

November 19, 2020

Verizon Wireless Aurora MSC Expansion  
16091 East Lockheed Drive  
Aurora, CO 80011  
Atten: Dan Osoba,

**Re: City of Aurora Pre-Application Meeting Minutes Comments**

Mr. Osoba,

**Standards and Issues:**

**1. Zoning and Placetype**

**1A. Zoning**

The I-1 Business/Tech District in Subarea B typically provides employment centers with office and warehousing uses with high building design quality. **The proposed office and warehouse use is permitted in this district.**

**1B. Overlay Districts**

*Avigation Easements*

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

**There is an easement currently on file with the City of Aurora.**

**1C. Placetype**

The Aurora Places Comprehensive Plan identifies this area as an Innovation District Placetype which light industrial and business park uses are joined with other institutional uses to form a campus-like setting. The district is connected through a highly connected and walkable network of streets providing transit, pedestrian, and bicycle accessibility for the district.

**This proposal is consistent with this zone district, subarea, and Placetype.**

## 2. Land Use

### 2A. *Historic Land Use*

The original Verizon Mobile Switching Center Site Plan was approved in 2002 by the Planning and Zoning Commission. Major Amendments to approved Site Plans must be reviewed and approved by the same approving body as the original approval, this application will require Planning and Zoning Commission approval.

**Noted.**

### 2B. *Proposed Land Use*

The original Site Plan was approved with a Phase II expansion, but it was not as large of expansion area as what is currently proposed. Development data including building coverage, hard surface area, landscape area, and parking must be updated per this new expansion. Requirements for these standards will be reviewed based on the Unified Development Ordinance.

**See coversheet for building coverage, hard surface area, landscape area, and parking information.**

## 3. Development Standards

### 3A. *Access and Connectivity*

A Traffic Letter will be required for this proposal. Please see comments from Traffic Engineering within this letter for specific details regarding Traffic Letter requirements.

**Noted. Please see traffic letter attached with this document.**

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

Off-street parking is required by Section 146-4.6. Three (3) parking spaces are required per 1,000 square feet of office space; no parking is required for the warehousing space. Based on the information provided, 17 parking spaces will be required for 5,575.8 square feet of office space. Please ensure to delineate the square footage of each of these uses on the cover sheet of the amended site plan. Additionally, one (1) accessible parking space will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide at least one (1) bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

**Noted. See Site plan for bicycle rack parking.**

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

- General Landscape Plan Comments

Prepare your landscape plans in accordance with the Centretech Design Guidelines and the Unified Code (UDO). The landscape comments provided herein are based upon the following code Section 146-4.7 Landscape, Water Conservation, Stormwater Management and the Landscape Reference Manual.

**Noted. Please see landscape plans.**

- Landscape Plan Preparation:

Please label all landscape sheets “Not for Construction”

**Noted. See landscape plans.**

Landscape plans must be prepared on 24”x36” sheets.

**Noted.**

- 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.

**Noted. See landscape plans.**

- Centretech Design Guidelines

- Section 146-4.7.5.C. (Required Landscaping, Curbside Landscaping)

Should any of the existing street trees along Laredo Street be in poor health or condition, they should be replaced to meet the code requirement of one tree per 40 linear feet of street frontage.

**Noted. See landscape plans.**

- Section 146-4.7.5 D. (Street Frontage Landscape Buffers).

Provide a 20’ wide landscape buffer along Laredo Street as measured from the back of walk. The buffer may be reduced to 10’ with the installation of specific buffer reduction features as noted in Table 4.7-2. Required Landscaping Buffer Widths and Allowed Reductions. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer.

**Noted. See Landscape plans.**

- Section 146-4.7.5 J. (Building Perimeter Landscaping)

For commercial and industrial uses, building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present.

**Noted. See Landscape plans.**

- Section 14-4.7.8. (Screening of Service Areas and Equipment).

All outdoor mechanical equipment shall be screened by either Section 146-4.7.8 or Section 146-4.8.11. Only one screening option is required and may either be a decorative wall that is of similar appearance to the primary building or landscaping.

**Noted. See landscape plans.**

3D. *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 material, among other things.

**Noted. Building materials, massing, and color to match existing building. See Exterior Elevations.**

3E. *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.

**Noted. See site plan and building elevations.**

3F. *Signs*

Section 146-4.10 governs signage standards. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

**Noted. No new signage proposed.**

#### 4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable.

**Noted. No adjustments proposed.**

#### 5. Submittal Reminders

5A. *Cad Data Submittal Standards*

Please review these standards and ensure that files are in the correct format to avoid future delays.

**Noted.**

5B. *PDF Requirements*

The application will be uploaded through the city's development review website as separate PDF's. 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.

**Noted.**

**5C. Mineral Rights Notification**

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

**Noted.**

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

- 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.

**Noted. See landscape mitigation plan.**

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

**Noted. See landscape plan.**

**Community Participation:**

Please work proactively with registered neighborhood organizations and adjacent property owners. 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.

**Noted.**

**Housing and Community Services Liaison:**

- Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

**Noted.**

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

**Noted.**

- Additional information about the Neighborhood Liaison Program can be found on the Housing and Community Services page of the city website.

**Noted.**

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

### **Forestry Division**

There are trees that will be impacted by this development, and there will be trees that require protection measures if the intention is to preserve. The trees that will be impacted are located on the east side of the existing building and there is a possibility of the loss of some trees in the NE portion where the new transformers and generators will be placed.

### **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 Planning 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 are not acceptable for tree mitigation.

**Noted.**

### **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.

**Noted. See landscape mitigation plan.**

- 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. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.

**Noted.**

- 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 Parks, Recreation & Open Space Dedication and Development Criteria manual.

**Noted.**

**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 new requirement.

**Noted.**

**Aurora Water**

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.

**Noted.**

***Utility Services Available:***

- Water service may be provided from: Existing

**Noted.**

- Sanitary sewer service may be provided from: Existing

**Noted.**

- The project is located on Map Page 7J.

**Noted.**

***Utility Service Requirements:***

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

**Noted. See Civil Utility Plan.**

- 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).

**Noted.**

***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.

**Noted.**

- 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.

**Noted.**

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

**Noted.****Public Works Department**

- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in 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.

**Noted.**

**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’

**Noted. See landscape plan coversheet.**

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

**Noted. See Site Plan.**



- A full Traffic Impact Study will not be 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 (include estimated increase in staff with expansion, actual staff level in addition to ITE trip generation)
  - Site Circulation Plan
  - Multi-way stop warrant of the intersection of Lockheed Drive & Laredo Street
    - Review existing intersection control & make recommendations based on traffic counts & analysis.

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

**Noted. See traffic letter submitted with documentation.**

*Submitting the Traffic Letter:*

- The Traffic Letter shall be sent directly to *Brianna Medema* at [bmedema@aurorago.org](mailto:bmedema@aurorago.org), as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.

**Noted.**

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

**Engineering Division**

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

**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 and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

**Noted. See Civil Plans.**

- 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.

**Noted.**

- 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.

**Noted.**

- 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.

**Noted.**

**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 with an access easement.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - 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.

**Noted.**

**Drainage:**

*Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria"*

- A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and address any changes in imperviousness from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan, sized no larger than 11" X 17", shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.

**Noted.**

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

**Noted.**

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

**Noted.**

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

**Noted.**

- **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.

**Noted.**

#### **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.*

#### **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 number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 – Article VII – Numbering of Buildings.

**Noted.**

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

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

**Noted.**

**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.

- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- Gated Entry for Fire Department Access utilizing a 4" Manway Gate
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

**Emergency Responder Radio Coverage:**

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). 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 is at the owner or developers 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.

**Noted.**

- Based on the size of the proposed structure(s), Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal.

**Noted.**

**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**
  - As presented, a portion of the of the existing fire lane easement will need to be vacated in order to accommodate the new site configuration. The remaining portions of the existing fire lane appear to remain adequate to provide emergency access to within 200' of all exterior portions of the structure and storage yard.

**Noted.**

- Please show and label the remaining fire lane easements within this site on the site plan submitted to the Planning Department.

**Noted.**

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015 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.

**Noted.**

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Based on the proximity of the site to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants. 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.

**Noted.**

**Gated Entry:**

- During the pre-application meeting we had discussed Life Safety's recommendation to remove two of the interior gating systems that are no longer needed. This request is asked due to the vacation of a portion of the existing fire lane on the east side of the structure.

**Noted.**

**Handicap Accessibility Requirements:**

The City of Aurora reviews handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1.

**Noted.**

**Knox Hardware:**

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

**Noted.**

**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.

**Noted.**

**Photometric Plan:**

- **Add the following note where the Planning Department asks for a photometric plan:**

ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING 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".

**Noted.**

- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

**Noted.**

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

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

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Aircraft Noise Reduction (LDN)

**Noted.**

- This area is within a 55 LDN noise mitigation area. (NIBA) See Building and Zoning Code, Sec. 22-425.

**Noted.**

- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

**Noted.**

***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.

**Noted.**

***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.

- Abutting Fire Lane or Public Access Easement to Property
  - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.

**Noted.**

- 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 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.

**Noted.**



- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.

**Noted.**
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.

**Noted.**
- No Parking is allowed within a Fire Lane Easement
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius

### **Real Property Division**

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

### **Subdivision Plats:**

N/A

### **Site Plans:**

A Site Plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Site Plan Checklist.

**Noted.**

***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.

**Noted.**

- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:

- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)

- 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 Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

**Noted.**

- 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 Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it **takes 4-6 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

**Noted.**

- 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.

**Noted.**

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.

**Noted.**

- Use of the Batch Standards Checker Tool is requested for this project.

**Noted.**

- Civil Engineering Plan Review (*see links for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and bring it to the pre-submittal meeting.*

**Noted.**

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Utility Plan and Profiles
  - Signing and Striping Plan

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

**Noted.**

### Aurora Water

#### **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.

**Noted.**

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

- 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 area). 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.

**Noted.**

- 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 or 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.

**Noted.**

#### **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 Division**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

**Noted.**

- The Construction Documents shall include a Signing and Striping Plan.

**Noted.**

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Laredo St to 6<sup>th</sup> Ave or to 1<sup>st</sup> to Chambers Rd and not through the adjacent residential neighborhood(s).

**Noted.**

### **Engineering Division**

#### **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 SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

**Noted.**

- 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.

**Noted.**

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.

**Noted.**

- An Inspection and Maintenance Plan (I and 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. See the 2010 Storm Drainage Design & Technical Criteria manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil Plans.

**Noted.**

- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

**Noted.**

**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.

**Noted.**

- 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 Marshall) and the City Engineer.

**Noted.****Building Division Comments:**

## Building Plan Review

- Process
- Review Schedule
- Fees

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

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

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

**Permit Types:**

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

- Commercial Permits
- Demolition Permit

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

- Modular, Construction Trailer, Mobile Home Modular School Checklist

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

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Gating Systems across Fire Apparatus Roads
- Knox Box
- Knox Box Rapid Entry

**Noted.**

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Automatic Fire-Extinguishing System and Standpipes
  - Emergency Responder Radio Coverage Systems
  - Fire Alarm and Detection Systems and related equipment
  - Fire Alarm and Detection Systems and related equipment
  - LP-Gas ( Liquid Propane)
  - Hazard Materials
    - Where work is related to new construction, alteration or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.

**Noted.****Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on the 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

**Noted.**



**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 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

**Noted.**

**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.

**Noted.**

**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.

**Noted.**

**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.

**Noted.**

**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** – 2015 IFC, Section 907.
- **Fire Sprinkler System** – 2015 IFC, Section 903.

**Noted.**

**Geographic Design Criteria:**

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

**Noted.**

**Occupancy Specific Building Code Requirements:**

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

- B Occupancy – A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

**Noted.**

**Request for Modification or Alternative Material:**

Per the 2015 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 make 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.

**Noted.**

**Real Property 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.

**Noted.**

**Step III - Construction Phase****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.

For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.

**Noted.**

### **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.

**Noted.**

- 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.

**Noted.**

- 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
  - storm drainage
  - water quality facilities, including necessary structures
  - 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.

**Noted.**

#### **Building Division**

Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through 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.

**Noted.**

#### **Construction Permits:**

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

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

Utilize the requirements of the 2015 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 at 303.739.7420.

**Noted.**

**Access Roadways during Construction:**

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

**Noted.**

Thank you,  
Leonardo Maldonado – Project Manager  
Jackson Main Architecture