

Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250



April 29, 2022

Kieran O'Leary  
Applegreen PLC  
200 Brickstone Square, 404  
Andover, MA 01810

**Re: Initial Submission Review –Applegreen at Aurora NB – Site Plan with Adjustments**

Application Number: **DA-2314-00**

Case Numbers: **2020-6017-00**

Dear Kieran O'Leary:

Thank you for your initial submission, which we started to process on April 7<sup>th</sup>, 2022. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before May 19<sup>th</sup>, 2022.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated Planning Commission hearing date is tentatively set for July 13<sup>th</sup>, 2022. Please remember that all abutter notices for decisions must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the decision date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7132 or [egates@auroragov.org](mailto:egates@auroragov.org).

Sincerely,

Erik Gates, Planner 1  
City of Aurora Planning Department

cc: Erik Gilbert, DCB Construction  
Scott Campbell, Community Engagement Coordinator  
Laura Rickoff, ODA  
Filed: K:\SDA\2300-2399\2314-00rev1



## *Initial Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Outstanding fees totaling **\$21,360.00** have yet to be paid. These will need to be paid before the City can accept a second submission.
- There are a number of required Site Plan notes that are missing. Please include all Site Plan notes on the plan.
- Clarification needed on the variance/adjustment requests.
- Additional architectural elements are needed on the rear elevation.
- Various addition City of Aurora notes are needed.
- Some plant materials are missing or non-compliant.
- Additional storm sewer information is needed.
- More details are needed for the drive extending to the east.
- The fire lane easement does not meet the COA Fire Lane minimum requirements.
- The Tree Mitigation table needs to be updated.
- A number of easements and easement labeling are needed.
- Please see the crane notification procedures from Buckley SFB.

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Community Questions, Comments and Concerns**

1B. There were no community comments on this application.

#### **2. Completeness and Clarity of the Application** (Erik Gates / 303-739-7132 / [egates@auroragov.org](mailto:egates@auroragov.org) / Comments in teal)

2A. Your response to the Pre-Application Notes needs to be a response to the Pre-App notes document that were sent to you following the Pre-Application meeting. NOT a response to the meeting only.

2B. No comments were received by the City from the E-470 Authority. It is represented that the Authority is supportive of the sign area adjustment; if so, please have them include that in a comment letter.

[Project Narrative]

2C. Please separate the Project Narrative, City communications, and Operations Plan into separate files upon resubmittal. Please remove the Lease Agreement from this site plan submittal. It may be needed for the civil plan submittal, however.

2D. Upload the Material/Stucco Board as an individual exhibit; do not include it in the letter of introduction.

[Site Plan Page 1]

2E. Add "-with Adjustments" to the end of the title should you pursue landscaping and sign adjustments. Typical of all sheets. On the title page, you will also need to list the proposed adjustments, including code sections you are requesting adjustments from and the justification for these adjustments.

2F. With the update of the Code, the term "Contextual Site Plan" is no longer used. Please remove "contextual" and just label "Site Plan" on all sheets.

[Site Plan Page 2]

2G. On the Demolition Plan, do not include electrical lines that are to be removed. That should be included in the building permit set.

2H. The legal description is only required on the first sheet. Please remove it from all other sheets.

[Site Plan Page 10]

2I. Label all Landscape Plan sheets (and ONLY the Landscape Plan sheets) as "Not for Construction".

#### **3. Zoning and Land Use Comments** (Comments in teal)

[Project Narrative]

3A. A variance is reviewed by the Board of Adjustments and requires evidence of a physical hardship unique to the property. Visibility alone is a universal site condition for all developments adjacent to E-470, what makes this different? Furthermore, the grade is at the same level as E-470 in this case, and the site is highly visible.



A better route would likely be to pursue a Major Adjustment which is reviewed through the Planning Commission. To do this, the narrative needs to address one of the following criteria:

- i. The adjustment will result in a perception of development quality as viewed from adjacent streets and abutting lots that is equal to or better than would have been required without the adjustment.
- ii. The adjustment will provide options for a more connected neighborhood layout or, for an adjustment for a residential subdivision, the adjustment will result in a neighborhood layout and level of multi-modal connectivity equal or better than would have been required without the adjustment.
- iii. The adjustment will result in equal or better screening and buffering of adjacent properties and ground and roof mounted equipment than would have been required without the adjustment.
- iv. The adjustment will not result in a material increase in on-street parking or traffic congestion on any local street in any Residential zone district within 200 feet of the applicant's site.

#### **4. Streets and Pedestrian Issues (Comments in teal)**

[Site Plan Page 4]

- 4A. Is this road intended for public access?

#### **5. Parking Issues (Comments in teal)**

- 5A. There are no parking comments from Planning in this review.

#### **6. Architectural and Urban Design Issues (Comments in teal)**

[Site Plan Page 3]

- 6A. Is all fencing existing or new?

- 6B. Provide details for this play area including dimensions and furnishings.

[Site Plan Page 17]

- 6C. The rear elevation needs horizontal articulation at an interval of 50 ft. This can be achieved through a change in material, a wall recess or projection, windows, or a change in the roof height/form.

- 6D. An additional Massing element and Materials element, as described in [Table 4.8-8](#) of the UDO, is needed on the rear elevation.

- 6E. Rooftop mechanical equipment needs to be screened from view by use of a screen wall, extended parapet, or similar feature.

[Site Plan Page 18]

- 6F. Where is this fence located and what is it for? Often, fences are limited to 6 ft in height.

- 6G. Please label and dimension the dog park on the site plan.

[Site Plan Page 19]

- 6H. The fueling canopy should have additional horizontal articulation. This can be achieved through a change in patterning and coloring or a change in canopy height. Applicable to all sides.

[Site Plan Page 20]

- 6I. The fueling canopy should have additional horizontal articulation. This can be achieved through a change in patterning and coloring or a change in canopy height. Applicable to all sides.

#### **7. Signage Issues (Comments in teal)**

[Project Narrative]

- 7A. A Major Adjustment for the sign height should be pursued rather than a variance. To do this, the narrative needs to address the following criteria:

- v. For an adjustment to the maximum number or area of signs or sign setbacks, the adjustment will have a minimal visual effect on the surrounding neighborhood, and is necessary to compensate for unusual shape or orientation of the lot or to allow sign visibility comparable to, but not exceeding, that available to nearby lots of approximately the same size and shape in the same zone district.

Please also provide justification for the extent of the adjustment requested. The code limits monument sign height in this location to 12 ft, while you are proposing a 45 ft sign, over triple what is supported by the code.



[Site Plan Page 1]

7B. Include proposed signage area in the data table. Monument signs are measured on both faces. The extra-large monument sign is likely to send you over the total permitted signage area.

[Site Plan Page 3]

7C. Show the location and footprint size of the proposed monument sign.

[Site Plan Page 18]

7D. Please indicate the size of lettering and if there is any electronic message board proposed. An electronic message board may only take up a maximum of 50% of the text area.

[Site Plan Page 19]

7E. No signage is permitted on the canopy itself.

### **8. Addressing (Phil Turner / 303-739-7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))**

8A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:

- Parcels
- Street lines
- Building footprints (If available)

Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2013 CAD version. Please eliminate any line work outside of the target area. More information can be found at: <https://auroragov.org/CADtoGISstandards> OR by contacting [CADGIS@auroragov.org](mailto:CADGIS@auroragov.org)

### **9. Landscaping Issues (Kelly Bish / 303-739-7131 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

[Site Plan Overall]

9A. There are multiple locations where plant call-outs have been provided, but the actual plants are missing. Please provide the missing plants as in most instances they are required by code.

9B. Dimension and label the non-street buffers on all landscape sheets.

9C. Ornamental grasses may not be more than 20% of the required plant material in a parking lot island.

[Site Plan Page 1]

9D. Add the landscape architects contact information under the Project Team.

[Site Plan Page 11]

9E. What are the vacant spaces as noted on the plan to be used for? See comment on the plan.

9F. Identify the trash enclosure on the appropriate sheet and ensure that landscaping is being provided around the enclosure.

9G. The "SW" plants will not grow tall enough to satisfy the screening requirements of the parking lot.

9H. Label the building.

[Site Plan Page 12]

9I. It looks like the landscaping and overall lease area is encroaching into the solar panels/field.

[Site Plan Page 13]

9J. Update the Standard City of Aurora Notes and the General Planning Notes per the comments provided.

9K. Add any adjustment requests to this sheet.

9L. Update the various landscape tables per the comments provided.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

### **10. Civil Engineering (Kristin Tanabe / 303-739-7406 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / Comments in green)**

[Site Plan Page 1]

10A. The site plan will not be approved by public works until the preliminary drainage letter/report is approved.

10B. Engineers do not sign site plans. Remove this signature block.

10C. There are a number of standard required site plan notes missing.



- 10D. In locations where utility easements overlap drainage easements, only subsurface utilities shall be permitted within the portion of the utility easement that overlaps the drainage easement. Installation of above ground utilities within a drainage easement requires prior written approval by the City Engineer.
- [Site Plan Page 2]
- 10E. No North arrow or scale provided.
- [Site Plan Page 3]
- 10F. If this access will be open to the public it must be paved. Otherwise a gate or bollards would be required to restrict public access.
- 10G. A drainage easement is required for the detention pond. An access easement is required from the drainage easement to public right of way for maintenance access.
- 10H. With no curb and gutter provided, this is basically a massive intersection without any kind of traffic control and many opportunities for conflict points.
- 10I. A 1"=30' scale would be better to provide the detail for this development.
- 10J. Add pavement types to the legend. It appears both concrete and another material (asphalt?) are proposed.
- [Site Plan Page 4]
- 10K. Is there a gate here? If so, dimension distance from flowline of Gun Club Road.
- [Site Plan Page 5]
- 10L. Show/label proposed easements.
- 10M. A drainage easement is required for the detention pond. An access easement is required from the drainage easement to public right of way for maintenance access.
- 10N. There appears to be a sump in this area. Where are these flows directed?
- 10O. Show/label 100-year water surface elevation. Show spillway and indicate direction of emergency overflow.
- 10P. Remove storm sizes from site plan.
- 10Q. Add a note indicating if the storm sewer system is public or private and who will maintain it.
- 10R. Minimum slope away from the building is 5% for 10' for landscape areas, minimum 2% for impervious areas.
- 10S. Maintenance access is required to the pond bottom and the top of the outlet structure (outside of the pond bottom)
- 10T. Not part of the site plan.
- 10U. Maximum 2% slope in any direction at handicap parking spaces.
- 10V. Proposed pavement sections will be referenced on civil plans remove from site plan.
- 10W. Minimum 2% slope in all non-paved areas.
- 10X. Minimum 1% slope for asphalt pavement.
- 10Y. Consider using a different linetype since it is similar to the major contour.
- [Site Plan Page 7]
- 10Z. Remove storm sizing information.
- 10AA. Site light, not a street light.
- 10BB. Add a note indication if the storm sewer system is public or private and who will maintain it.
- [Site Plan Page 10]
- 10CC. Show/label 100-year water surface elevation. Show/label required maintenance access to the pond bottom and top of the outfall structure.

## **11. Traffic Engineering** (Kyle Morris / 720-587-2668 / [kdmorris@auroragov.org](mailto:kdmorris@auroragov.org) / Comments in amber)

[Site Plan Page 3]

- 11A. Add sight triangles at each internal access per COA TE-13.
- 11B. Provide signs indicating authorized vehicles only.
- 11C. Add striped directional arrows throughout the site to help delineate drive aisles and allowable directions of travel.
- 11D. Add do not enter sign at the drive thru exit.
- 11E. Place detectable warning here.
- 11F. Provide striped crosswalk bars here, per COA TE-12.
- 11G. Revise to a raised median to help with drive aisle delineation.
- 11H. Add drive thru signs at the entrance as well.



- 11I. Vehicle speeds may be an issue. Consider adding advisory speed limit signs through access road.
- 11J. Specify existing stop sign, and a right turn only sign if one is not present already.
- 11K. Provide one way, stop, and right turn only signs. (3 locations)  
[Site Plan Page 4]
- 11L. Provide signs and other measure to prevent general public from using this access.  
[Site Plan Page 11]
- 11M. This tree will conflict with stop sign visibility.
- 11N. This area does not appear to match what is shown on the site plan sheets.
- 11O. Show sight triangles, per COA TE-13, on landscaping sheets.  
[Site Plan Page 12]
- 11P. This tree will conflict with stop sign visibility.
- 11Q. SW, PM, and GC exceed maximum allowable height within sight triangles. Revise these plant species where found within sight triangles.  
[Traffic Study]
- 11R. City of Aurora has no comments on this Traffic Memo. Be sure to receive comments from E-470 Highway Authority and address all, if any, comments. Provide written documentation.

**12. Fire / Life Safety (William Polk / 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / Comments in blue)**

- [Site Plan Page 1]
- 12A. This site appears to be within the Accident Potential Zone. Work with Planning to verify there are no UDO zoning restrictions that are in conflict with the proposed fuel tank storage and hazardous material storage.
- 12B. It appears this site has an existing fire lane easement, which may need to be revised. Please work with Real Property to ensure the Plat is updated to reflect new easements (fire).
- 12C. Provide a stripping and sign package. Please ensure that all signs required by other COA departments are included.
- 12D. Identify and label the amount of standard and van accessible parking stalls that is required and provided within the data block.
- 12E. Identify and label the IBC Construction Classification within the data block.  
[Site Plan Page 4]
- 12F. The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief. For assistance please call 303-739-7420 and ask for a Life Safety Plans Examiner.
- 12G. Please identify the city standard for this road or provide a road section.  
[Site Plan Page 7]
- 12H. Is this a dead end water main? Please show how this water main is an approved looped water supply. Is this stub intended to make future connections?
- 12I. Relabel the fire service water line supporting the interior automatic fire sprinkler system. Example for fire service line label: 6" Fire Line DIP (Private).
- 12J. Identify the Knox Box as an X within a box symbol and label with the following example: "Knox Box."
- 12K. Identify the fire riser room/door.
- 12L. Identify and label the FDC.
- 12M. Identify and label the fire service water line that supports the interior fire sprinkler system.
- 12N. Additional details about the water supply to include pipe material, private or public, etc.  
[Site Plan Page 8]
- 12O. The fire lane easement does not meet the COA Fire Lane minimum requirements. Please add turning radii to this fire lane easement. Additional fire lane signage is required. Please show fire lane signs.
- 12P. The turning templates reflect a South Metro Fire Truck. Revise the turning templates to reflect the Aurora Bronto apparatus.
- 12Q. Incorporate the highlighted portion into the fire lane easement.
- 12R. Any Gun Club roadway improvements should be identified and labeled.  
[Site Plan Page 18]



- 12S. Bollards shall be constructed of steel not less than 4" in diameter and concrete filled, Spaced no more than 4' between posts on center, set not less than 3' deep in concrete footing (15" diameter, top of the posts not less than 3', located not less than 3 feet from the protected object.
- 12T. "SIGNAGE AND STRIPING" package shall be included for approval with the Site Plan, and shall include fire lane and handicapped parking signs, sign details, handicapped parking stall details, and locations for all. Sign package shall include all signs as required by other City of Aurora departments.

**13. Forestry** (Becky Lamphear / 303-739-7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

[Site Plan Page 15]

13A. There will be trees impacted by the development. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund. Please include any trees on the tree mitigation sheet that will be transplanted, include where they will be planted and maintenance to keep these trees alive.

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://auroraver2.hosted.civillive.com/cms/One.aspx?portalId=16242704&pageId=16529352>.

Please show a tree mitigation chart on the landscape plan taken from the Landscape Manual page 29. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.

The caliper inches that will be lost are 225", but only 89" would be required for planting back onto the site. The mitigation value is \$9,630.00.

TREE #	SPECIES	DIAMETER	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	Austrian Pine	10	\$648.44		5
2	Austrian Pine	10	\$648.44		5
3	Green Ash	7	\$238.64		3
4	Green Ash	9	\$385.16		4
5	Green Ash	10	\$472.16		4
6	Green Ash	8	\$307.32		3
7	Green Ash	10	\$472.16		4
8	Green Ash	8	\$307.32		3
9	Green Ash	8	\$307.32		3
10	Green Ash	8	\$230.49		2
11	Green Ash	6	\$44.78		1
12	Green Ash	10	\$472.16		4
13	Green Ash	8	\$307.32		3
14	Green Ash	7	\$238.64		3
15	Green Ash	8	\$307.32		3
16	Green Ash	6	\$179.11		2
17	Green Ash	8	\$307.32		3
18	Green Ash	8	\$307.32		3
19	Green Ash	8	\$307.32		3



20	Green Ash	10	\$472.16		4
21	Austrian Pine	10	\$648.44		5
22	Austrian Pine	8	\$415.18		4
23	Austrian Pine	8	\$415.18		4
24	Austrian Pine	8	\$415.18		4
25	Cottonwood	15	\$774.24		6
26	Russian Olive	9	\$0.00	Russian Olive No Mitigation	0
<b>Total</b>		<b>225</b>	<b>\$9,629.17</b>		<b>89</b>

NOTE: Mitigation values based on International Society of Arboriculture’s Guide to Plant Appraisal. Species, diameter, condition, and location factors were included in the assessment.

**14. Aurora Water** (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

[Site Plan Page 7]

- 14A. Pre-app responses state looped waterline will be required and installed. Please show entire length of watermain extension and second point of connection.
- 14B. Label connection to existing waterline.
- 14C. Label private lift station.
- 14D. Existing meter to remain or be removed? Please label.
- 14E. Show proposed meter location. Ensure meter is covered by a utility easement.

**15.Real Property** (Kalan Falbo / 720-338-7419 / [kfalbo@auroragov.org](mailto:kfalbo@auroragov.org) / Comments in magenta)

[Site Plan Page 1]

- 15A. Replace this note with; “All crossings or encroachments into easements and right of way owned by the City of Aurora (City) identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or right-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossing or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and right-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City Facilities located within said easements and right-of-way at any time and in such a manner as it deems necessary or convenient.”
- 15B. SE/4? Typical.
- 15C. There is a typo in the Legal Description.
- 15D. Label calls on Contextual site plan.

[Site Plan Page 2]

- 15E. Add a North Arrow and Label Section Line (section 25 & 36).
- 15F. Add dimensions, bearings and curve data to Lot lines.
- 15G. Show names & locations of any existing (E-470) which are within site and abutting site.

[Site Plan Page 3]

- 15H. Show/ Label point of commencement and Point of Beginning of lot boundary.
- 15I. Show & Label all items which encroach into easements or right-of-way.
- 15J. Add dimensions, bearings and curve data to Lot lines.
- 15K. Is existing fire lane easement being released? License agreement for building in existing fire lane.
- 15L. Is fuel storage encroaching into fire lane. Add distance between storage & Fire lane. (Confirm with fire/life safety)
- 15M. Add: "To be dedicated by separate document"

[Site Plan Page 4]

- 15N. Label Gun Club ROW line.
- 15O. Add REC # for City ROW.
- 15P. Add dimensions, bearings and curve data to Lot lines.
- 15Q. Label Proposed or Existing easements.



- 15R. Add Rec # for Gun Club Rd.  
[Site Plan Page 6]
- 15S. Check North Arrow.  
[Site Plan Page 7]
- 15T. 20' Water easement.
- 15U. Dedicated utility easement for water line? Pocket easement.
- 15V. Fire hydrant in bus parking? Cover with easement.

**16. Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

- 16A. Please be aware PSCo owns and operates existing underground electric distribution facilities within the subject property. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities including relocation and/or removal via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.
- 16B. As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

**17. E-470 Public Highway Authority (Chuck Weiss / 303-537-3420 / [cweiss@E-470.com](mailto:cweiss@E-470.com))**

- 17A. The E-470 Public Highway Authority will provide comments to you directly.

**18. Arapahoe County Planning Division (Terri Maulik / 720-874-6650 / [referrals@arapahoegov.com](mailto:referrals@arapahoegov.com))**

- 18A. Thank you for the opportunity to review and comment on this project. The Arapahoe County Planning Division has no comments; However, other Arapahoe County departments and/or divisions may submit comments.

**19. Buckley Space Force Base (Lawrence Aragon / 720-847-9731 / [Lawrence.aragon.1@us.af.mil](mailto:Lawrence.aragon.1@us.af.mil))**

- 19A. Inform Airfield Management of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure Representative for evaluation. This part of the process will general take approx. 5 business days.
- 19B. Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 19C. 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- 19D. Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.
- 19E. Additional requirements if a crane happens to be needed on the airfield itself are discussed in the Crane Notification Letter.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303. 571. 3284  
donna.l.george@xcelenergy.com

April 21, 2022

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Erik Gates

**Re: Applegreen at Aurora NB, Case # DA-2314-00**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan for **Applegreen at Aurora NB**. Please be aware PSCo owns and operates existing underground electric distribution facilities within the subject property. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities including relocation and/or removal via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: donna.l.george@xcelenergy.com

## **Warning this process can take up to 60 days, no exception**

### **CRANES/BOOM EQUIPMENT Off Airfield**

Lawrence Aragon (L.A.), Airfield Manager: 720-847-9731, [lawrence.aragon.1@us.af.mil](mailto:lawrence.aragon.1@us.af.mil)

Pete Mendoza, Asst. Airfield Manager: 720-847-6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)

#### **Mandatory steps:**

- Inform Airfield Management of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure Representative for evaluation. This part of the process will general take approx. 5 business days.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.

### **CRANES/BOOM EQUIPMENT On Airfield**

#### **Mandatory steps:**

- A temporary construction waiver (TCW) will need to be initiated IAW UFC 3-260-01 Appendix B Section 1 para. B1-2.1.4 prior to construction to ensure full routing and approval from the Buckley Garrison Commander before the start; may take 60 days (Mike Mont-Eton will assist with the process).
- Inform the Airfield Manager of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure representative for evaluation.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document and must be submitted with TCW Package for approval. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.
- If need to drive on the airfield, contact Pete Mendoza at x6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)

## Example of Map in Relation to Runway with Required Data



**55ft max height crane/boom**

**East side Hangar 801**

**1 June – 31 July 2019**

**Mon-Fri 7am-5pm**