



May 11, 2023

Dayna Ashley-Oehm - dashleyoehm@aurorahousing.org
Aurora Housing Authority
2280 S Xanadu Way
Aurora, CO 80014

Re: Aurora Housing Authority – Potomac Campus Housing (AHA-PCH) (#1703607)/Pre-Application Meeting held April 27, 2023

Dear Ms. Ashley-Oehm:

I would like to take this opportunity to thank you for considering the City of Aurora for the Aurora Housing Authority – Potomac Campus Housing (AHA-PCH) project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

Key Issues:

► **Master Plan:** The approved master site plan provides guidance and direction for building design, development standards, parking, and landscape requirements as well as the needed infrastructure improvements and obligations for this site. Please refer to the Master Site Plan for phasing (Phase 3) and other requirements. Additionally, infrastructure requirements must be completed during the initial phase of the Master Site Plan. **RESPONSE: This is identified as Phase 3 in the master plan as stated. Phase 1B, infrastructure Site Plan is currently under review. The applicant understands it would be better to wait until we have received comments from the ISP but due to timing of funding applications this Phase 3 site plan needs one round of review by a critical date that applications are due. The applicant acknowledges the risk the ISP comments could affect this site plan.**

► **Building Design Standards:** Please consider providing written support for the use of “trauma informed design” in your Letter of Introduction with your future submission. Outline the principles and design process of this approach to site planning that you may wish to incorporate within any future site plan submittal. Additionally, the concept plan included as part of the pre-application materials includes a bubbler fountain. City Council passed a non-functional turf ordinance in September of 2022 and it prohibits the installation of exterior decorative fountains, waterfalls, basins, ponds, lakes, waterways or other similar aesthetic structures. **RESPONSE: The application includes an outline and description**

of trauma informed design principles and implementation on this project. The fountain has been removed from the project.

► **Forestry:** There are a substantial number of trees on this site that will be impacted by development. As a result of the number of trees and their mature size, tree mitigation will be substantial on this site. You will be required to hire a Consulting Arborist for the tree inventory and appraisal for this project.

RESPONSE: The tree mitigation was noted in the master plan and will continue to be updated for each site plan. A running tally for all tree mitigation is completed as part of this site plan and subsequent plans on the campus.

► **Aurora Water:** A Stormwater Management Plan (SWMP) must be submitted with the civil plan.

RESPONSE: shown in the infrastructure site plan and additional information is provided for this building in this site plan.

► **Stormwater Management:** Verify that a drainage easement is shown over the detention pond and an access easement from the pond to ROW. Additionally, a stub out should be designed in the overall Preliminary Drainage Report and sized appropriately for this site to connect into. **RESPONSE:** This is shown in the infrastructure site plan. This site plan connects to the overall plan.

► **Public Works:** A site circulation plan identifying vehicular circulation along with heavy vehicle turning templates will be required within the site plan submission. **RESPONSE:** Please refer to the infrastructure site plan. A Fire Lane easement is being recorded on the plat and was prepared as part of the Master Site plan. The easement meets the requirements for width, inside, and outside turning radii per Life Safety as provided on the Master Site Plan.

► **ROW:** Designate a Public Access Easement within the interior of the site to the public ROW along Potomac Street. Additionally, please provide an ADA connection to the public ROW. **RESPONSE:** This is being recorded on the plat in conjunction with the Fire Lane Easement. The ADA connections are shown in the ISP and this site plan connects to that pedestrian circulation network.

► **Parking:** If a parking waiver is sought, a Parking Reduction Study will be required for this site. See page 17 for additional information. **Response:** A parking reduction is not sought but a delayed construction for parking beyond 27 spaces is requested. This request is in the project letter, cover sheet and site plan sheet of the site plan.

► **Fire Lane Signs:** The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage. **RESPONSE:** Fire lane signage on the loop road should be included in the infrastructure site plan.

► **Fire Sprinkler:** Based on the size of the proposed use of the structure it does appear that a fire sprinkler system would be required. As such, a dedicated 23' fire lane easement will be required to provide fire apparatus with the ability to access the fire department connection. **RESPONSE:** sprinkler system and fire lanes are included.

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

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

Sincerely,



Jazmine Marte
Project Manager

cc: Julie M. Eck - julie.eck@davispartnership.com

15151 E. Alameda Parkway, Suite 5200 • Aurora, Colorado 80012 • City of Aurora



City of Aurora Development Process

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

Step I - Planning Phase **RESPONSE: Process noted.**

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

Step II - Construction Document Phase **RESPONSE: Process noted.**

Civil Engineering Plans: This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- Preliminary drainage letter is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

Step III - Construction Phase **RESPONSE: Process noted.**

Building/Civil Permits:

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

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

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

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

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

Contact Information

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

City Manager's Office

Office of Development Assistance
Jazmine Marte
303.739.7585
jmarte@auroragov.org

Planning

Zoning and Plan Review
Liz Fuselier
303.739.7450
efuselie@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting
Joe Odrzywolski
303.739.7147
jodrzywo@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water - Utilities

Iman Ghazali
ighazali@auroragov.org

Aurora Water - Drainage

Richard Ommert
303.739.7314
rommert@auroragov.org

Public Works

Traffic Division
Dean Kaiser
303.739.1718
djkaiser@auroragov.org

Roadway & Public Improvements
Engineering Division
Julie Bingham
303.739.7403
jbingham@auroragov.org

Life Safety and Building Division
William Polk
303.739.7371
wpolk@auroragov.org

Land Development Review Services
Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Housing and Community Services

Community Engagement
engageCEC@auroragov.org

Aurora Public Schools

Nicholas J. Leach
651.470.3889
njleach@aurorak12.org

Oil and Gas Division

Jeffrey S. Moore
303.739.7676
jsmoore@auroragov.org

STEP I – PLANNING PHASE

Planning and Development Services Department

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

Key Issues:

- ▶ Infrastructure Improvements
- ▶ Compliance with the Master Site Plan
- ▶ Common Space
- ▶ Architectural Standards
- ▶ Trauma Informed Design

Project Overview:

- Zoning: MU-OI (Mixed-Use Office/Institutional)
- Character Area: A
- Proposed Use: Affordable Multi-Family Development
- Permitted Use: Yes

Type of Application:

- Site Plan
- Replat

Procedures:

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

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](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)

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- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The purpose of the MU-OI district is to accommodate office, institutional, and related low impact uses near residential areas. This district is intended to allow low-to-medium scale, low traffic generating office and residential uses in areas that can serve to buffer single-family residential areas from nearby more intensive commercial development. This district allows both residential and small-and moderate-scale commercial activities, with limited retail, services, and institutional uses.

RESPONSE: Per the master Plan our proposed future uses conform to this zone designation.

1B. Placetype-Innovation District

The innovation district is where leading-edge anchor institutions and businesses connect with start-ups and business incubators and accelerators. This placetype fosters new ideas and enterprises by bringing together different people, companies and institutions are key to increasing employment within the city. Light industrial and business park uses are joined with educational and medical institutions to foster sought-after creativity. These primary uses interact horizontally to promote integration across various industries that fill this placetype.

RESPONSE: Per the master Plan our proposed use of multi-unit permanent supportive housing conforms to this placetype.

1C. Master Site Plan

The approved master site plan provides guidance and direction for building design, development standards, parking, and landscape requirements as well as the needed infrastructure improvements and obligations for this site. Please refer to the Master Site Plan for phasing (Phase 3) and other requirements.

RESPONSE: Per the master Plan our proposed site plan (this submittal) as discussed at the April 27th pre-application meeting was discussed as a package that may come in earlier than those parcels listed as phase 2 and the AMHR Phase 1B. We are referring to this as Phase 3 per the master plan, and the infrastructure site plan as Phase 1A.

2. Land Use

2A. Historic Land Use

The subject property operated as a 50,000-sf community mental health facility on this site for many years. The new development is proposed to occur over the entire parcel after demolition of the existing buildings.

RESPONSE: Per the master Plan our proposed permanent supportive housing (Phase 3) fits within a campus that serves similar needs.

2B. Proposed Land Use

This 0.69-acre site is proposed as a 43-unit affordable multifamily project that will be a permanent supportive housing development for individuals experiencing homelessness. The proposal includes the use of Trauma-Informed design principles and the Housing First model.

RESPONSE: More information on the trauma informed design is available within the letter of introduction.

3. Development Standards

3A. Dimensional Standards

Section 146-4.2.2 provides the general dimensional standards for commercial development within the MU-OI zone district. For residential uses within the MU-OI zone district, the R-2 standards shall apply. These standards include:

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- i. Lot frontage at front lot line, 60’ - minimum;
- ii. Front setback-20’
- iii. Side setback-20’
- iv. Rear setback-15’
- v. Building height-75’

Infrastructure requirements must be completed during the initial phase of the Master Site Plan. This includes the construction of the site entrance, loop road through the development, Potomac Street sidewalk improvements, sidewalk access into the site, common quad/courtyard amenity, perimeter landscape for entire development, parking and building for Planning Area 1, stormwater detention facilities and storm sewer to serve the development and sanitary sewer main construction. Refer to the master site plan for any and all additional development standards.

RESPONSE: The building height will be adhered to. The other setbacks are shown within the infrastructure site plan.

3B. Common Space and Amenities

Per the approved Master Site Plan and the UDO, common space should be a minimum of 20% on site. The space needs to include differentiated pavement treatment, pedestrian scaled lighting, weather protection, site furniture, a landscape border, and amenities such as tree cut outs and raised planters. Provide the amount of separately used/designated and commonly used open space for the entire development within your Letter of Introduction.

RESPONSE: This will be adhered to as Phase 1-B, the actual AMHR Building site plan. This Phase 3 site plan shows a portion of open space within this projects limits that will engage the overall campus site plan and have access to it through gates and sidewalks. Visually the two will be connected.

3C. Access and Connectivity

Per the approved Master Site Plan and section 146-4.5.4 (see Table 4.5-3) safe, well-connected pedestrian networks must be included within the site plan. Site design is intended to promote safe and convenient vehicle, bicycle, wheelchair, pedestrian, public transit, and other mobility device connectivity within and among individual phased development sites. Each development shall accommodate safe and convenient movement for all modes of transportation throughout the development and to surrounding areas as well as create an efficient automobile circulation system. The expectation is for the pedestrian network to connect all buildings and common spaces together and to the public street and include all the pedestrian connections identified in the master plan.

RESPONSE: This will be adhered to as Phase 1-B, the actual AMHR Building site plan. This Phase 3 site plan shows a portion of pedestrian and walk access through gates and sidewalks to the overall campus pedestrian network.

3D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, a 43-unit affordable housing development, 29 parking spaces plus 6 guest spaces, including 2 accessible parking space(s) 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 3 bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

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.

RESPONSE: The applicant is requesting an adjustment to the city’s Off-street Parking requirement. There are 27 spaces provided in this site plan adjacent to the site, 4 of which are accessible. These spaces are located to provide adequate vehicular circulation. A campus wide shared parking arrangement is planned for the entire AUMHC Safety Net Campus. 7

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spaces will be constructed as part of the AMHR Infrastructure Site Plan, Phase 1A currently under review and additional spaces will be constructed with the AMHR Site Plan Phase 1B . A request is to delay the construction of the additional required parking until the AMHR Site Plan 1B is constructed and a shared parking agreement can be finalized.

This variance request to delay construction of the full parking required (35 spaces) and only construct 27 spaces with this site plan. Constructing additional spaces outside the project limits will interfere with the construction of the AMHR project and cause unnecessary construction burdens to both Aurora Housing Authority and Aurora Mental Health & Recovery, the property owner.

3E. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the AUMHC Safety Net Campus Master Site Plan, the Landscape Reference Manual, as well as the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents. Landscape requirements within the UDO should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. A copy of the AUMHC Master Plan can be obtained from your Case Manager. The Landscape Reference Manual is available online. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

RESPONSE: The building specific and parking landscape is included with this package. The remaining landscape requirements will be adhered to in Phase 1A and as Phase 1B, the actual AMHR Building site plan.

Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

RESPONSE: Provided as shown on the plan. One island has a conflict due to a fire hydrant location and only shrubs are shown.

Landscape plans submitted during the Development Application submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

RESPONSE: Provided as noted.

Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

RESPONSE: Ste triangles are shown within the infrastructure site plan and within Phase 1-B site plan.

AUMHC Safety Net Campus Master Site Plan

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the approved Master Plan. The applicant is responsible for reviewing this document and determining all applicable landscape conditions.

- All shade trees shall be 2.5” and ornamental trees 2”.
- Wood mulch shall be the primary mulch treatment. Only 1.5”-2” river rock in Colorado Rose or Granite color may be substituted for wood mulch.

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- Fencing shall be black ornamental steel or open style security fencing along the exterior of the site maximum height six-foot.
- A six-foot solid fence is permitted in courtyard areas associated with housing.
- No wood or plastic fencing is allowed.
- Each site is responsible for their landscape maintenance.

RESPONSE: Provided as noted above.

NOTE: The concept plan included as part of the pre-application materials includes a bubbler fountain. City Council passed a non-functional turf ordinance in September of 2022 and it prohibits the installation of exterior decorative fountains, waterfalls, basins, ponds, lakes, waterways or other similar aesthetic structures.

RESPONSE: This feature has been removed.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within this Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

Landscaping is required to be installed as part of this phase of development. Landscaping specific to the permanent supportive housing shall include building perimeter landscaping, parking lot landscaping and trash enclosure screening.

RESPONSE: Provided as noted above.

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. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

RESPONSE: Provided as noted above.

Section 146-4.7.5 K. Parking Lot Landscaping

Interior 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.

RESPONSE: Provided as noted above.

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.

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RESPONSE: Provided as noted above.

Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan that clearly delineates these areas should be provided. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

RESPONSE: An irrigation plan will be submitted as required but will be completed as a design build requirement submitted by the contractor at this time.

3F. *Building Design Standards*

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. Per section 146-4.8.6 High quality building materials are promoted to ensure building longevity and architectural interest. Building materials shall provide a sense of human scale and interest, especially on ground floors. Colors shall be carefully chosen with respect to surrounding context.

Please refer to Table 4.8.5 (Permitted Primary Exterior Building Materials) for products allowed for the exterior of buildings. Please note those products specifically prohibited for exterior use as well. Additionally, Table 4.8-6 indicates masonry standards for buildings. Note these standards provide guidance for affordable housing developments as well as market rate developments. See

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

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

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

Per the Master Site Plan, specifically *Section 3.0 Architectural Design Standards*, all standards contained in the Master Site Plan will meet or exceed all city code requirements. Additionally, per Section 3.1, *buildings should comply with four-sided architecture design as indicated in the UDO. Building facades or portions of buildings that face S. Potomac Street should provide visual cues that intuitively direct visitors to the main building entrance, have a presence that demonstrates a welcoming appearance and have materials consistent with the rest of the building and contextual to the campus.*

Please consider providing written support for the use of “trauma informed design” in your Letter of Introduction with your future submission. Outline the principles and design process of this approach to site planning that you may wish to incorporate within any future site plan submittal.

RESPONSE: We believe we have met all the requirements noted above and exceeded some requirements. We have added more information on trauma informed design in the letter of intent for reference.

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.

RESPONSE: Building and garden lighting are shown within this site plan.

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.

RESPONSE: We do not have monument signage with this site plan. We are currently reviewing building wall mounted signage and have no designs for signage at this time.

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3I. Fencing

Guidance for fencing requirements may be found in section 146-4.7.9 as well as the Master Site Plan. These documents also provide guidance on permitted fence and wall materials. Please refer to both documents for site plan purposes.

RESPONSE: A 4' picket fence is shown around the south open space area dedicated to this project. This conforms to the intent of the UDO and master plan design guidelines.

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. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

RESPONSE: The only adjustment is the deferment of construction of some of the campus shared parking. This is noted above and within the letter of introduction, the cover sheet and the site plan of this submittal.

5. Submittal Reminders

5A. CAD Data Submittal Standards

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

RESPONSE: This requirement is noted and will follow the standards for the final/approved submittal.

5B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

RESPONSE: PDF's have been completed as described.

5C. Mineral Rights Notification

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

RESPONSE: All attempts have been made to determine if there are any mineral rights owners on the property.

Pre-Submittal Meeting:

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

RESPONSE: Meeting requested.

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

Response: The plat is moving on a separate course inline with the master plan.

Community Participation:

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

RESPONSE: Comment noted.

Oil and Gas 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 right-of-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

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

RESPONSE: Comment noted.

Parks, Recreation & Open Space Department (PROS)

Planning Design and Construction

It should be noted that because the project owner is the Aurora Housing Authority (AHA), City policy provides exemption from PROS land dedication and cash in lieu requirements, and park development fees.

RESPONSE: Comment noted.

Forestry Division

There are a substantial number of trees on this site that will be impacted by development. As a result of the number of trees and their mature size, the tree mitigation will be substantial on this site. You will be required to hire a Consulting Arborist for the tree inventory and appraisal for this project.

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.

RESPONSE: Tree mitigation was included as part of the Master Plan submittal. Further correspondence took place after these comments were received and confirmed these were addressed and would be continually shown in all the subsequent site plans. The majority of the trees were removed as part of this infrastructure site plan submittal, however additional mitigation plantings will be submitted with the open space and internal site plan landscaping to be completed as Phase 1-B for the building site plan. Limited mitigation may be part of this site plan but for the current submittal it is determined that it will be accounted for in Phase 1B.

Forestry’s Role in Site Plan Review

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- 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. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

Name	Company	Address	Phone
David Merriman	Arbor Scape	5044 S. Youngfield Court Morrison, CO 80465	303-795-2381
Keith Worley	Forestree Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303-681-2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303/347-0988
Scott Grimes	Colorado Tree Consultants	coloradotreeconsultants@yahoo.com	303-720-8170

Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court Boulder, CO 80301	303-530-0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist 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 – make sure the Consulting Arborist contacts Forestry for understanding of the correct number of inches to be shown on the spreadsheet. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss. Please keep in mind that the dollar value will be substantial.

RESPONSE: Tree mitigation was included as part of the Master Plan submittal. Further correspondence took place after these comments were received and confirmed these were addressed and would be continually shown in all the subsequent site plans. The majority of the trees were removed as part of this infrastructure site plan submittal, however additional mitigation plantings will be submitted with the open space and internal site plan landscaping to be completed as Phase 1-B for the building site plan. Limited mitigation may be part of this site plan but for the current submittal it is determined that it will be accounted for in Phase 1B.

- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080>

Ash Trees Prohibited

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

RESPONSE: Tree mitigation was included as part of the Master Plan submittal. Further correspondence took place after these comments were received and confirmed these were addressed and would be continually shown in all the subsequent site plans. The majority of the trees were removed as part of this infrastructure site plan submittal, however additional

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mitigation plantings will be submitted with the open space and internal site plan landscaping to be completed as Phase 1-B for the building site plan. Limited mitigation may be part of this site plan but for the current submittal it is determined that it will be accounted for in Phase 1B.

Aurora Public Schools

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the 43 proposed multifamily apartment units is .1407 acres. However, since this is an Aurora Housing Authority project, Aurora Public Schools will not collect cash-in-lieu of land for this development.

AURORA PUBLIC SCHOOLS - STUDENT YIELD
5/5/2023

Safety Net Campus Phase 3 - Pre-application

Dwelling Type	Units	Yield Ratio	Student Yield
SFD	0	0.7	0
MF-LOW	0	0.3	0
MF-HIGH	43	0.145	6
TOTAL	43		6

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	0	0.2	0	0
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	3	0.04	2	5	0.03	1	6
TOTAL		3		2	5		1	6

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	3	0.0175	0.0564
MIDDLE	2	0.025	0.0430
HIGH	1	0.032	0.0413
TOTAL	6		0.1407

RESPONSE: Comment noted.

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:

- ▶ A fixture unit and meter sizing table must be shown on the civil plan to justify meter size.
- ▶ A Stormwater Management Plan (SWMP) must be submitted with the civil plan.
- ▶ A separate irrigation meter will be required.

Utility Services Available:

- Water service may be provided from main extensions per the AUMHC Safety net campus master site plan.
- Sanitary sewer service may be provided from main extensions per the AUMHC Safety net campus master site plan
- Project is located on the following Map Page: 11F

Utility Service Requirements:

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

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- Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development.
 - Grease Interceptors are required for commercial kitchens.
 - Sand/Oil Interceptors are required for vehicle maintenance facilities.
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

RESPONSE: Comments noted.

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 (PDL) may be submitted in lieu of a preliminary drainage report (PDR) to show overall conformance with the preliminary drainage report for the entire site. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted at the time of the Planning Department application submittal.
 - The city will not approve the PDL for the site until the overall PDR for the site has been approved.
- ▶ Water quality, EURV, and detention should be provided for the site and built as part of the overall PDR.
- ▶ An approved pond certificate will be required prior to Temporary Certificates of Occupancy (TCO) or Certificates of Occupancy (CO).
- ▶ Verify that a drainage easement is shown over the detention pond and an access easement from the pond to ROW.
- ▶ One-foot of freeboard shall be provided to adjacent FFEs from the emergency spillway WSEL from the detention pond.

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- ▶ A stub out should be designed in the overall PDR and sized appropriately for this site to connect into.
- ▶ Please use the city’s draft impervious values for the site. <https://engageaurora.org/stormcriteria>

- A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and address any changes in imperviousness from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan sized no larger than 11” x 17”, shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Aurora Water at the time of the Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD’s MDP/OSP.
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

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- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

RESPONSE: Stormwater management was submitted as part of the infrastructure site plan. A drainage letter has been included for this site plan.

Public Works Department

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

Key Issues:

- ▶ Neither a Detailed Traffic Impact Study (TIS) nor a Traffic Letter will be required for this development based on the recently approved Master Site application approved by the Planning Commission back on March 22, 2023.
- ▶ A site circulation plan identifying vehicular circulation along with heavy vehicle turning templates will be required within the site plan submission.

- Show all adjacent and opposing access points on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic](#)

[Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

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

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

RESPONSE: These items were submitted as part of the infrastructure site plan.

ROW/Plat:

- Designate a Public Access Easement within the interior of the site to the public ROW along Potomac Street.

RESPONSE: These items were provided and part of a plat that is being recorded.

Traffic Impact Study:

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.

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RESPONSE: Comments noted.

- If a parking waiver is sought, A Parking Reduction Study will be required for this site which will include addressing the following items:
 - Waivers from the City of Aurora Code.
 - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
 - Site comparison to a minimum of three Comparable Sites. Comparable Sites shall be similar in use and surrounding environment.
 - Parking Reduction Factors, which may include parking management strategies, site specific uses, proximity to local transit modes, and bicycle facilities.
 - Calculations Page showing Parking Reduction Calculations.

Submitting the Parking Reduction Study:

- The Parking Reduction Study shall be sent directly to Scott Bauman at sbauman@auroragov.org as soon as possible.
- The Parking Reduction Study shall also be uploaded with the rest of the submittal.

Response: No parking reduction is being requested at this time. A deferment of some of the shared parking is being requested and shown within the letter, cover sheet and site plan.

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 shall be provided in conformance with the master site plan. The first application that comes in is responsible for providing the public improvements including the sidewalk improvements and curb returns with curb ramps.
- ▶ Please provide an ADA connection to the public ROW.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ 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.

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Improvements:

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

- 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.
- Curb ramps must be shown (located) on the plans at all curb returns, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

RESPONSE: Comments noted.

ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

RESPONSE: Comments noted.

Fire/Life Safety Comments - Building Division

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

Addressing Requirements:

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

RESPONSE: Addressing will be requested after this initial site plan review.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015/2021 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways,

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accessible walkways, etc. To view the 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

Civil Plans:

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

- [Combined Fire Lane and Pedestrian Sidewalks](#)
- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
 - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

RESPONSE: Comments noted.

Emergency Responder Radio Coverage:

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015/2021 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

RESPONSE: Comments noted.

Fire Department Access:

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

- [Fire Lane Easement](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2015/2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
 - The first phase of construction must include approved emergency access and a looped water supply to support on site fire hydrants and fire service lines.

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Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015/2021 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.

RESPONSE: Fire lane and hydrants are part of the infrastructure site plan..

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015/2021 IFC and IBC.

General Comments:

- Based on the size of the proposed use of the structure it does appear that a fire sprinkler system would be required. As such, a dedicated 23’ fire lane easement will be required to provide fire apparatus the ability to access the fire department connection.

RESPONSE: Comments noted and provided.

Gated Entry:

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

- Note: The applicant has indicated that this site will not be a gating community.

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1 and the 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

- [Residential](#)
- Please show the location of all mail kiosks proposed within this site. Public Works will require a curb ramp to access the mail kiosks from the adjacent urban streets. A detail will be needed of the mail kiosk layout that includes the mailboxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009/2017 edition.

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11 and the 2009/2017 ICC/ANSI A117.1

- [Residential](#)
- The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mailboxes, along with curb ramp and sidewalks abutting the mail kiosks.

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1.

- [Commercial](#)

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.

- A Knox box will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

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- Approved Knox Hardware is required for 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 boxes on the site plan amendment submitting to the Planning Department.

Legend:

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

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.

RESPONSE: Comments noted.

Photometric Plan:

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

RESPONSE: Comments noted and complied.

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Business Services/Development Center/Development Process/Site Plan Note-Access Control Gate or Barrier Systems.pdf](https://www.auroragov.org/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Development%20Process/Site%20Plan%20Note-Access%20Control%20Gate%20or%20Barrier%20Systems.pdf)(Site Plan Note) Accessibility Note for Commercial Projects
- [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221 \(2015/2021\)](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within a LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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

RESPONSE: Comments noted.

Special Design Considerations:

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

Re: Aurora Housing Authority – Potomac Campus Housing (AHA-PCH) (#1703607)/Pre-Application Meeting held April 27, 2023 **RESPONSE: June 30,2023**

- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
 - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of "facilities" such as your outdoor storage yard.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

RESPONSE: Comments noted.

Trash Enclosure:

Per the 2015/2021 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.

RESPONSE: Comments noted and provided.

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:

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. submittals.
- A **pre-submittal meeting** with Land Development Review Services is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren*

Re: Aurora Housing Authority – Potomac Campus Housing (AHA-PCH) (#1703607)/Pre-Application Meeting held April 27, 2023 **RESPONSE: June 30,2023**

Akrie at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

RESPONSE: The plat is ready for recording.

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:

- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [License Agreement Packet](#)
- **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 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.
- 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 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.
- No portion of any roofed structure or footers may encroach into any easement. However 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 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

RESPONSE: The plat is ready for recording.

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. Permits are issued from these documents.

Civil Engineering Plans RESPONSE: Construction Requirements and Process noted.

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

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457 or ceravell@auroragov.org. Civil Plans and Reports are required for this pre-submittal review. Also, a copy of the pre-application meeting notes is required and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and-submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage letter.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Structural Calculations
 - Signing and Striping Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

[Aurora Water](#)

[Utilities](#)

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:

Re: Aurora Housing Authority – Potomac Campus Housing (AHA-PCH) (#1703607)/Pre-Application Meeting held April 27, 2023 RESPONSE: June 30,2023

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

Construction Stormwater Quality Requirements:

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

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance

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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

- The Construction Documents shall include an Interim and an Ultimate 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 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 Potomac Street, via Mississippi Avenue and not through the adjacent residential neighborhood(s).

Engineering Division

Roadway Design and Construction Specifications:

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

Building Plans RESPONSE: Building Requirements and Process noted.

Building Division Comments:

Building Plan Review

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

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

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

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

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)
 - *Fire (click on this [link](#) to find checklist below)*
 - Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - Knox Box
 - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment

Key Issue:

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 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 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

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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](#)
- All demolition permits must be routed to Aurora Water in order to assess the BMP requirements for ground disturbances.

A demolition permit is required for the closure and/or removal of existing underground fuel storage tanks through both the City Aurora Building Division and Division of Oil and Public Safety.

General Fire Protection System Requirements:

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

- **Fire Alarm and Detection System** – 2015/2021 IFC, Section 907.
- **Fire Pump** – 2015/2021 IFC, Section 913.
- **Fire Sprinkler System** – 2015/2021 IFC, Section 903.
- **Standpipe System** – 2015/2021 IFC, Section 905.

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.
- R-1 Occupancy - Residential occupancies where the occupants are primarily transient in nature (less than 30 days).
- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.
- IBC R-3 Occupancy - Residential occupancies where the occupants are primarily permanent in nature and not classified as R-I, R-2, R-4 or I, and where buildings do not contain more than two dwelling units; adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. Includes congregate living facilities with 16 or fewer persons.

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- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.
- R-4 IBC/IRC Occupancy - Group R, Division 4. Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for IBC Group R-3 **or** shall comply with the IRC.

Request for Modification or Alternative Material:

Per the 2015/2021 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

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.*

RESPONSE: Construction Requirements and Process noted.

Aurora Water

Utility Connection Fees:

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

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

Wet Tap Fees:

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

Irrigation Water Meter Fees:

- Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
- The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.

- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Stormwater Management

- Pond cert required prior to TCO or CO.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor’s risk to begin paving without the initial acceptance of the wet utilities.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - 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 through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Construction Permits:

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

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

Utilize the requirements of the 2015/2021 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 at 303.739.7420.

Access Roadways during Construction:

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