landscape Reference Manual as well as the Unified Development Ordinance (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.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

**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.

**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.

**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.

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

Provide one shade/street tree per 40 linear feet of street frontage along E. Warren Avenue and S. Galena Street. 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.

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

A 25’ wide non-street perimeter buffer shall be provided by the townhome development along the northern and eastern property lines. A reduction in the buffer width to 15’ 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. Residential development proposed adjacent to industrial, commercial, and all other non-residential properties shall include one tree and five shrubs for each 25 linear feet of buffer and 50 percent of the trees shall be evergreen species. Where residential uses abut nonresidential uses plant sizes shall be increased to three-inch caliper for deciduous trees and eight feet tall for evergreen trees.

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.

**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



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

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.

**Section 146-4.7.5.J.3. Multi-family and Single Family Attached (Townhome) Residential Structures**

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

**Section 146-4.7.5 K. Parking Lot Landscaping**

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

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

**Section 146-4.7.8. 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.

**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.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

**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.

**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](mailto:tyork@auroragov.org) regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**2G. *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.

Townhomes have materials requirements that include a minimum of 50% clad in brick or stone or 75% a combination of brick and stucco. EIFS is 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

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held 02/29/2024**

house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

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

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<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.

## 2H. 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.

## 2I. 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.

## 2J. Fences and Walls

All fences and walls shall comply with the provisions of Section 146-4.7.9. Fences and walls shall be made of high-quality durable materials that require low maintenance. Chain link is not permitted. Front yard fences shall be a maximum of 42" tall, open style (50% opacity), and located a minimum of 18" behind sidewalk (Section 146-4.7.9.L.2). Side and rear yard fencing may have a maximum height of 6 feet. Where there is an existing fence along a shared property line, the fence may be located on the lot line. Please show any proposed gates on the plans and include details.

## 3. 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.

#### **4. Submittal Reminders**

##### *4A. 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.

##### *4B. 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.

##### *4C. Mineral Rights Notification*

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

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

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

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

#### ***Community Participation:***

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

#### ***Community Meetings:***

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

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.

- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](https://arcgis.com)

### **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.

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

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

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

#### ***Project Characterization***

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- The proposal includes 18 Single-family units.
- The project is considered infill development; therefore, you will be exempt from open space land dedication requirements.

#### ***Population Impact***

For multi-family residential, population calculations for the project are based on an average household size multiplier of 2.65 persons per unit, resulting in an overall projected population of 48 persons.

#### ***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, City Code and Section 3 of the PROS Dedication and Development Criteria Manual 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

The resulting acreage required is as follows:

Neighborhood Park Land	0.14 acres
Community Park Land	0.05 acres
Total Land Dedication	0.19 acres

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

***Cash-in-Lieu Payment***

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land. Being an infill development, this project may take advantage of a less-than-market-rate value which the city offers to reduce the cost of PROS' requirements for infill. The current per-acre value of \$64,000 multiplied by the dedication acreage results in a cash-in-lieu payment of \$12,160 for 2024.

***Park Development Fees***

In accordance with City Code and Section 4 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 \$2,224.37 would apply if permits for construction of the residential units are pulled in 2024, and the total paid would be approximately \$40,038.60.

***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 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.

**Forestry Division**

There are several trees scattered throughout this site that will be impacted by development. Any tree that is removed from the site will require tree mitigation.

**Tree Mitigation Requirements**

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

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

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

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080>

**Ash Trees Prohibited**

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

**Aurora Water**

**Utilities**

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

***Key Issues:***

- ▶ Water meters are to be in a landscaped area with pocket easement if outside of the public ROW.
  - Water services are to be a minimum of 5-feet from side property lines and 10-feet from sanitary services.
  - Water and sanitary services are not to cross under driveways or enter through the garage.
  - Water meter easements are to be 10-feet wide and extend 5-feet behind the back of the meter.
  - Each unit is to have its own water and sanitary service.
- ▶ No trees, roof overhangs, or other structural encroachments within any water, sanitary, storm, or utility easement.
- ▶ Resistivity tests are required with the 1<sup>st</sup> submittal of the civil plans.
- ▶ Water will need to be looped through the site so that the eastern townhomes have frontage to a public water main.
- ▶ There is an existing sanitary sewer main just east of the existing sidewalk in Galena Street. No structural encroachment over this line. If the applicant wishes to relocate that is possible but a temporary bypass plan is required to avoid interruption of service for existing users.

***Utility Services Available:***

- Water service may be provided from: 12-inch in Warren, 8-inch in Galena
- Sanitary sewer service may be provided from: 8-inch in Galena
- Project is located on the following Map Page: 13B

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development.
  - 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.

***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 31<sup>st</sup> which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**Stormwater Management**

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

***Key Issues:***

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality 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).
  - When fewer than 2 acres of imperviousness drain to a FSD facility, the water quality component of the FSD facility must be an infiltration- or filtration-based stormwater control measure (SCM) such as bioretention or a sand filter. This is because an extended detention basin (EDB) with a surface release for a site of this scale requires orifice sizing that is highly susceptible to clogging.
- ▶ There is an existing drainage easement on the site that can be vacated if necessary. The detention pond design will also require that the emergency overflow path does not impact existing or proposed buildings. Please note that an existing storm main is located on the west side of Galena Street.
- ▶ 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>



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- ▶ 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) 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://cdnsms-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://cdnsms-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)
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available of the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.
  - Refer to EDN's (C6-2-629, 204267, 205119) 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.
  - 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.
  - See section 10.11 DESIGN STANDARDS FOR UNDERGROUND DETENTION for applicability of these facilities.
  - Release rate for the detention pond shall be based upon Table 10-2 using simplified equations.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- 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.
- A public storm sewer system is located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [https://cdns5-hosted.civicle.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf](https://cdns5-hosted.civicle.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf)
- Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files.

**Public Works Department**

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

- ▶ A Traffic Letter will be required for this development. See below for additional information.
- ▶ The access onto Warren Avenue shall align with the opposing street to the south side of Warren Avenue.
- ▶ Access on Galena Street needs to be 150' from Warren Avenue. Spacing between driveways needs to be 75 feet.
- ▶ A throat depth of 50 feet will be required from Galena Street and Warren Avenue. No drive aisle or parking space will be allowed in that 50 feet.
- ▶ Plans will need to show how all residents will be able to access public ROW.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

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

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

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

**Traffic Impact Study:**

- A traffic letter will be required documenting trip generation for this site, according to standard trip generation methodology as established by ITE in Trip Generation Manual, 11<sup>th</sup> Edition. If peak hour trips do not exceed 75 vph (total), then a full Traffic Impact Study will not be required. In the case that a full TIS is not required, the applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site.
  - Site Circulation Plan

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

**Submitting the Traffic Letter:**

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

**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 for this development include installing street lights along both the Galena Street and Warren Avenue frontages, updating the curb ramps on both sides of the intersection of Galena and Warren, and providing curb ramps with curb returns at proposed access points.
- ▶ 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.

***Improvements:***

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

- Curb ramps must be shown (located) on the plans at all curb returns, 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.
- 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 streetlight locations based on a photometric analysis.

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

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**Fire/Life Safety Comments - Building Division**

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

***Key Issue:***

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC. This includes the International Existing Building Code (IEBC).

***Advisory Comment:***

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

***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](#)

**Addressing Requirements:**

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

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

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

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

***Civil Plans:***

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

- [Combined Fire Lane and Pedestrian Sidewalks](#)

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Keep Drive Aisle Passable at All Times Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

**Emergency Responder Communication Coverage:**

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

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

**Where required in new buildings:**

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

**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



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

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.

- Public Street Adjacent to Site
  - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- 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.
- Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.
- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure.
- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection.
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance.

**Fire Sprinkled Structures:**

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

**General Comments:**

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.
- 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.
- 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.

**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

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

(caps/plugs). Please label and show these Knox devices on the site plan submitted to the Planning & Development Service Department.

**Legend:**

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

**Photometric Plan:**

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

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) 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 \(LDN\)](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

**Site Plan Data Block:**

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

**Special Design Considerations:**

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [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](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

**Trash Enclosure:**

Per the 2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

**Land Development Review Services Division**

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

**Key Issues:**

- ▶ With the new proposed Lots, this will require a new Subdivision Plat.
- ▶ Make sure the easement configurations match between the documents.
- ▶ Dedicate any new easements on the new plat.
- ▶ The private street should be located in a Tract with an Access easement dedicated to allow access to the adjacent Lots.

**Subdivision Plats:**

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. 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 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

**Site Plans:**

A Site Plan will be required by the Planning Department. Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Land Development Review Services [Subdivision Plat Checklist](#).

**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.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

- 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](#)
  - [Revocable License Packet](#)
  - [License Agreement Packet](#)
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Land Development Review Services. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Land Development Review Services will record the Site Plan.
- 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 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 a *Land Development Agent* at 303.739.7300 for additional details and contact information.

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)
  - [Civil Plan Submittal Form](#)
  - [Civil Plan Submittal Pre-Acceptance Checklist](#)

#### Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via [engineering@auroragov.org](mailto:engineering@auroragov.org). If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
  2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
  3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
  4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1<sup>st</sup> review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1<sup>st</sup> formal review and follow our standard civil plan timelines.
- Civil Construction Document Plan Set generally includes the following plans:
    - Stormwater Management Plan
    - Final Drainage Plan/Report
    - Final Grading Plan
    - Utility Plan and Profiles
    - Structural Calculations
    - Signing and Striping Plan
    - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

## Aurora Water

### Utilities

#### ***General Requirements:***

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - Fire Service Lines
    - Commercial and Domestic Water Service Lines.
    - These devices are required to be located within the building or within a heated and drained vault after the water meter.
  - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
  - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

#### ***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

## **Stormwater Management**

#### ***General Requirements:***

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

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

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

- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

**Public Works Department**

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

**Traffic Engineering**

- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers’ vehicles) shall access the site from approved truck routes, via Warren Avenue and not through the adjacent residential neighborhood(s).

**Engineering Division**

***Roadway Design and Construction Specifications:***

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

## Building Plans

### Building Division Comments:

#### Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

#### **Permit Types:**

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.

- [Multi-Family Permits](#)
- [Single Family Residential or Master Plan Single Family Permits](#)

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

- N/A

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

- Fire Alarm
- Fire Sprinkler
- Knox Box
- Knox Box Rapid Entry

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Automatic Fire-Extinguishing System.
  - Fire Alarm and Detection Systems and related equipment.
- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
  - N/A

#### **Key Issues:**

- If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez ([jcrodrig@auroragov.org](mailto:jcrodrig@auroragov.org)).
- The City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

#### Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2021 IBC, Chapter 11, and the 2017 ICC 117.1.

**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

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

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

**Building Division General Comments:**

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

**Checklist for Plan Review Submittals:**

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

**Day-Night Sound Level (LDN or DNL):**

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

**General Fire Protection System Requirements:**

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

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

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- IBC R-3 Occupancy - Residential occupancies where the occupants are primarily permanent in nature and not classified as R-I, R-2, R-4 or I, and where buildings do not contain more than two dwelling units; adult and childcare facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. Includes congregate living facilities with 16 or fewer persons.
- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.

**Single-Family Master Plans:**

Master plans can be used for each identical townhouse type. Please utilize our [IRC ONE AND TWO FAMILY RESIDENTIAL](#) checklist.

**Townhouses:**

- Townhomes are considered single-family one and/or two-family dwellings by the International Residential Code (IRC) and designated as Group R-3 occupancies. As such, R-3 occupancies are to be served by individual utilities where the individual homeowner has sole control of the shut off and main circuit breaker for their property. Ganged Meters for Gas and electricity are not allowed



**Re: Three Story Townhouse Project (#1783982)/Pre-Application Meeting held  
02/29/2024**

in the City of Aurora for IRC R-3 townhouses. Where ganged meters are intended, the townhouses will be designated as International Building Code (IBC) group R-2 occupancies requiring residential fire sprinkler installations. The site plan and civil plan utility sheets must show service entrances for all utilities in order to define occupancy designation for the structures.

**Tri-County Health Department:**

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

**Land Development Review Services Division**

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

**STEP III – CONSTRUCTION PHASE**

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

**Aurora Water**

**Utility Connection Fees:**

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

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

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

**Stormwater Management**

- Pond cert required prior to TCO or CO.



## Public Works Department

### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - water mains, hydrants, and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

### Building Division

#### ***Key Issue:***

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting with the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

#### **Construction Permits:**

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