



Office of Development Assistance  
15151 E Alameda Pkwy  
Aurora, Colorado 80012, Suite 5200  
phone 303.739.7345  
email oda@auroragov.org

*AuroraGov.org*

September 19, 2024

Carl Carlson - [ccarlson@uintahgroup.com](mailto:ccarlson@uintahgroup.com)  
Uintah Engineering & Land Surveying  
85 South 200 East  
Vernal, UT 84078

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

Dear Carl Carlson:

I would like to take this opportunity to thank you for considering the City of Aurora for the Chico 4-65 26-25 North- Library Time 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:**

► **Best Management Practices (BMPs):** The proposed oil and gas well site is permitted by the current zoning. The proposal is subject to administrative plan set approval as an Oil and Gas Permit, and to the timelines, Best Management Practices, and requirements set forth in the Crestone Peak Resources Operator Agreement. See page six for more information about BMPs.

**Response:** [Acknowledged.](#)

► **Drainage:** A Stormwater Management Plan & Report are required, as well as a Preliminary Drainage Report (PDR), which shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4 for submittal requirements. On-site Detention and Water Quality/EURV pond is required for sites larger than 2 acres of impervious area. The pond shall be in place prior to paving, and an approved facility certificate for each detention pond shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit).

**Response:** [This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.](#)

► **Traffic:** A Traffic Study and Detailed Traffic Management plan will be required. Use and maintain previously approved haul and construction traffic routes and construction/maintenance access points. Provide truck turning templates along the haul and construction routes. Ensure all above ground appurtenances are out of sight triangles.

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

► **Public Improvements:** The haul route within Right-Of-Way (ROW) shall be paved. The portion of Jewell in front of the site access shall be paved with asphalt. The first 100' of the access road shall also be paved with asphalt or concrete. Civil plans are required for this application.

**Response:** **This is an existing location with existing access. E. Jewell Ace is a dirt road at the access point to this location, therefore no paving is necessary.**

► **Fire and Life Safety:** Along with the standard requirements of the comprehensive Emergency Response Plan (ERP), the site plan submittal must include "freshwater resources" to establish an onsite water supply for emergency purposes. The site plan must reflect the location of all hazardous materials on site. A separate hazardous materials inventory statement must be submitted with your site plan.

**Response:** **There is an existing hydrant adjacent to the entrance to the wellsite as depicted on the Site Plan. Crestone also cites in the ERP the climate-controlled Foam located at I-70 and Manila Rd. for use by Aurora Fire and Rescue. Crestone is currently working with Aurora Fire and Rescue and Aurora OEM to establish regular training sessions.**

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 303.739.7352 or [lthennes@auroragov.org](mailto:lthennes@auroragov.org).

Sincerely,



Lorianne Thennes  
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 outline the formatting of the attached staff comments:

### Step I - Planning Phase:

- The application is submitted to the Energy & Environment Division.
- The Energy & Environment Division refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively.

**Response:** [Acknowledged](#)

### 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 submitted electronically.

- 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.

**Response:** [This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.](#)

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

- Typically 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).

**Response:** [There is a current SWMP Permit for this location. \(SWMP Permit #21-2074123\)](#)

- **Public Improvement permits** can be issued after Civil Plan approvals.

**Response:** [N/A](#)

- **Building permits** are issued only after Steps I & II are complete (Site Plan/Civil Plan), and building plans are approved.

**Response:** [A building permit application will be filed at the time facilities are tied into electrical grid](#)

Re: Chico 4-65 26-25 North- Library Time (#1830084)

power.

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

**Response:** N/A

## 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 **Lorianne Thennes, 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  
Lorianne Thennes  
303.739.7352  
[lthennes@auroragov.org](mailto:lthennes@auroragov.org)

#### Public Works

Traffic Division  
Dean Kaiser  
303.739.7584  
[djkaiser@auroragov.org](mailto:djkaiser@auroragov.org)

#### Energy & Environment

Maria Alvarez  
303.739.6824  
[malvarez@auroragov.org](mailto:malvarez@auroragov.org)

#### Planning

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

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

#### Parks, Recreation & Open Space

Planning Design and Construction  
*Not represented at meeting*  
Curt Bish  
303.739.7131  
[cbish@auroragov.org](mailto:cbish@auroragov.org)

Life Safety and Building Division  
William Polk  
303.739.7371  
[wpolk@auroragov.org](mailto:wpolk@auroragov.org)

#### Aurora Water

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

Land Development Review  
Services Division  
Rebecca Westerfield  
303.739.7325  
[RWesterf@auroragov.org](mailto:RWesterf@auroragov.org)

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

## STEP I – PLANNING PHASE

### Energy & Environment Division

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

**Response:** [Acknowledged](#)

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

**Response:** [Acknowledged](#)

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

**Response:** [Acknowledged](#)

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Energy & Carbon Management Commission (ECMC) for more information. Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Energy & Environment Division.

**Response:** [Acknowledged](#)

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

- ▶ Best Management Practices (BMPs) for New Wells and Well Sites per the Crestone Peak Resources Operator Agreement.

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

- Zoning: R-2
- Proposed Use: Oil and Gas Well Site
- Permitted Use: Yes
- The proposed oil and gas well site is permitted by the current zoning. The proposal is subject to administrative plan set approval as an Oil and Gas Permit, and to the timelines, Best Management Practices, and requirements set forth in the Crestone Peak Resources Operator Agreement.

**Response:** [Acknowledged](#)

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

- Site Plan

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

- The application can be reviewed and approved administratively by the Energy & Environment Division Manager. The application will be reviewed in a 13-week timeframe and will be processed electronically through our development review website, found in the links below.

**Response:** [Acknowledged](#)

- The following applications, manuals, and design standards may also be helpful in completing your application for submittal:

***Important Links:***

- [City of Aurora Oil & Gas Manual](#)
- [City of Aurora Oil & Gas Map](#)
- [Unified Development Ordinance \(UDO\)](#)
- [Colorado Energy and Carbon Management Commission](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Development Review Website](#)
- [Forms and Applications](#)
- [Landscape Reference Manual](#)
- [Online Application and Plan Submittal Guide](#)
- Pre-Submittal Checklist – Contact Case Manager
- [Site Plan Manual](#)
- [Transportation Studies & Plans](#)

Response: **Acknowledged**

***Standards and Issues:***

**1. Land Use**

Crestone Peak Resources is seeking to expand the existing Chico 4-65 26-25 North wellsite to four (4) new additional wells, to the already existing four (4) wells that are onsite, bringing the total count to eight (8) wells. The total disturbed area will be 18.25 acres and will be reduced to 5.68 acres during interim reclamation. The proposed project area is in Subarea C, zoned R-2 (Medium Density Residential District), in an Emerging Neighborhood Placetype and is within the Cottonwood Creek Master Plan.

Response: **Acknowledged**

**2. Best Management Practices (BMPs) for New Wells and Well Sites**

Please see the attached Best Management Practices (BMPs) form for New Wells and Well Sites outlined in the Crestone Peak Resources Operator Agreement. These are the City of Aurora's current standards and include the following components:

***General BMPs:***

- Access Roads
- Air Quality
- Automatic Safety Protective Systems / Surface Safety Valves
- Buildings, Structures, Appurtenances
- Chemical Disclosure and Storage
- Color / Paint Color
- Cultural and Historical Resource Protection
- Emergency Response / Action Plan
- Events or Incidents / Events to be Reported
- Fencing / Security Fencing
- Fugitive Dust Suppression
- General Maintenance
- Insurance
- Lighting
- Maintenance of Machinery
- Mud Tracking
- Noise Management Plan / Noise Mitigation
- Notifications to the City Regarding Commencement of Construction at CGF and Pipeline

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

Operations / Notifications to the City

- Noxious Weed Control
- PHA-Hazard and Operability Study
- Removal of Debris
- Risk Management
- Spills
- Stormwater Management
- Strict Application of BMP Standards
- Tree Mitigation
- Visual Mitigation
- Wastewater and Waste Management
- Water Quality Monitoring Plan / Groundwater Pollution Mitigation
- Water Supply
- Wildlife Impact Mitigation Plan
- Well Site Specific BMPs:
- Anchoring
- Burning
- Closed-Loop Pitless Systems/Recycling of Drilling Fluids
- Combustion Devices
- Containment Berms
- Discharge Valves
- Electric Equipment
- Flammable Material
- Flowlines
- Landscaping
- Lightning Protection
- Low Profile Equipment / Low Profile Tanks
- Mitigation Barriers using Berms, Bales and Sound Walls
- Odor
- P&A and Decommissioned Well Testing
- Reclamation
- Reduced Emission Completions (Green Completions)
- Removal of Equipment
- Road Repairs
- Trailers
- Transportation and Circulation
- Water Protection Requirements
- Wellbore Integrity and Aquifer Protection
- Pipeline Specific BMPs:
- Construction of Gathering System and Flowlines
- Construction Work Hours
- Discharge Valves
- Mechanical Integrity Program
- Reclamation
- CGF Facility Specific BMPs:
- Burning
- CGF and Associated Facilities Documentation
- CGF and Compressor Station Construction Specification BMP
- Class II Underground Injection Control Wells
- Combustion Devices
- Construction of Gathering System and Flowlines

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- Construction Work Hours
- Containment Berms
- Discharge Valves
- Electric Equipment
- Flammable Material
- Lightning Protection
- Mechanical Integrity Program
- Odor
- Operations and Maintenance of the CGF Work Hours
- Platting Requirements
- Trailers
- Transportation and Circulation

**Response:** [Acknowledged](#)

Similarly, attached is an Oil and Gas Submittal Documents Checklist that correspond to the BMPs; the required documents include:

- Notated Checklist- If an item is not marked, it MUST have a brief note explaining why it is not required, e.g. "N/A – No proposed roads."
- Plan Set (including all standard City of Aurora site plan requirements)
- Vicinity/Context Map
- Interim Reclamation Plan
- Visual Mitigation Plan
- Landscape Plan
- Lighting Plan
- Building and Structure Elevations
- Letter of Introduction (including variance requests with justifications)
- Project Summary
- Applicable BMPs Addressed (Narrative List)
- Neighborhood Meeting Schedule & Results / Response to Public Comments
- Response to Pre-Application Notes / Review(s)
- Operations Plan
- Project Development Schedule
- Security Plan
- Decommissioning / Final Reclamation Plan
- Emergency Response Plan
- PHA-HAZOP Analysis Letter
- Traffic Letter / Plan
- License Agreements (must also be submitted separately to Real Property)
- Upload any previously obtained Master License Agreements that pertain to this specific location
- Recorded Surface Use Agreement (must also be submitted separately to Real Property)
- Property Owner Authorizations
- Water Supply Plan / Delivery Method
- Groundwater Quality Monitoring Plan
- Fugitive Dust Suppression Plan
- Fluid Disposal Plan
- Water Use Plan CDPHE Reg. 84
- Weed Control Plan
- Wildlife Impact Mitigation Plan
- Stormwater Management Plan (Contact Public Works for a separate Pre-Submittal meeting)
- Preliminary Drainage Report



**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- Road Maintenance / Construction
- Air Quality Plan
- Noise Management Plan
- Application Form
- 1-Mile Radius Abutters List
- COGCC Forms / 2A
- Fee Payment

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

*Provide a site-specific narrative addressing each Pre-Application item and BMP in the Letter of Introduction, including items that you consider not applicable to your project and indicate justification for exclusion.*

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

General Landscape Plan Comments

Oil and Gas Manual (OGM)

The follow is a list of landscape requirements as stated in the Oil and Gas Manual.

**Response:** **Crestone is not subject to the oil and gas manual. Crestone has an existing Operator Agreement governing it's oil & gas development.**

A buffer at least 25' wide shall be provided and planted with one (1) tree and five (5) shrubs for each 25' linear feet of buffer. At least fifty percent of the trees shall be evergreen species. An earthen berm shall be located around the perimeter of the fence and planted with turf grass or appropriate ground cover material.

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

**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.

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

**4. Submittal Reminders**

**3A. CAD Data Submittal Standards**

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

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

**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.

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

**4C. Mineral Rights Notification**

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

**Response:** [Acknowledged.](#)

***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.

**Response:** [Acknowledged.](#)

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

**Response:** [N/A](#)

***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.

**Response:** [Acknowledged.](#)

- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.

**Response:** [Acknowledged.](#)

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.

**Response:** [Acknowledged.](#)

- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.

**Response:** [Acknowledged.](#)

- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](https://arcgis.com/Aurora/RegisteredNeighborhoodAssociations)

**Response:** [Acknowledged.](#)

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

No comments from this department.

## Aurora Water

### Utilities

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

**Response:** [Acknowledged](#).

### *Key Issue(s):*

- Stormwater Management Plan & Report are required.

**Response:** [This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.](#)

### *Utility Services Available:*

- Water service may be provided from: NA
- Sanitary sewer service may be provided from: NA
- Project is located on the following Map Pages: 14Y

### *Utility Service Requirements:*

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

**Response:** [Acknowledged](#).

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

**Response:** [Acknowledged](#).

- All commercial and industrial users that discharge wastewater to the City of Aurora are to meet [Metro Water Recovery's Industrial Pre-Treatment Program](#). Applicants are encouraged to reach out to Metro Water Recovery early in the planning process to learn more about the program requirements.

**Response:** [NA](#)

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

**Response:** [NA](#)

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

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

**Response:** [NA](#)

***Utility Development Fees:***

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.

**Response:** [NA](#)

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

**Response:** [NA](#)

- 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.

**Response:** [NA](#)

- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**Response:** [NA](#)

**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"](#).*

**Response:** This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.

***Key Issues:***

- ▶ A Preliminary Drainage Report shall be submitted with the site plan. Note that a Final Drainage Report shall be submitted with the Civil Plans. The Preliminary Drainage Report shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Report.
- ▶ On-site Detention and Water Quality/EURV pond is required for sites larger than 2 acres of impervious area. The pond shall be in place prior to paving, and an approved facility certificate for each detention pond shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit).

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- ▶ A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Report for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#).
- ▶ Note that Preliminary Drainage Report (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.
- ▶ The City of Aurora has an updated Drainage Criteria Manual (August 2024) which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER and Section 1.6 REVISIONS for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water Design Standards](#)
- Important reference materials can be accessed via the City's [GIS tools](#).
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Approved reports and plans can be found via the City's [Property Map](#). Please note that approved City documents before approximately the year 2000 are generally not available on the City's website and must be requested by the Design Engineer from Aurora Water. The City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage, and Civil Plan documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the Design Engineer's responsibility to contact the Designers of the documents under-review and coordinate designs.
- Refer to Electronic Drawing Numbers (EDNs) (218187 and 221287) for supporting information related to your site.
- 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 State's [web portal](#). Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- Release rate for the detention pond shall be based upon the Storm Drainage Design and Technical Criteria Manual, latest revision.
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
- Storm sewer system does not extend to this site.
  - Discharge onto the adjacent property in accordance with historic drainage patterns for this development.
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [Stormwater Conveyance - Notification of Adjacent Property Owners](#)
- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

## **Public Works Department**

**Response:** This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.

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

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

- ▶ All components of the City's Oil & Gas Manual shall be reviewed. A Traffic Study and Detailed Traffic Management plan will be required. See below for additional information.

**Response:** Crestone is not subject to the oil & gas manual. Crestone has an existing operator agreement with the city.

- ▶ Use and maintain previously approved haul and construction traffic routes for this project and construction/maintenance access points.

**Response:** Acknowledged.

- ▶ Provide truck turning templates along the haul and construction routes.

**Response:** Acknowledged.

- ▶ Ensure all above ground appurtenances are out of sight triangles.

**Response:** Acknowledged.

- Label the access movements on the Site Plan.

**Response:** Acknowledged.

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

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

**Response:** Acknowledged.

- 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 not to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

**Response:** Acknowledged.

### **ROW/Plat:**

- Designate a Public Access Easement along private drives/streets.

**Response:** NA.

**Traffic Impact Study:**

- A Traffic Study and Traffic Management Plan will be required for this site which will include addressing the following specific items:
  - 1) Existing, and buildout average daily traffic counts
    - a. Existing, buildout and 2050 average daily traffic counts.
    - b. Trip generation for all phases of construction and extraction life cycle with a discussion of:
      - a. Time-of-day for both construction/haul and personnel trips
    - c. Include detailed analysis, including vehicle queuing evaluation, of:
      - a. All site access points
      - b. Intersection of Jewell Avenue at Watkins Road
    - d. Include detailed analysis of Construction/Haul Routes
    - e. For the Traffic management Plan all items identified in BMP 27 & 28, including commentary on each of the items shall be addressed.

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

*Submitting the Traffic Study:*

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

Based on our review of the Traffic Study / Traffic Management Study, additional improvements may be required.

**Response: Acknowledged.**

**Engineering Division**

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

**Key Issues:**

- ▶ The haul route within ROW shall be paved. The portion of Jewell in front of the site access shall be paved with asphalt. The first 100' of the access road shall also be paved with asphalt or concrete.

**Response: There is an existing access road and this portion of E, Jewell is still gravel.**

- ▶ Civil plans are required for this application.

**Response: This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.**

- ▶ The 2023 Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. Should your civil plans be submitted after January 1, 2025, they must meet the criteria of the 2025 Roadway Manual, which will be adopted on January 1, 2025.

**Response: Acknowledged.**

- ▶ 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](#).



**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

**Response:** [N/A.](#)

- Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

**Response:** [Acknowledged.](#)

***Improvements:***

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

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

**Response:** [N/A.](#)

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

**Response:** [N/A.](#)

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

**Response:** [N/A.](#)

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

**Response:** [Acknowledged.](#)

- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

**Response:** [Acknowledged.](#)

- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: "The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise, if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

**Response:** [All surfaces including E. Jewell Ave are gravel roads. BMPs will be in place to minimize dust during all operations.](#)



**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

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

**Response:** [N/A](#)

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

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

***Accessibility Requirements:***

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

- Accessibility Requirements - [Commercial](#)

**Response:** [N/A](#)

**Addressing Requirements:**

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

**Response:** [N/A](#)

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

***Civil Plans:***

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

- [Grading Plan](#)
- [Sign Package](#)
- [Signature Block](#)

**Response:** This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.

**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 dedications are not required for this site. In place of the standard fire lanes, we are requiring an alternative roadway. Fire access will be required in the form of a 23' wide all-weather surface with 29' inside and 52' outside turning radii, such as CDOT road base #6 within the primary access drive

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

lane shown within both sites. The surface of this alternative drive must sustain a minimum imposed weight of 85,000 lbs. and be maintained for the life of the site. Fire apparatus turnarounds will be required per Appendix D of the IFC. A site plan note will be added to reflect this requirement.

**Response:** [Acknowledged.](#)

**Gated Entry:**

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

- (Oil & Gas Sites) Gating systems shall be labeled on the site plan by using one of the following examples:
  - (2) 11'-6" Swinging Gate's with Approved Knox Hardware.
  - 23' Manual Swinging Gate with Approved Knox Hardware.

**Response:** [N/A](#)

**Hazardous Materials:**

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

**Response:** [N/A](#)

**Knox Hardware:**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

**Response:** [Knox hardware will be installed at the site entrance.](#)

**Legend:**

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

**Response:** [Acknowledged.](#)

**Oil and Gas:**

- Along with the standard requirements of the comprehensive Emergency Response Plan (ERP), the site plan submittal must include "freshwater resources" to establish an onsite water supply for emergency purposes. This is typically provided in the form of an approved aboveground water storage system and onsite Aqueous Film Forming Foam (AFFF) supply. Sizing of the water storage tank and the amount of AFFF will be assessed by your fire protection engineer based on actual fire events that have occurred on well sites and approved by the City of Aurora.

**Response:** [There is an existing hydrant adjacent to the entrance to the wellsite as depicted on the Site Plan. Crestone also cites in the ERP the climate-controlled Foam located at I-70 and Manila Rd. for use by Aurora Fire and Rescue. Crestone is currently working with Aurora Fire and Rescue and Aurora OEM to establish regular training sessions.](#)

- The site plan must reflect the location of all hazardous materials on site. A separate hazardous materials inventory statement must be submitted with your site plan. Once finalized, this information will be placed on a USB flash drive and the flash drive placed in the Knox Box needed at the primary entry gate to the site.

**Response:**

- Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 do not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

responsibility of permitting and inspecting sites falls upon the State of Colorado.

- Cover Sheet, Site Plan Notes:  
ACCESS ROAD AND PAD CONSTRUCTION SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS (85,000 LBS) UTILIZING THE CDOT ROAD-BASE #6 SPECIFICATION TO PROVIDE FOR ALL WEATHER DRIVING CAPABILITIES, ACCESS ROAD SHALL BE 23' WIDE WITH A 29' INSIDE TURNING RADIUS. WHILE CDOT #6 IS SPECIFIED, THE MATERIAL USED TO CONSTRUCT THESE SURFACES MAY BE OF ANY ONE OF, OR A COMBINATION OF, SEVERAL AGGREGATE MATERIALS AVAILABLE. APPROVED MATERIALS INCLUDE PREMIXED ROAD BASE MATERIAL, 1-1.5 ANGULAR INCH RIVER ROCK, CRUSHED GRANITE OR OTHER AGGREGATE WITH NOT LESS THAN ONE-INCH NOMINAL SIZE DESIGNATION AND CDOT ROAD BASE CLASS 6.

**Response:** [Acknowledged.](#)

- Gating systems shall be labeled on the site plan by using one of the following examples:
  - o (2) 11' - 6" Swinging Gate's with Approved Knox Hardware.
  - o 23' Manual Swinging Gate with Approved Knox Hardware.

**Response:** [Acknowledged.](#)

- Emergency Response: A comprehensive Emergency Response Plan (ERP) is required to be submitted with your application package. Please find Life Safety requirements for this plan beginning on page (?).

**Response:** [Acknowledged.](#)

- Operator Agreement: As written in the City Council-approved Operator Agreement, Best Management Practices for pipelines shall be followed.
  - Notices to Proceed: Notices to Proceed with construction activities will only be issued after site plans and civil plans are approved, permits are issued, and license agreements are executed.
  - A comprehensive Emergency Response Plan (ERP) is required to be submitted with your application package. The ERP shall specifically define how various potential events will be handled. The plan should cover emergencies that are larger in scope or duration and extend beyond a simple operational set-up handled by operations personnel. The plan will be required to include an Executive Summary that indicates the specific measures to be taken according to the ERP which will aid in the response to the emergency. Examples of what should be included in the response plan include, but are not limited to:
    - o Operations
    - o Completion and Production Operations
    - o Fresh water sources
    - o Water disposal
    - o Governing Regulations
    - o Notifications (local, city, county, state, and agencies) Keep in mind the local notifications shall include property owners.
    - o Vicinity Maps.
    - o Traffic generation
    - o Emergency Response Plan
    - o Best Management Practices
    - o Typical Photos
    - o Signage
    - o Project location
    - o Road Construction

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- Provide a letter from the Engineer of Record stating that a pipeline analysis was conducted, and any applicable findings will be incorporated into the pipeline design and the emergency response plan.
- Provide a HazOp Analysis by a certified third-party facilitator.
- The documents submitted must reflect the credentials of the individuals who are either compiling the data, conducting the analysis; the engineer of record and the third-party facilitator who will be submitting the letter.
- The applicant shall work with the fire department, Office of Emergency Management, and emergency responders concerning emergency response plans for the facilities and respective pipelines. Following start-up and operation of the project, the applicant will need to address periodic training drills, as required.
- Add the following note to the site and civil plan submittals.

EMERGENCY INGRESS AND EGRESS - RIGHT-OF-WAY FOR INGRESS AND EGRESS FOR SERVICE AND EMERGENCY VEHICLES IS GRANTED OVER, ACROSS, ON AND THROUGH ANY AND ALL PRIVATE ROADS AND WAYS NOW OR HEREAFTER ESTABLISHED ON THE DESCRIBED PROPERTY.

**Response:** [Acknowledged.](#)

### **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 Issue(s):**

Comments made by: Rebecca Westerfield|303-739-7325| [rwesterf@auroragov.org](mailto:rwesterf@auroragov.org)

- ▶ If easements are proposed to be released, they must be released by separate document.
- ▶ If easements are proposed to be dedicated, they must be dedicated by separate document.
- You may have items that encroach into city-owned property or easements (i.e. fencing, gates, culverts and driveways etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

**Response:** [Acknowledged.](#)

## **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](#)

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- [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
    - Street Plan and Profiles
    - Structural Calculations
    - Signing and Striping Plan
  - *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

**Response:** This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.

## **Aurora Water**

### **Utilities**

***General Requirements:***

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - o Fixture Unit Table and Meter Sizing Tables
    - o Water Service and Water Meter locations
    - o Sanitary Sewer Service Lines
    - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - o Fire Service Lines
    - o Commercial and Domestic Water Service Lines

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

- 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.
- 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. The SWMP shall discuss and propose 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.*



**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

**Traffic Engineering**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include 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 are 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 designated truck routes, via Watkins Road and not through the adjacent residential neighborhood(s).

**Engineering Division**

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

- Roadway construction shall conform to the "[City's Roadway Design and Construction Specifications](#)" latest edition. The city considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the end of the project or as directed by the City Engineer.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the city's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

**Response:** This location was previously approved by the Aurora Public Works after being annexed into the City of Aurora from Arapahoe County. The approved EDN# for the SWMP is 221287. The SWMP permit # is 21-2074123. The existing initial phase of development with 4 producing wells was constructed under the Arapahoe County permit.

## 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.
  - [Limited Plan Permits](#)
    - An electrical plan review and inspections through the City of Aurora Building Division is needed to release the electrical meter serving this site.

**Response:** [Acknowledged.](#)

Fire (click on this link to find checklist below)

- Knox Box
- Knox Box Rapid Entry

**Response:** [Acknowledged.](#)

#### **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.

#### **Oil and Gas Well Sites:**

- Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 do not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The responsibility of permitting and inspections of well sites falls upon the State of Colorado.

**Response:** [Acknowledged.](#)

#### ***Request for Modification or Alternative Material:***

Per the 2021 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.



**Re: Chico 4-65 26-25 North- Library Time (#1830084)**  
**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](#).

**Response:** **NA**

#### **Stormwater Management**

- A Pond Certificate is required prior to TCO or CO.

**Response:** **NA**

#### **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

**Re: Chico 4-65 26-25 North- Library Time (#1830084)**

the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

**Response:** NA

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

**Response:** NA

Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:

- fire lanes
- storm drainage
- detention and water quality facilities, including necessary structures
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

**Response:** NA

## **Building Division**

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

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

**Response:** NA