

Re: Dunkin Donuts (#1814067)/Pre-Application Meeting held 07/25/2024

3/5/2025

Jazmine Marte
City of Aurora
Office of Development Assistance
15151 E Alameda Pkwy
Aurora, CO 80012, Suite 5200

Re: *Dunkin Donuts (#1814067)/Pre-Application Meeting held 07/25/2024*
Comment Responses to Pre-Application comments

Dear Jazmine:

Wallace Design Collective has reviewed the comments provided on 08/08/2024. Our comment responses to the Pre-Application comments are as follows in **RED:**

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.

Acknowledged

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

Contact Information

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

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City Manager's Office

Office of Development Assistance
Jazmine Marte
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Planning

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Landscape Design
Chad Giron, RLA

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Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting

Forestry

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Aurora Water

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Aurora Water - Drainage

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Public Works

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Life Safety and Building Division

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Land Development Review

Services Division
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Energy & Environment

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Thank you for the contact
information

STEP I – PLANNING PHASE

Planning and Development Services Department

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

Key Issues:

- ▶ Havana Street Overlay
- ▶ Outdoor Seating Requirement
- ▶ Adjustment for Drive-Through Location

Project Overview:

- Zoning: Mixed-Use Corridor District (MU-C)
- Character Area: Subarea A
- Proposed Use: Restaurant with Drive-Through
- Permitted Use: Yes, with Conditional Use approval for the Drive-Through

Type of Application:

- Conditional Use
- Site Plan

Procedures:

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

Important Links:

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

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

Mixed Use – Corridor District (MU-C) - The purpose of the MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subareas A and B, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

The redevelopment of the site demonstrates the purpose of the MU-C district by allowing access by pedestrians, bicyclists, automobiles, and provides an access point to the existing public transportation shelter.

1B. Overlay Districts

Havana Street Overlay (HSO) - The HSO is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. The vision of Havana Street as a tree-lined boulevard with curbside landscape and detached sidewalks is the long-term goal for this district. Interim options are offered for the shorter term. These standards address the existing attached sidewalks and reduced property depths resulting from past street widening efforts. The standards are included to encourage improvements in those situations that do not include developing vacant land, redevelopment that involves clearing the land before adding new construction, or expansion of an existing building footprint by more than 25 percent or by more than 2,500 square feet, whichever is less. Street trees remain a requirement in all options. The goals of this overlay district are:

1. Encourage high-quality street edges by requiring a flexible schedule of improvements proportionate to the level of development proposed on properties abutting Havana Street.
2. Provide landscape and streetscape options that respond flexibly to a variety of existing conditions on lots along the corridor.
3. Strive for consistency of appearance and materials so that the Havana Street Corridor builds a distinctive character over time.
4. Provide for readily identifiable amenities specific to Havana Street that are attractive and useful.
5. Enhance the appearance and safety of streets for pedestrians.

Condition 1 of Section 2.6.7 of the UDO will trigger Havana Street landscape requirements for this proposal. **Acknowledged**

1C. Placetype

City Corridor - City Corridors are a placetype that will contribute to the economic and fiscal success of the city. Corridors are centered along the city's major roadways, home to a wide range of uses, including commercial, retail, institutional, service and some residential. This placetype is generally auto oriented, but should also accommodate pedestrians, bicyclists, and transit service. City Corridors should include amenities such as sidewalks, crosswalks, benches, pedestrian-scale lighting, and landscaping that make it easy for pedestrians to navigate the area safely and comfortably. **Acknowledged.**

2. Land Use

2A. Historic Land Use

This site has been used as an In-N-Out carwash which currently remains but is not in use.

2B. Proposed Land Use

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A standalone Dunkin Donuts restaurant and drive-through is proposed with six parking spaces, a pedestrian walkway, and a walk-up window. The existing building on-site will be demolished prior to development of the site.

2C. Conditional Use

The proposed use is subject to Conditional Use approval, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. Staff and the Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal. **Acknowledged.**

3. Development Standards

3A. Dimensional Standards

For projects located in MU-C, setbacks must adhere to the standards set forth in Section 146-4.7 – Landscape, Water Conservation, Stormwater Management. In addition, there is a maximum building height of 75 feet. **Acknowledged.**

3B. Common Space and Amenities

Per Section 146-4.8.4.B.1, a primary structure must be arranged so that the façade with the main pedestrian entry provides direct access onto a plaza or courtyard. A plaza or courtyard of at least 100 sf will be needed, with a minimum dimension of 8'. This is an outdoor seating area requirement with site features that clearly identify the space such as furniture and landscaping. This will need to be shown on the site plan. **A patio area with the minimum area and dimensional requirements has been provided to allow for outdoor seating and a means to approach a pedestrian food pick-up window.**

3C. Access and Connectivity

The bus stop in front of this site will be integral to the proposed design. Thank you for including a conveniently placed, direct route from the public sidewalk to the building. Also, please show an accessible route to the walk-up window using a thick dashed line on the Site Plan. The accessible route has been added to the Site Plan. **An alternative accessible route has been added on the north side of the site for access to the pick-up-window. While access from the bus stop is still available, the grading of the original routed location will not allow for an accessible route.**

3D. Parking, Loading, Stacking and Use Specific Standards

Off-street parking is required by Section 146-4.6. Based on the information provided, an 800 +/- square foot drive-through restaurant, 4 parking spaces, including 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 1 bicycle parking space. 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. Please show bike parking on the Site Plan. **Vehicle parking has been provided that includes 5 standard spaces (9'x18') and 1 van accessible parking space (11'x18') with an adjacent 5' wide landing area. A bicycle rack has been provided on the northeast corner of the building that will accommodate at least 2 bicycles.**

Use Specific Standards - According to Section 146-3.3.6.E.5, drive-through facilities shall be located to the side or rear of the primary building and not between any façade of a primary building and street. An adjustment can be submitted for consideration to allow for the drive-through to be

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located between the building façade and Havana Street, granted design mitigations such as screening be implemented per the UDO. This adjustment request and its justification can be in the Letter of Introduction and will be decided upon by the Planning and Zoning Commission. Typically, an adjustment required will also include an approach to mitigate the proposed adjustment. In this case, the purpose of the regulation is to avoid vehicular areas between the building and the street and their visual and pedestrian impacts on the street. Also, architecturally to have to build facades facing the street that have a front house appearance as opposed to the service or back of house appearance that often accompanies the pickup side of the building. **We are proposing a screen wall that will screen the drive through.**

Ensure that coordination with Aurora Water continues to move the building out of the 16' utility easement if the building placement and drive-through remain in a similar layout as presented at the pre-application meeting. **To ensure the building is out of the 16' utility easement, we are proposing that the fire hydrant is relocated in order to re-dedicate the existing easement.**

Additional standards include those listed in Section 146-3.3.6.E.6:

1. No drive-up or drive-through accessory facility shall be permitted that is designed or constructed to serve the passenger side of the vehicle. **Acknowledged. The drive-up ordering kiosk and pick-up window is designated to be located on the drivers side of the vehicle.**
2. Drive-up and drive-through accessory facilities shall be designed and located to avoid impairing pedestrian mobility or creating risks to pedestrian safety. **Acknowledged. The proposed drive-through accessory facilities are not located within any pedestrian route.**
3. Drive-up and drive-through accessory facilities shall be designed so that menu boards, order boards, and service windows are not located on any side of the primary structure abutting a Residential zone district or a residential use. **Acknowledged. There are no Residential zone districts or any residential uses adjacent to the site.**
4. Drive-up or drive-through accessory facilities shall be designed to meet all applicable standards in Sections 146-4.4 (Neighborhood Protection Standards) and 146-4.6.7 (Drive-Through Stacking Areas). **Acknowledged.**

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. **Acknowledged. The location of the parking area provides for vehicle circulation, safe pedestrian connections, and is screened by the building and landscaping.**

Drive-through stacking areas must adhere to the standards set forth in Section 146-4.6.7. The minimum required stacking spaces per lane is 7 for restaurants, with at least 4 being located before the ordering station. Size and location standards for drive-through stacking areas include: **Acknowledged. We have provided a single-lane drive-through to accommodate 9 stacking spaces with 4 spaces located before the ordering station.**

1. Vehicle stacking spaces shall be a minimum of 8.5 feet in width and 19 feet in length. **The stacking design space provided is 8.5'x20'.**
2. Required vehicle stacking spaces shall not interfere with access to parking spaces. They may be located anywhere on the site provided that multi-modal traffic impacts on- and off-site are minimized and the location does not create negative impacts on adjacent properties due to noise, light, or other factors. **Acknowledged.**
3. Electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall not be audible beyond the property line with any adjacent Residential district. **Acknowledged. A residential district is not located adjacent to the site.**
4. Customers in vehicles shall only be served through service windows or order stations located on the rear of the building or on a side of the building not adjacent to a street

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frontage. **Acknowledged.**

5. Drive-up or drive-through accessory facilities shall be designed to meet all applicable standards in Sections 146-3.3.6.E (Drive-Up or Drive-Through Facility) and 146-4.4 (Neighborhood Protection Standards) **Acknowledged.**

3E. Landscape, Water Conservation, Stormwater Management

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code sections, 146-3.3 Use Specific Standards, 146-2.6.7 Havana Overlay District and Section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments. **Acknowledged.**

- Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes. **Acknowledged. Landscape plans are labeled “NOT FOR CONSTRUCTION”.**

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

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. **Acknowledged.**

- Section 146-3.3.6 E. Drive-Up or Drive-Through Facility

Drive through facilities shall be located to the side or rear of the primary building and not between any façade and any street. The current configuration has the drive through lane located directly abutting Havana Street which is in direct conflict with code. Drive through lanes fronting streets are less than ideal and shall require mitigating measures to offset the negative impacts associated with noise from idling cars and reader boards. The proposed screen wall shall comply with the requirements in the UDO and an adjustment request will still need to be approved. See below in Section 146-4.7 Landscape, Water Conservation, Stormwater Management. **Acknowledged.**

- Section 146-2.6.7 Havana Overlay District

The following bullet points are not necessarily an all-inclusive list of the landscape requirements. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions. If there should be a conflict between the landscape requirements found within this section of the UDO and Section 146-4.7, the Havana Overlay District standards shall take precedence.

- The subject property must adhere to Condition 1. Condition 1 requirements occur whenever existing buildings are demolished or development occurs on vacant ground. This necessitates the provision of a curbside landscape areas, detached walks and landscape street frontage buffers. **Acknowledged. The existing walk and landscape buffers along S.**

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Havana St will remain in place.

- Havana Street. The existing sidewalks may remain in place if Public Works approves, and the sidewalks are in acceptable condition. **Acknowledged.**
- Havana Street Frontage Buffer: In addition to the curbside landscaping as noted above, install a nine-foot wide landscape buffer as measured inward from the back of sidewalk. Provide two tree equivalents per 40 linear feet of buffer length. An exception to the buffer depth is permitted when either a 2.5' high masonry wall or a 2.5' high continuous landscape hedge is provided. The buffer depth can then be reduced to 5' in width. Staff will support the reduction of the buffer depth from 9' to 5' as long as a wall or double row of shrubs are provided. Any existing vegetation in good health and condition may be used to satisfy the vegetation requirements but should be noted as existing on the landscape plan by distinctive symbology. The proposed drive thru screen wall may be use for the buffer reduction if it meets the requirements. **Acknowledged.**
- All plant material along Havana Street must come from the Havana Street Overlay District Plant List. Your Case Manager may provide you with the plant list. **Acknowledged.**
- Refer to Figure 2.6-1 for Condition 1 requirements below.

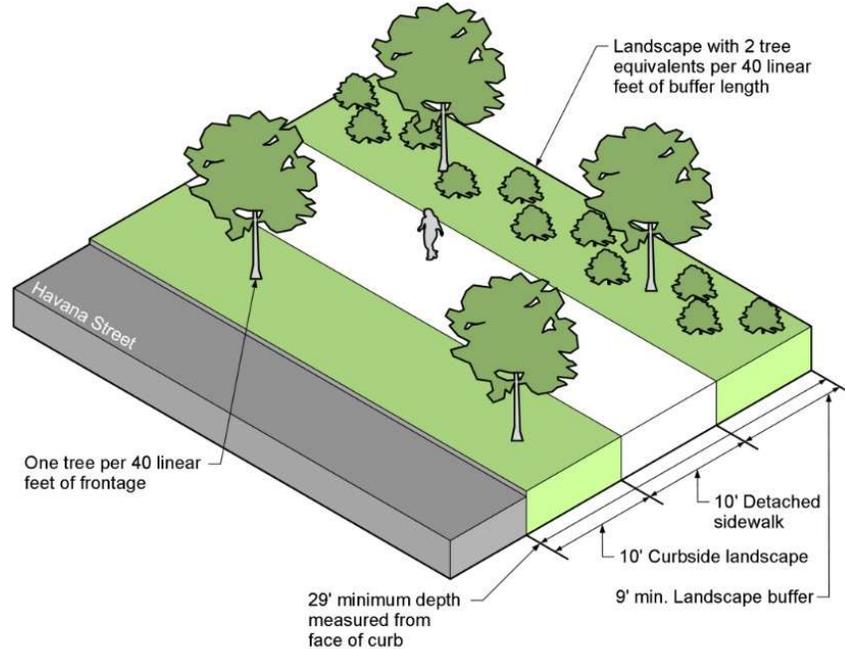


Figure 2.6-1: Condition 1

- Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements
The following bullet points are not necessarily an all-inclusive list of the landscape requirements. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions. **Acknowledged.**
- Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a.
Follow the Havana Overlay District requirements as noted above for Havana Street. Install the required street trees within the existing curbside landscape along the internal drive to the north. Provide one street tree per 40 linear feet of frontage. In addition to the street trees, the UDO requires

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plantings within the curbside landscape to vary depending upon the width required by the street cross section. The permitted plantings may be found in this section of the UDO. Turf is no longer permitted in the curbside landscape. **Acknowledged.**

- Section 146-4.7.5 D. Street Frontage Landscape Buffers

Street frontage buffer requirements shall follow the Havana Overlay District requirements as noted above. **Acknowledged.**

- Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior. The proposed location seems to be in violation of the minimum 12' setback requirement and will need to be addressed prior to a formal site plan submission. **Acknowledged. The trash enclosure has been relocated with a setback of 12-feet from the property line.**

- Section 146-4.7.5 J. Building Perimeter Landscaping

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. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five-gallon shrubs, or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. **Acknowledged.**

- Section 146-4.7.5 K. Parking Lot Landscaping

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

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

- Section 146-4.7.5 N. Drive-Through Screening Adjacent to Street Frontages

The UDO does not permit drive through lanes to pass between the front façade of the primary structure at any street. If this is unavoidable, then a wall between 42 and 48 inches in height shall be provided to mitigate noise and minimize the visual impacts associated with on-site signs with speakers as well as screen drive-through aisles, service areas and car stacking lanes from abutting public or private street rights-of-way. This would be applicable to the Havana Street frontage. Landscaping required as part of the street frontage buffer shall be located in front of the wall. **Acknowledged. A screen wall is proposed.**

- Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal.

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A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. **Acknowledged. A water use table has been added to the landscape plan.**

3F. Building Design Standards

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

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

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

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

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

3G. 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. **Acknowledged.**

3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. **Acknowledged. The location of the monument sign is to be determined and wall mounted sign are depicted on the building elevations.**

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4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approval of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

Acknowledged.

5. Submittal Reminders

5A. 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. **Acknowledged.**

5B. Mineral Rights Notification

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

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. **Acknowledged.**

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. **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. **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

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

Energy and Environment Development

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

Parks, Recreation & Open Space Department (PROS)

Forestry Division

There are trees on this site that have potential to be impacted by development, particularly those around the existing building. Any tree that requires removal would also require mitigation. Trees could be relocated to another site, but the relocation would require that we follow them onto another Landscape Plan. Moving trees into another jurisdiction would not be acceptable. Also, if trees are relocated, a 120” tree spade would likely need to be used, and the trees need exceptional aftercare.

Tree Mitigation Requirements

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

Forestry’s Role in Site Plan Review

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

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

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement. There is no requirement to remove existing ash trees that are intended for preservation. **Acknowledged.**

Aurora Water

Utilities

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

Key Issues:

- ▶ There is an existing 1” water meter on site. This can be reused, but civil plans must include a fixture unit table to ensure that the meter is appropriately sized. **Acknowledged.**
- ▶ A Domestic Service Allocation Agreement (DSAA) is required to establish the service scenario for this new user. **Acknowledged.**
- ▶ If there is an existing sand/oil interceptor or recycle lines, they must be removed and the service lines removed and capped at the main. **Acknowledged.**
- ▶ The building must be completely out of the water easement. **Acknowledged.**

Utility Services Available:

- Water service may be provided from: Existing Condition
- Sanitary sewer service may be provided from: Existing Condition
- Project is located on the following Map Pages: 08C

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains **The existing water and sanitary mains are shown on the plans.**
 - Service Lines **The existing domestic and sanitary service lines are shown. Proposed services are shown to connect to existing.**
 - Water Meters. **The existing 1” water meter is shown and is proposed to be reused.**

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- Fire Suppression Lines **N/A**
- Fire Hydrants are necessary to service your development. **There is an existing fire hydrant on the site that will be relocated for building placement purposes. All other fire hydrants within 400' of the site are labels on the utility plan.**
- Grease Interceptors are required for commercial kitchens. **A grease interceptor is proposed.**
- All utility connections in the arterial roadway are required to be bores. **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). **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. **Acknowledged.**

- 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. **Acknowledged.**

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

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. **Acknowledged.**

- 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. **Acknowledged.**

- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council. **Acknowledged.**

- 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. **Acknowledged.**

Stormwater Management

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

Key Issues:

- ▶ A Preliminary Drainage Letter shall be submitted with the site plan. Note that a Final Drainage Letter shall be submitted with the Civil Plans. The Preliminary Drainage Letter shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4/2.4.5 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Letter. Drainage letter will be required to show any increase/decrease in impervious area cause by the proposed site. WQ/Detention requirements below will apply as appropriate. **Acknowledged.**
- ▶ Based on the current site plan, Detention and Water Quality measures may not be required. Refer to Tables 10-1 and 11-1 in the *Storm Drainage Design and Technical Criteria* (SDDTC) to verify.

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Detention and Water Quality measures are not required as there is new impervious area of 748 SF.

- ▶ For development and redevelopment projects that add from 1,000 up to 5,000 square feet of new impervious area, Detention and Water Quality requirements may be addressed by designing Receiving Pervious Areas (RPAs) that will infiltrate sufficient runoff to meet Water Quality and Detention Requirements. **Acknowledged.**
- ▶ For development projects that add more than 5,000 square feet of new impervious area or disturb 1 acre or more, Full Spectrum Detention (FSD) is required. When fewer than 2 acres of imperviousness drain to an FSD facility, the water quality component of the FSD facility *must be* an infiltration- or filtration-based Stormwater Control Measure (SCM) such as bioretention or a sand filter. This is because an extended detention basin (EDB) with a surface release for a site of this scale requires orifice sizing that is highly susceptible to clogging. SCM shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). **Acknowledged.**
- ▶ Site is served by Off-site Detention and Water Quality/EURV pond. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). **Acknowledged.**
- ▶ A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Letter for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#) **Acknowledged.**
- ▶ The lowest point of entry (LPE) shall be minimum one-foot above all Emergency Overflow Elevations and all 100-year ponding and flow depths. (update as necessary) **The overflow paths and cross sections at the point of the emergency overflows have been provided on the drainage plan. The building finished floor elevation is at least 1 foot above the emergency overflow elevations and are labeled on the drainage plan.**
- ▶ Note that preliminary drainage letter (PDL) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required. **Acknowledged.**
- ▶ The City of Aurora has an updated Drainage Criteria Manual which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water SDDTC 11-2023](#) **Acknowledged.**
 - An update to the SDDTC is anticipated in August 2024
- Important reference materials can be accessed via the City's [GIS tools](#). **Acknowledged.**
- 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. **Acknowledged.**
- Refer to Electronic Drawing Numbers (EDNs) 204187 (CD), 205166 (CD) for supporting information related to your site. **Acknowledged and thank you for providing.**
- The Engineer is responsible for researching and determining if a study by Mile High Flood District (MHFD) has been completed proposing improvements within or adjacent to the Engineer's proposed development. Any such improvements may be required to be constructed as a part of that project. Coordination with the City shall be initiated in those instances at the Master Plan Level or as soon as determined with any proposed development. **Acknowledged.**

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- 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. **Acknowledged.**
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building. **Acknowledged.**
- Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. **Acknowledged.**
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features. **Acknowledged.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **Acknowledged.**
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [Stormwater Conveyance - Notification of Adjacent Property Owners](#)

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information. **A TIS has been provided.**
- ▶ Vehicle queueing on the site shall not exceed past the property. All vehicles will need to be kept on the site and shall not encroach into drive lanes off the property. **Acknowledged. Vehicle queueing does not leave the site or encroach the drive lanes off the property.**
- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial (Havana) roadway. **Acknowledged. A note has been added to the utility plan.**
 - Conduit
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - A nylon pull tape with a minimum of 1,250 lb. tensile strength shall be installed in all new conduit.
 - Pull Box

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- Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
- City conduit shall be installed into City Pull Boxes.

- Havana Street (SH-30) is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Steve Loeffler* at CDOT, phone number 303.757.9891. Developers/applicants are encouraged to contact CDOT early in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. To ensure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es). **This letter must be received 10 days prior to the Planning Commission hearing. Acknowledged.**
 - Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for construction of the accesses in the State Highway right-of-way. **Acknowledged.**

- Show all adjacent and opposing access points on the Site Plan. **Acknowledged. All access points are shown on the site plan.**

- Label the access movements on the Site Plan. **Access movements have been labeled on the site plan.**

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

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

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following 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. **Acknowledged. The note has been added to the site plan.**

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items: **Acknowledged.**
 - 1) Existing, buildout and 2050 average daily traffic counts.
 - 2) Trip Generation from the site.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis of:
 - a) All site access points
 - b) Intersection of Havana Street at roadway to north of site
 - c) Intersection of Havana Street at Alameda Avenue
 - 5) Interior roadway ADT & classification
 - 6) Queue analysis for the land use to verify that vehicle queue will stay on site.

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- 7) Safety analysis along frontage of Havana.
- 8) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed

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

Submitting the Traffic Study:

- The Traffic Study shall also be uploaded with the rest of the submittal. **Acknowledged.**
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).
Based on our review of the Traffic Impact Study, additional improvements may be required.

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 public improvements required for this application include the following:
 - Update the curb ramps at the private street access from Havana Street on both sides of the intersection to be ADA compliant and directional per the 2023 Roadway Manual. **Acknowledged.**
 - Update the ramps at the northeast corner of the site at the southwest and southeast corners of the private street intersection to be ADA compliant and directional per the 2023 Roadway Manual. **Acknowledged.**
 - Provide curb returns and ADA compliant curb ramps at all proposed accesses that are directional and compliant with the 2023 Roadway Manual requirements. The minimum required width for the curb ramps is 5'. **Acknowledged.**
- ▶ Evaluate the existing streetlights along S Havana Street for compliance with the 2023 Roadway Manual. If photometric requirements are insufficient, please provide additional streetlights to meet the criteria.
- ▶ The updated 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, it will need to meet the criteria of the 2025 Roadway Manual. **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](#). **Acknowledged.**
- ▶ 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. **Acknowledged.**

Improvements:

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in Standard Detail S1. **Acknowledged.**
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter. **Acknowledged.**
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans. **Acknowledged.**

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- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan. **Acknowledged.**
- 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. **Acknowledged.**
- 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. **Acknowledged.**
- 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. **Acknowledged.**
- Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final streetlight locations based on a photometric analysis. **Acknowledged.**

ROW/Easements/Plat:

- ROW dedication is required for public streets. **Acknowledged.**
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk installed. **Acknowledged.**
 - 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. **Acknowledged.**
 - 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. **Acknowledged.**
 - 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. **Acknowledged.**

Fire/Life Safety Comments - Building Division

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

Key Issue:

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

Advisory Comment:

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

Accessibility Requirements:

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

- Accessibility Requirements - [Commercial](#)

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. **Acknowledged.**

Adopted Codes by the City of Aurora – Setbacks:

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

- As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended on May 1, 2023, requiring all construction plan submittals to comply with the 2021 International Codes.
- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).

Civil Plans:

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

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

Emergency Responder Communication Coverage:

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

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). At the time the structure is at final frame and final electrical inspections, the
- 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

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installation of an ERRC system prior to installation. This assessment and installation are at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.
- New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2021 IFC).

Where required in new buildings: Acknowledged.

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

Fire Department Access:

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this site is:

- Fire Lane Easement
 - Based on the existing fire lane easements adjacent to this site, there are no additional fire lane easement requirements. Acknowledged.

Fire Hydrants:

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

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works. Acknowledged.
- Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted. Acknowledged.
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance. Acknowledged.

Fire Sprinkled Structures:

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

General Comments:

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

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

Knox Hardware:

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

- Approved Knox Hardware is required for new and existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox devices on the site plan submitted to the Planning & Development Service Department. **A Knox Box has been located next to the main entry and labeled on the site plan.**

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. **A legend is on the cover sheet of the Site Plan.**

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement. **The loading and unloading area for this site will utilize the accessible parking aisle. A note has been added to site plan.**

Photometric Plan:

- Add the following note to the Photometric Site Plan: **The note has been added to the photometric plan.**

ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length. **The accessible route has been added to the photometric plan.**

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. **The pertinent notes are on the cover sheet of the Site Plan.**

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains an Emergency Access Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project. **A Data Block has been added to the cover sheet of the Site plan and includes the items listed in the link.**

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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](#) **Acknowledged.**
- [Access to within 150 feet of Each Structure](#) **Acknowledged.**
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- [Access Road Width with a Hydrant](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

Trash Enclosure:

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

Subdivision Plats:

- A Subdivision Plat is not required at this time. **Acknowledged.**

Site Plans:

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

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county. **Acknowledged.**
- 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: **Acknowledged. The 16' water easement will require separate document.**
 - [Dedications Packet](#)
 - [Easement Release](#)

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- [License Agreement Packet](#)

- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. **Acknowledged.**
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. **Acknowledged.**
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. **Acknowledged.**
- 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. **Acknowledged.**
- Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Land Development Review Services, it takes about **4-6 weeks** to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan. **Acknowledged.**
- Land Development Review Services may require a Monumented Field Survey but are unable to determine that until the 1st review is completed. **Acknowledged.**

If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information. **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. Acknowledged.

Civil Engineering Plans

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

Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. 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 1st 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 1st 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
 - Street Lighting Plan
 - *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Aurora Water

Utilities

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans: **Acknowledged.**
 - 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
 - o 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. **Acknowledged.**
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required. **Acknowledged.**
- 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. **Acknowledged.**

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent

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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 Letter is approved, and the plat is ready for recordation.

Public Works Department

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

Traffic Engineering

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook.
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted

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users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from approved truck routes, via Havana Street and not through the adjacent residential neighborhood(s).

Engineering Division

Roadway Design and Construction Specifications:

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

Building Plans

Building Division Comments:

Building Plan Review

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

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

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

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

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)
 - [Demolition Permit](#)

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

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

- Knox Box
 - Knox Box Rapid Entry
 - Wet and Dry Chemical Hood Suppression Systems
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Automatic Fire-Extinguishing System (Commercial Hood)
 - The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
 - N/A

Key Issues:

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jcrodrig@auroragov.org).
- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes.

Accessibility:

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

Adopted Codes by the City of Aurora:

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

Building Division General Comments:

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

Checklist for Plan Review Submittals:

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

Day-Night Sound Level (LDN or DNL):

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

Demolition Permits:

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- [City of Aurora Demolition Permit Information](#)
- [State of Colorado Demolition Permit Application Form](#)

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- The Aurora Building Division does not address asbestos related concerns for remodeling, renovating, or demolishing of residential and commercial structures. For asbestos requirements please contact the State of Colorado Asbestos Compliance Assistance Group. Phone: 303.692.3100 Fax: 303.782.0278 Toll Free: 1.800.886.7689 Web page: <http://www.colorado.gov/cdphe/asbestos> Email address: cdphe.asbestos@state.co.us.
- All demolition permits must be routed to Aurora Water to assess the BMP requirements for ground disturbances.

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:

- **Commercial Cooking Hood Suppression System** – 2021 IFC, Section 904.

Geographic Design Criteria:

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

Occupancy Specific Building Code Requirements:

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

- 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.

Tri-County Health Department:

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

Land Development Review Services Division

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

STEP III – CONSTRUCTION PHASE

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

Aurora Water

Utility Connection Fees:

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

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

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

Stormwater Management

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

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is not required. A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy. See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

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

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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.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - private streets
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - transit passenger facilities
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

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

Construction Permits:

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

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.

Access Roadways during Construction:

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