

January 24, 2025  
Merrick Project No. 100183.00

Brit Vigil  
City of Aurora  
Office of Development Assistance  
15151 E. Alameda Parkway  
Suite 5200  
Aurora, CO 80012

**Re: Horizon Uptown Filing 8 (#1793189)/Pre-Application Meeting held April 11, 2024**

Dear Ms. Vigil:

Merrick & Company has reviewed the comments dated April 24, 2024, regarding the Horizon Uptown Filing 9 project. This project was originally called Filing 8 and has changed since this pre-application meeting. The following summarizes Merrick's responses to the comments provided by the City of Aurora.

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Key Issues:

► **Process Coordination:** The Site Plan for filing 8 must be approved prior to the Site Plan for filing 7 (per previous coordination with the applicant and developer team) due to the sequencing requirements set forth in the approved Public Improvement Plan (PIP). A few options in attempt to resolve the concerns revolving around this requirement were discussed during a conversation with the Horizon Uptown team and City Staff on April 23rd, 2024, and have been outlined on page 21 of these notes.

**Response: Acknowledged. Coordination with the City has taken place and changes to phasing within the development have been made.**

► **Master Plan:** The subject property is within the Horizon Uptown Master Plan and will be governed by both the Unified Development Ordinance (UDO) and the Horizon Uptown Design Standards and Guidelines. If the Parks, Recreation and Open Space (PROS) Department determines that a Master Plan Amendment is needed to account for the open space location or trigger changes, this should be submitted concurrently with the subject application.

**Response: Acknowledged**

Employee Owned



5970 Greenwood Plaza Blvd  
Greenwood Village, CO 80111



Tel: +1 303-751-0741



hello@merrick.com  
www.merrick.com

► Horizon Uptown Design Guidelines (HUDSG): The applicant is responsible for reviewing the HUDSG to ensure compliance with all standards. A letter of approval from the Horizon Uptown Design Review Board will be required prior to approval of the Site Plan. See page seven and eight for further information on this topic.

**Response: Acknowledged**

► PROS: The Master Plan indicates PA's 16b, 17c and 18a of the Site Plan were to include 2.07 acres of Open Space and Small Urban Park (SUP) which were not indicated with this proposal. PROS understands the intent is to re-locate those requirements roughly one block north in PA-19, which would be allowed. The same triggers for park construction still apply, with stated parks built by the time 50% certificates of occupancy are issued. Note that the land dedication required for the proposed number of units in this ISP are greater than 2.07 acres Open Space and that complete requirements will need to be made up elsewhere within the development.

**Response: Acknowledged**

► Aurora Public Schools (APS): APS agreed to apply the school land dedication requirement for the purposes of calculating cash-in-lieu of land as site plans are approved for Horizon Uptown. The district will require cash-in-lieu of land when the balance of the obligation from approved site plans exceeds the 14-acre school site dedication for the development. Cash-in-lieu will be valued at market value of zoned land with infrastructure in place. Currently, the obligation for the number of units in the approved site plans do not exceed the 14-acre school dedication.

**Response: Acknowledged. This APS site has been dedicated with Filing No. 8 submitted previously.**

► Utilities: Provide a Utility Conformance Letter with the Site Plan. The Letter must confirm that water and sanitary mains will be built per the Master Utility Study (MUS) (EDN 218158) and that proposed demand will not exceed the approved MUS.

**Response: Acknowledged. Utility Conformance Letter has been provided.**

► Stormwater Management: Coordinate with Aurora One, to the south, to assure there are not parallel storm sewer systems in 6th Avenue.

**Response: Acknowledged. Coordination with Aurora One is ongoing.**

► Traffic: A Detailed Traffic Impact Study (TIS) is currently under review by COA for Horizon Uptown Filing 7. The City of Aurora Traffic Division requests that the identified TIS be expanded to include this application for Horizon Uptown Filing 8 since the sites are adjacent to one another. Traffic signal escrow will be required for the intersections of 13th Avenue at Crossroads Boulevard, 8th at Crossroads Boulevard and other intersections as determined by the TIS.

**Response: Traffic impact studies have been prepared for Filing No. 7 and Filing No. 8 separately and this has been coordinated with the traffic department.**



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:

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

**Civil Engineering Plans:** This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All civil plans are electronic submittal only.

- o A Preliminary Drainage Report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- o Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. This review is separate from the Planning Phase review above and requires a per- sheet review fee.

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

- o Usually reviewed after Planning decision is made.

**Building/Civil Permits:**

- o Stormwater Quality Discharge permits must be issued prior to any site work (Aurora Water).
- o Public Improvement permits can be issued after civil plan approvals.
- o 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.

**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 Brit Vigil, 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 Brit Vigil

303.739.7323

[bvigil@auroragov.org](mailto:bvigil@auroragov.org)

#### Planning

Zoning and Plan Review Sarah Wile 303.739.7857

[swile@auroragov.org](mailto:swile@auroragov.org)

#### Landscape Design

Kelly Bish, RLA, LEED AP 303.739.7189

[kbish@auroragov.org](mailto:kbish@auroragov.org)

Parks, Recreation & Open Space Planning Design and Construction Adison Petti

303.739.7437

[apetti@auroragov.org](mailto:apetti@auroragov.org)

#### Forestry

Jacque Chomiak 303.739.7178

[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### Aurora Water

Jenny Wynn [jwynn@auroragov.org](mailto:jwynn@auroragov.org)

Aurora Water - Drainage Richard Ommert 303.739.7314

[rommert@auroragov.org](mailto:rommert@auroragov.org)



Public Works Traffic Division Steve Gomez 303.739.7336

[segomez@auroragov.org](mailto:segomez@auroragov.org)

Roadway & Public Improvements Engineering Division

Kendra Hanagami 303.739.7295

[khanagam@auroragov.org](mailto:khanagam@auroragov.org)

Life Safety and Building Division William Polk

303.739.7371

[wpolk@auroragov.org](mailto:wpolk@auroragov.org)

Land Development Review Services Grace Gray

303.739.7277

[ggray@auroragov.org](mailto:ggray@auroragov.org)

Aurora Public Schools Joshua Hensley 303.365.7812 x28463

[jdhensley@aurorak12.org](mailto:jdhensley@aurorak12.org)

Energy & Environment Maria Alvarez 303.739.6824

[malvarez@auroragov.org](mailto:malvarez@auroragov.org)



## 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:

- Compliance with the Horizon Uptown Design Standards and Guidelines (HUDSG)
- Green Court Standards
- Street Connectivity
- Parks and Open Spaces

### Project Overview:

- Zoning: R-2 (Medium Density Residential) District with Flexible Residential Lot Designation
- Character Area: Subarea C
- Proposed Uses: Single-Family Detached Homes, Duplexes, and Green Courts
- Permitted Uses: Yes

### Type of Application:

- Subdivision Plat
- Site Plan

### Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The Site Plan and Subdivision Plat can be reviewed and approved administratively. If any adjustments from the Unified Development Ordinance are requested with the Site Plan, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.



## Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [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](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)



## **Standards and Issues:**

### **1. Zoning and Placetype**

#### 1A. Zoning

The purpose of the R-2 District is to promote and preserve various types of medium-density housing with adequate amounts of usable common space and amenities. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. Many commercial uses are also allowed. The subject property also has the Flexible Residential Lot Option (formerly Sustainable Use Neighborhood) per the Horizon Uptown Master Plan. This designation is intended to “promote neighborhoods that emphasize a highly integrated, fine grain mix of uses and diverse housing types to meet the needs of a variety of households and incomes”. It encourages higher density development, pedestrian-oriented, walkable streets, quality urban form, and the creation of special community places and amenities that are easily accessible to residents and businesses. In exchange for allowing more density and smaller lots, there are requirements related to lot size diversity, streetscapes, connectivity, sustainability, building design and mix of uses.

**Response: Acknowledged**

#### 1B. Placetype

The subject property is within the Urban District placetype, which is the city’s most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant, and multi-family residential as defining uses. This place type creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other place types by density, scale, and the prioritization of multi-modal transportation. Defining features into connected, well-designed urban streetscapes, high-quality design, and a grid street network with small urban blocks.

**Response: Acknowledged**

#### 1C. Master Plan

The subject property is within the Horizon Uptown Master Plan and will be governed by both the UDO and the Horizon Uptown Design Standards and Guidelines. If there is a conflict, the more stringent requirements will apply. If the Parks, Recreation and Open Space Department determines that a Master Plan Amendment is needed to account for the open space location or trigger changes, this should be submitted concurrently with the subject application.

**Response: Acknowledged**



## 2. Land Uses

### 2A. Proposed Land Uses

The proposed uses – alley-loaded single-family detached homes, alley-loaded duplexes, and green courts – are permitted in the R-2 District.

**Response: Acknowledged**

## 3. Development Standards

### 3A. Dimensional Standards

The subject property has the Flexible Residential Lot Option (formerly Sustainable Use Neighborhood) per the Horizon Uptown Master Plan. The Horizon Uptown Design Standards and Guidelines (HUDSG) include the lot size, setback, encroachment, building height, and porch size requirements for this site based on the lot type. The lot types in the HUDSG include Village, Town, City, Corner Duplex, Backyard Row House, Cottage, Cottage Duplex, and Compact Row House. Each lot type has different requirements. Please clearly state which lot types are proposed when the application is submitted and ensure that all standards are met for all product types.

**Response: Acknowledged**

### 3B. Subdivision Standards Lot Design and Layout

- All lots shall have direct or indirect access to a dedicated public or private street. Indirect access through an easement may be approved by the city for alternative lot layouts defined in the UDO, based on considerations of pedestrians, bicycle, emergency vehicle access and safety, and through-connectivity.

**Response: Acknowledged**

### Remainder Parcels Prohibited

- No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by the UDO.

**Response: Acknowledged**

### Sidewalks, Trails and Bicycle Paths

- All properties shall provide an interconnected system of sidewalks that directly connect all lots to and within commercial centers, employment areas, designated parks and open spaces, and other uses. All lots shall include or directly abut a sidewalk. Accessible routes meeting the ADA shall also be provided from the building or site entries to a public or private street.

**Response: Acknowledged**



### 3C. Horizon Uptown Design Standards and Guidelines (HUDSG)

The applicant is responsible for reviewing the HUDSG to ensure compliance with all standards. A letter of approval from the Horizon Uptown Design Review Board will be required prior to approval of the Site Plan. Below are some of the key standards that may impact the conceptual plan presented at the pre-application meeting, but this is not an all-inclusive list:

#### General Requirements

- A portion of the conceptual plan is within the Central Park South neighborhood and the rest is within the Central Park East neighborhood.

Response: Acknowledged

- Single-family homes shall not front arterial roads, including Crossroads Boulevard.

Response: Acknowledged

- No block face shall be longer than 660' without being interrupted by a public street, park, or green court at least 30' wide.

Response: Acknowledged

- No blocks shall be larger than 5 acres without being interrupted by a public street or primary private street.

Response: Acknowledged

- There shall be no more than 500' between access points along 8th Avenue, and they shall align with the adjoining streets to the south in Central Park South.

Response: Acknowledged

- At least one access point shall be provided along Tempe Street and the maximum distance between access points shall be 500'.

Response: Acknowledged

- Two access points are required along Crossroads Boulevard. This intersection shall be no more than 500' from the intersections with 8th Avenue or 12th Avenue.

Response: Acknowledged

- At least three access points are required along 8th Avenue and there shall be no more than 550' between access points along 8th Avenue, and they shall align with the adjoining streets to the north, from Central Park East.

Response: Acknowledged



- One access point is required along Crossroads Boulevard. This intersection shall be no more than 800' from the intersections with 8th Avenue or 6th Avenue.

Response: Acknowledged

- All residents in Central Park South shall be within 900' of a park or open space.

Response: Acknowledged

### *Single-Family, Duplexes, and Green Courts*

- A minimum of two different lot types are required on a block.

Response: Acknowledged

- Lot types may be combined on a block face in accordance with the chart on Page 24 of the HUDSG.

Response: Acknowledged

- Green courts may be designed in a closed configuration with an alley wrapping around two or three sides of the court or placed between two streets with alleys at the rear of lots on each side.

Response: Acknowledged

- All single-family residential units shall provide a minimum of two off-street parking spaces, and at least one space shall be in a garage.

Response: Acknowledged

- One on-street or off-street guest parking space shall be provided for each residential unit. These spaces may be provided on a block-by-block basis with spaces provided within 200 feet of the residential unit being served. It is unclear whether this requirement is being met based on the proposed lot configuration.

Response: Acknowledged. All public ROW will provide parallel parking on both sides of the street where able.

- Buildings on corner lots shall address both streets. Corner lots are typically 6 feet wider to accommodate the side yard setback along the street and allow for building articulation and side porches.

Response: Acknowledged



- Homes must comply with the “Design Quality Performance Standards” on Page 32 and the architectural design standards on Pages 42-52 of the HUDSG.

**Response: Acknowledged**

- Excluding green court, duplex and cottage lots, all single-family detached lots shall contain an open area with a minimum dimension of 15’ in either direction or an area of 360 square feet.

**Response: Acknowledged**

### *3D. Miscellaneous Unified Development Ordinance Requirements*

In addition to the requirements in the HUDSG, all standards in the UDO shall be met. The more stringent requirement must be followed. Below are some of the key standards that may apply to the conceptual plan presented at the pre-application meeting, but this is not an all-inclusive list:

#### *Green Courts*

- Each green court dwelling shall have direct frontage on and pedestrian access to a street that includes on-street parking and sidewalks on both sides.

**Response: Acknowledged**

- No more than 14 dwelling units may face the same green court open space, except that the number of units facing a green court open space may be increased to 24 dwelling units if both ends of the green court open space have frontage on a public street and the design is approved by Life Safety.

**Response: Acknowledged**

- The length of the green court open space shall not exceed 360’ in length measured from any street.

**Response: Acknowledged**

- Green courts should be designed to be usable spaces, with sidewalks typically on the perimeter of the space. Green courts should also vary in design, for example some might be more of a green space design while others a common patio design.

**Response: Acknowledged**

- If green courts are not abutting streets on both sides (or a street and an alley), the green court must provide guest parking for motor vehicles at a rate of one-half parking space per green court dwelling and must be located within 200 feet of the front entrance of the dwelling it serves.

**Response: Acknowledged**



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

#### General Landscape Plan Comments

Prepare the landscape plans in accordance with the Horizon Uptown Master Plan, the Unified Development Ordinance (UDO), and the Landscape Reference Manual. The landscape comments provided herein are based upon Section 146-4.7 (Landscape, Water Conservation, Stormwater Management). Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

**Response: Acknowledged**

#### Landscape Plan Preparation

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

**Response: Acknowledged**

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

**Response: Acknowledged**

#### Sight Triangles

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

**Response: Acknowledged**

#### Horizon Uptown Master Plan

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



## Volume 2: The Public Realm

- Crossroads Boulevard, 6th and 8th Avenues shall be constructed with detached sidewalks and curbside landscaping. Sod / warm season grass is permitted.

**Response: Acknowledged**

- Streets shall have a minimum of two and a maximum of three tree species on each block face.

**Response: Acknowledged**

- Street trees shall be spaced a minimum of 30' and a maximum of 40' on center.

**Response: Acknowledged**

- There are specific streetscape standards regarding accoutrements that are permitted within the furnishings, throughway and frontage zones as noted in Tables 2.4., 2.5, 2.7 and 2.9.

**Response: Acknowledged**

## Volume 5: The Neighborhoods

### Plant Materials

- Local streets are encouraged to utilize the tree lawn as a bio-swale for storage, treatment and infiltration of storm water runoff from surrounding streets.

**Response: Acknowledged**

### Landscape Standards

- In cases where there is a conflict or redundancy between the City of Aurora standards and the Horizon Uptown Design Standards, the Horizon Uptown Design Standards shall apply.

**Response: Acknowledged**

- Refer to Table 5-3 for the required minimum plant requirements by proposed product type for the building perimeter landscaping and front yard landscaping requirements.

**Response: Acknowledged**

### 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 and determining all applicable landscape conditions.

**Response: Acknowledged**



Section 146-4.7.5.C.2a (Required Landscaping, Curbside Landscaping)

Street trees are required at a ratio of one street tree per 40 linear feet along all street frontages. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

**Response: Acknowledged**

Despite sod being permitted within the curbside landscape as part of the Horizon Uptown Master Plan, City Council passed a non-functional turf ordinance and sod is no longer permitted within the curbside areas. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303-326-8819. Landscaping for the curbside area should follow this section and include shrubs at a ratio of one shrub per 40sf of curbside area.

**Response: Acknowledged**

Section 146-4.7.5.I (Private Common Open Space/Tract Landscaping)

All development areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for nonpublic active and passive recreation areas and facilities, trails, wildlife habitat or the preservation of view corridors and natural land features shall be landscaped with one tree and ten shrubs per 4,000 square feet. This excludes areas defined as street buffers, detention and water quality ponds, undisturbed marshes, wetlands, 100-year floodways and lakes are excluded. Please include a plan that clearly delineates the tract areas that don't include the landscaping.

**Response: Acknowledged**

Section 146-4.7.5 P (Residential Yard Landscape)

Building and/or front yard landscaping shall be provided in accordance with the HUDSG. See above comments.

Provide a Residential Product Type Plan like the one provided for Horizon Uptown Phases 5 and 6 that breaks down the lot types proposed for this pre-application and the expected landscaping to be provided for each. Include the building setbacks, anticipated utilities and utility easements for each product type proposed. Provide a specific plant list for front yard landscapes if the overall plant list cannot be used for the front yard / building perimeter landscape requirements given limited space for planting.

**Response: Acknowledged**



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

Street frontage buffers are required where the rear lots of single-family residential homes abut an arterial or collector street. Buffers shall be 20' wide as measured from the back of walk. Buffer reductions are not permitted. All street frontage buffers shall contain one tree and 10 shrubs per 40 linear feet. Fifty percent of the tree species shall be evergreen.

**Response: Acknowledged**

Where residential rear lots abut a private common open space tract and the separation between the residential rear lot line and the arterial or collector street is greater than 20', no street buffer is required, but the common open space tract landscape requirements should be met.

**Response: Acknowledged**

#### Section 146-4.7.3 (Detention and Water Quality Ponds)

All detention pond facilities shall be approved by Aurora Water. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4,000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur, such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements. However, the most restrictive requirements shall be met. No portion of the detention pond may encroach into street and non-street buffers including outlet structures, rip rap, trickle channels, energy dissipaters or overflow areas. Plant material required for buffers or detention pond facilities may count towards meeting both requirements should the two requirements overlap. The more restrictive plant quantities should be met. Staff will determine whether the overlap exists once a formal Site Plan is submitted.

**Response: Acknowledged**

#### Section 146-4.7.3.C (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water requires that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303-326-8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: Acknowledged**

#### 3F. Building Design Standards

Section 146-4.8 contains design standards for homes within Horizon Uptown. There are standards for design variety, durability, masonry, windows and architectural features. All homes will also need to follow the architectural standards in the approved Horizon Uptown Master Plan,



which are generally most stringent than the standards in the UDO. Please be aware that code has specific requirements for single-family design variety and durability, and that the building elevations must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2 in order to receive building permits. The Horizon Uptown Design Review Board must review and approve all building elevations prior to submitting building permits to the city.

**Response: Acknowledged**

### 3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9 and in the HUDSG (Volumes 2 and 5). Show typical details of lighting on the Site Plans.

**Response: Acknowledged**

### 3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. The HUDSG (Volume 6) will also guide any proposed signage. Please show the location of any monument signs on the Site Plans.

**Response: Acknowledged. No monument signs proposed with this application**

## 4. Adjustments

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

**Response: Acknowledged**

## 5. Submittal Reminders

### 5A. PDF Requirements

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

**Response: Acknowledged**



## 5B. Mineral Rights Notification

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

**Response: Acknowledged**

### **Pre-Submittal Meeting:**

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

**Response: Acknowledged**

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

**Response: Acknowledged**

### **Community Participation:**

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one- mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

**Response: Acknowledged**

### ***Community Meetings:***

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.

**Response: Acknowledged**

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

**Response: Acknowledged**



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

**Response: Acknowledged**

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

**Response: Acknowledged**

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

**Response: Acknowledged**

## **Energy and Environment Development**

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

**Response: Acknowledged**

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

**Response: Acknowledged**

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

The Master Plan indicates PA's 16b, 17c and 18a of the Site Plan were to include 2.07 acres of Open Space and Small Urban Park (SUP) which were not indicated with this proposal. PROS understands the intent is to re-locate those requirements roughly 1 block north in PA-19, which would be allowed. The same triggers for park construction still apply, with stated parks built by the time 50% certificates of occupancy are issued. Note that the land dedication required for the



proposed number of units in this ISP are greater than 2.07 acres Open Space and that complete requirements will need to be made up elsewhere within the development.

#### Population Projection (364 Total)

- 2.65 persons x 137 SF units = 364

#### Land Dedication (4.32 Acres Total)

- .364 x 3 acres = .109 acres NP
- .364 x 1.1 acres = .40 acres CP
- .364 x 7.8 acres = 2.83 acres OS

We invite you to learn about exciting progress in PROS by reading Aurora's Our Parks, Our Places Master Plan (September 2023) and viewing PROS Dog Park Study Presentation on The Aurora Channel (March 2024). PROS is also a participant in Connecting Aurora: Our Multi-Modal Transportation Master Plan (2024-2026). We welcome related community input from developers and residents alike, as we strive to enhance equity, connectivity, and quality of life in Aurora.

**Response: Acknowledged**

#### **Aurora Public Schools**

APS agreed to apply the school land dedication requirement for the purposes of calculating cash-in-lieu of land as site plans are approved for Horizon Uptown. The district will require cash-in-lieu of land when the balance of the obligation from approved site plans exceeds the 14-acre school site dedication for the development. Cash-in-lieu will be valued at market value of zoned land with infrastructure in place. Currently, the obligation for the number of units in the approved site plans do not exceed the 14-acre school dedication.

**Response: Acknowledged. 14 acre parcel is provided with Filing No. 8 submitted previously.**

#### **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:**

- ▶ Provide a Utility Conformance Letter with the Site Plan. The Letter must confirm that water and sanitary mains will be built per the Master Utility Study (MUS) (EDN 218158) and that proposed demand will not exceed the approved MUS.

**Response: Acknowledged. Utility Conformance Letter provided.**



- ▶ Water and sanitary mains shall provide frontage to all residential buildings.

Response: Acknowledged

- ▶ All single-family detached and attached residences shall have individual meters and sanitary service connections.

Response: Acknowledged

- ▶ Meters shall be located within a landscaped area and in an easement, if not located in the ROW.

Response: Acknowledged

- ▶ SWMP plan and report required with each civil plan submittal.

Response: Acknowledged

**Utility Services Available:**

- Water service may be provided from: Per MUS 218158

Response: Acknowledged

- Sanitary sewer service may be provided from: Per MUS 218158

Response: Acknowledged

- Project is located on the following Map Pages: 05T, 06T

Response: Acknowledged

**Utility Service Requirements:**

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

Response: Acknowledged



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

Response: Acknowledged

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

Response: Acknowledged

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

Response: Acknowledged

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

Response: Acknowledged

#### **Utility Development Fees:**

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

Response: Acknowledged

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

Response: Acknowledged

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

Response: Acknowledged

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

Response: Acknowledged



## **Stormwater Management**

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

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

- ▶ A Preliminary Drainage Report shall be submitted with each Site Plan. Detention and water quality/EURV shall be in conformance with the master drainage study. Ensure that the assumptions made for imperviousness in the master study are consistent with the proposed site. Downstream drainage facilities must be installed prior to onsite paving and must be accepted with an approved pond certificate prior to issuance of TCO/CO.
  - o Detention, water quality and storm infrastructure shall be provided for all adjacent and required roadway improvements.
  - o This site should be in compliance with the new impervious values. These values may exceed those assumed in development of the proposed pond. Either mitigate the additional volume with on-site full spectrum detention or describe how the offsite pond will be modified to provide for the additional imperviousness.

**Response: Acknowledged**

- ▶ If there is an ISP for the infrastructure with this planning area it shall be approved prior to the approval of this site plan. All roadways may be included in this submittal and not warrant a separate ISP.

**Response: Acknowledged**

- ▶ Coordinate with Aurora One, to the south, to assure there are not parallel storm sewer systems in 6th Avenue.

**Response: Acknowledged. Coordination is ongoing.**

- ▶ Public improvements for this development shall be in conformance with the Public Improvement Plan (PIP).

**Response: Acknowledged**

- ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at: <https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>

**Response: Acknowledged**



- ▶ The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.

Response: Acknowledged

- ▶ Note that for all preliminary drainage reports (PDR) that review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.

Response: Acknowledged

- ▶ This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.

Response: Acknowledged

- ▶ The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. It is highly encouraged that you read section 1.5 SIGNIFICANT UPDATES BY CHAPTER to determine changes in the city's criteria. The manual can be downloaded at: [https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf](https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf)

Response: Acknowledged

- ▶ Please note an erratum for the updated Drainage Manual is anticipated to be issued by the end of May 2024
- 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 of 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: Acknowledged

- Refer to EDN's (219065 Master Plan, 220171, 222283) for supporting information related to your site.

Response: Acknowledged



- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of the Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report. Full spectrum detention is required for this project.

**Response: Acknowledged**

- The site is located within 10,000 feet of Buckley Space Force Base. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/5200-33C dated 2/21/2020. These drain time limitations are intended to minimize wildlife attractants and potential interference with air traffic. The drain time limitations preclude pond designers from obtaining the full drain times recommended by the Mile High Flood District (MHFD) for Water Quality Capture Volume (WQCV) and Excess Urban Runoff Volume (EURV). The total drain times for ponds within this area is 48 hours.

**Response: Acknowledged**

- 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 the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

**Response: Acknowledged**

- 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.

**Response: Acknowledged**

- Detention of storm drainage is supported by offsite ponds. If offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.

**Response: Acknowledged**



- Release rate for the detention pond shall be based upon Table 10-2 using simplified equations.

**Response: Acknowledged. Release rate for Detention Pond C8 has been determined with Master Drainage Report**

- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2- 32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.

**Response: Acknowledged**

- Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

**Response: Acknowledged**

- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.

**Response: Acknowledged**

- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.

**Response: Acknowledged**

- Storm sewer system does not extend to this site.

**Response: Acknowledged. Storm sewer systems constructed with Horizon Uptown Filing No. 7 will provide some connection points.**



- Extend storm sewer to this site, including inlets, pipes, manholes, etc.; or  
**Response: Acknowledged**
- Discharge onto the street through a chase; or  
**Response: Acknowledged**
- Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.  
**Response: Acknowledged**
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf](https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf)  
**Response: Acknowledged**
- Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files.  
**Response: Acknowledged**

### **Public Works Department**

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

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

- ▶ A Detailed Traffic Impact Study (TIS) is currently under review by COA for Horizon Uptown Filing 7. COA requests that the identified TIS be expanded to include this application for Horizon Uptown Filing 8 since the sites are adjacent to one another.
  - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.  
**Response: Acknowledged**
- ▶ Site access along arterials shall be spaced a minimum 300' CL-CL and along collectors/local streets a minimum 150' CL-CL, including from intersections.

**Response: Acknowledged**



▶ Traffic calming elements will be an area of focus of review for this site, primarily adjacent to the school and park sites. See TIS requirements below.

- The city supports curb extensions at intersections consistent with what has been provided throughout the Horizon Uptown development.

Response: Acknowledged

▶ Traffic signal escrow will be required for the intersections of 13th Avenue at Crossroads Boulevard, 8th at Crossroads Boulevard other intersections as determined by the TIS. See below for additional information.

Response: Acknowledged

▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways (13th Avenue).

- Conduit
  - Conduit material shall be Schedule 80 HDPE (or similar).

Response: Acknowledged

- A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.

Response: Acknowledged

- A nylon pull tape with a minimum 1,250 lb. tensile strength shall be installed in all new conduit.

Response: Acknowledged

- Pull Box
  - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.

Response: Acknowledged

- City conduit shall be installed into City Pull Boxes.

Response: Acknowledged

- Show all adjacent and opposing access points on the Site Plan.

Response: Acknowledged

- Label the access movements on the Site Plan.

Response: Acknowledged



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

**Response: Acknowledged**

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

**Response: Acknowledged**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

**Response: Acknowledged**

- Homes and drives are allowed to front onto collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the Roadway Design & Construction Specifications, October 2016 edition.

**Response: Acknowledged**

- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the Roadway Design & Construction Specifications, October 2016 edition.

**Response: Acknowledged**

- Mail kiosk locations shall be specified in the Site Plan. In coordination with any Postal Service requirements, mail kiosks shall be located:
  - Outside of sight triangles as defined by COA Roadway Manual, standard TE-13

**Response: Acknowledged**



- Outside of the influence area (including traffic queues) for a controlled intersection (stop- controlled, signal controlled, or otherwise)

Response: Acknowledged

- A minimum of 30' away from stop signs (for stop sign visibility)

Response: Acknowledged

- A maximum of 50' away from curb ramp crossings (curb ramps to be located on both sides of roadway)

Response: Acknowledged

- Preferred location for mail kiosks is on side lots or other common areas for a neighborhood, and while meeting the above criteria, to avoid conflicts with mail kiosk traffic and specific homeowner ingress/egress.

Response: Acknowledged

#### **ROW/Plat:**

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

Response: Acknowledged

- To permit maintenance of the proposed traffic signal equipment (such as controller cabinets, pull boxes, and signal poles), dedicate a traffic signal easement (consisting of a 75-ft corner chamfer from the intersection of flowlines) at multiple intersections as determined by the TIS.

Response: Acknowledged

- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes).

Response: Acknowledged

#### **Traffic Signal Escrow:**

- Multiple intersections are potential candidates for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - (Applicant/owner name, address, phone) shall be responsible for payment of 25%/50%/100% of the traffic signalization costs for multiple intersections, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through



and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 126-38 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

**Response: Acknowledged**

*Traffic Impact Study:*

- The Traffic Impact Study (TIS) for Horizon Uptown Filing 7 shall be expanded to include the Horizon Uptown Filing 8 site and address the following specific items:
  - 1) Existing, buildout and 2050 average daily traffic counts.  
**Response: Acknowledged**
  - 2) Trip Generation from the site.  
**Response: Acknowledged**
  - 3) Site Circulation Plan and interior intersection control  
**Response: Acknowledged**
  - 4) Include detailed analysis, including vehicle queuing evaluation, of:
    - a) All site access points and internal collector/collector or higher classified intersections
    - b) All intersections on Crossroads Boulevard from 13th Avenue to 6th Avenue
    - c) Intersection of 13th Avenue at Tempe Street
    - d) Intersection of 13th Avenue at 11th Avenue
    - e) Intersection of 12th Avenue at 11th Avenue
    - f) Intersection of 12th Avenue at Tempe Street
    - g) Intersection of 12th Avenue at Road A
    - h) Intersection of 8th Avenue at Picadilly Road
    - i) Intersection of 6th Avenue at Picadilly Road
    - j) Intersection of 6th Avenue at Tempe Street
    - k) Intersection of 6th Avenue at Rome Street

**Response: Acknowledged**



- 5) Interior roadway ADT & classification  
**Response: Acknowledged**
  
- 6) Signal Warrant Analyses of 13th Avenue at Crossroads Boulevard, 8th Avenue at Crossroads Boulevard and other intersections as determined by the TIS – Warrant 1,2,3 all to be included (collect 72-hour tube counts for analysis)  
Interior roadway ADT & classification  
**Response: Acknowledged**
  
- 7) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.  
**Response: Acknowledged**
  
- 8) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed.  
**Response: Acknowledged**
  
- 9) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.  
**Response: Acknowledged**

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

**Response: Acknowledged**

*Submitting the Traffic Study:*

- The Traffic Study shall be sent directly to Steve Gomez at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.

**Response: Acknowledged**

- The Traffic Study shall also be uploaded with the rest of the submittal.

**Response: Acknowledged**



- Previously approved Traffic Impact Studies/Letters are available through this link.

**Response: Acknowledged**

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

**Response: Acknowledged**

## **Engineering Division**

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

### **Key Issues:**

- The public improvements shall be provided in conformance with the Horizon Uptown Public Improvement Plan (PIP).
  - o North half of E 6th Avenue
  - o West half of Road 3 (Crossroads Boulevard)
  - o All other internal local streets shall be designed and constructed to city of Aurora standards during the site plan process.
  - o As identified in the PIP, Picadilly Road improvements may be required if the volume threshold has been met.

**Response: Acknowledged**

- The Site Plan for filing 8 must be approved prior to the Site Plan for filing 7 (per previous coordination with the applicant and developer team) due to the sequencing requirements set forth in the approved Public Improvement Plan (PIP).

**Response: Acknowledged**

One potential option could be for all improvements, as identified for these planning areas be completed with the first of either filing 7 or filing 8.

- Following an in-person meeting with the applicant on April 23, 2024, another option was discussed to allow for the APS school in Planning area 20 to better meet their anticipated construction timelines. This option would include submittal of a separate Development Application (DA) which would encompass the N Tempe Street infrastructure and improvements as part of an ISP submittal along with the Site Plan for the school and would be called, "Filing 9". The applicant would remove the school and N Tempe Street from Filing 7 (currently sent back comments from 1st review of the site plan). If this occurs, the school can proceed independent of the requirements for filing 7 above.



Response: Acknowledged

- The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.

Response: Acknowledged

- The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions here.

Response: Acknowledged

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

Response: Acknowledged

#### *Improvements:*

Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications (Roadway Manual).

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in Standard Detail S1.

Response: Acknowledged

- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.

Response: Acknowledged

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

Response: Acknowledged

- 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.

Response: Acknowledged



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

Response: Acknowledged

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

Response: Acknowledged

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

Response: Acknowledged

- Homes and drives are allowed to front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the Roadway Design & Construction Specifications, January 2023 edition.

Response: Acknowledged

- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the Roadway Design & Construction Specifications, January 2023 edition.

Response: Acknowledged

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

Response: Acknowledged



- Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final streetlight locations based on a photometric analysis.

**Response: Acknowledged**

*ROW/Easements/Plat:*

- ROW dedication is required for public streets.

**Response: Acknowledged**

- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.

**Response: Acknowledged**

- 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.

**Response: Acknowledged. Sidewalk should all be within the public ROW.**

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.

**Response: Acknowledged**

- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.

**Response: Acknowledged. Easements outside of the ROW will be prepared as necessary.**

- 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: Acknowledged**



## Fire/Life Safety Comments - Building Division

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

### Key Issue:

► The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC.

**Response: Acknowledged**

### Advisory Comment:

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

**Response: Acknowledged**

### Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2021 IBC, Chapter 11, the 2017 ICC A117.1 and the revised 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

- Accessibility Requirements - Residential - Apartments and Townhomes

**Response: Acknowledged**

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

- Accessibility Requirements - Residential – Single-Family Dwellings
  - The site plan and the civil plans must reflect the location of the outside mail kiosk. Details 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.

**Response: Acknowledged**



- The site plan and the civil plans must show the location of Electric Vehicle (EV) charging stations and parking spaces.

**Response: Acknowledged**

*Address Directory Signs for Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way:*

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties where the single-family unit is facing a green belt and access to the unit is from garage of an adjacent access road.

**Response: Acknowledged**

- Adjacent public/ private roadways, or fire lane easements/public access easements must provide emergency access to within 150' of all exterior portions of the first floor of each structure. The utilization of a greenbelt product cannot exceed this requirement.

**Response: Acknowledged**

*Addressing Requirements:*

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

- Based on the pre-application meeting discussions it appears that two independent uses for an apartment and hotel could be utilized within this site. This option of two independent uses would require two independent addresses, and the independent addresses would require independent utility services.

**Response: Acknowledged**

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

- As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code.

**Response: Acknowledged**



- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).

**Response: Acknowledged**

#### **Civil Plans:**

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

- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- Street Standards and Street Section Details

**Response: Acknowledged**

#### **Fire Department Access:**

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

- Designated Fire Lane

**Response: Acknowledged**

- 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.

**Response: Acknowledged**

- Buildings greater than 30' in height are regulated by the 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.

**Response: Acknowledged**



- Motor Courts and Looped Lanes – 146-4

Response: Acknowledged

- Outdoor Storage Yards

Response: Acknowledged

- Public Street Adjacent to Site

- Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.

Response: Acknowledged

### Fire Hydrants:

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

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.

Response: Acknowledged

- Three lane roadways without medians require fire hydrants every 500' on alternating sides of the street. Please show any known site entry points to the north and south sites. Show and label any existing or proposed fire hydrants within 500' of this site development area. The fire/life safety group will assist in the placement of fire hydrants to ensure only the hydrants needed to support the site are provided.

Response: Acknowledged

- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance.

Response: Acknowledged



## Flag Lots:

A flag lot is considered a parcel of land that is entirely dependent upon an adjacent property for access to a public street and to a public water supply. A flag lot can create an area of land that is undevelopable unless a dedicated means of access and water is established at the time of the subdivision of the site.

**Response: Acknowledged. No flag lots proposed.**

## Legend:

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

**Response: Acknowledged**

## Phasing Plans:

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

**Response: Acknowledged**

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

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

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Accessibility Note for Multi-Family Projects Built under the 2021 IBC/IRC and HB-1221
- (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) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs



Response: Acknowledged

*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: Acknowledged

*Special Design Considerations:*

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

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

Response: Acknowledged

- 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 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.

Response: Acknowledged

- 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.

Response: Acknowledged

- See the 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

Response: Acknowledged

- Aerial Fire Apparatus Access Roads

Response: Acknowledged

- Fire Apparatus Access Road Specifications

Response: Acknowledged

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

Response: Acknowledged

- Combined Fire Lane, Public Access and Utility Easements

Response: Acknowledged



- Construction of Fire Lane Easements and Emergency Access Easement

Response: Acknowledged

- Cul-De-Sac's

Response: Acknowledged

- Dead-end Fire Apparatus Access Roadways

Response: Acknowledged

- Dead-End Public Streets

Response: Acknowledged

- Encroachment into Emergency Access or Fire Lane Easements are Prohibited

Response: Acknowledged

- Grade

Response: Acknowledged

- Labeling of Easements on the Site Plan, Plat and Civil Plans

Response: Acknowledged

- License Agreement

- Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.

Response: Acknowledged

- Motor Courts - Where Motor Courts and Looped Lanes are utilized please provide a dedicated Fire Lane Easement within the required width of each drive aisle (23' for Motor Courts and 18' for Looped Lanes) as depicted in the Unified Development Ordinance, Section 146-4.2.E

Response: Acknowledged

- No Parking is allowed within a Fire Lane Easement

Response: Acknowledged

- Private Streets Constructed to Public Street Standards

Response: Acknowledged

- Pocket Utility Easements for Fire Hydrants

Response: Acknowledged

- Public Street Systems Adjacent to Site

Response: Acknowledged

- Public Streets Constructed to the Urban Street Standards

Response: Acknowledged

- Remoteness

Response: Acknowledged

- Single Point of Access through an Adjacent Jurisdiction

Response: Acknowledged

- Speed Bumps

Response: Acknowledged

- Snow Removal Storage Areas

Response: Acknowledged



- Two points of Emergency Access

**Response: Acknowledged**

- Width and Turning Radius

**Response: Acknowledged**

## **Land Development Review Services Division**

The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

### *Subdivision Plats:*

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current Subdivision Plat Checklist. Plat review may run concurrently with your other Planning Department submittals.

**Response: Acknowledged**

- A presubmittal 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 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: Acknowledged**

### *Site Plans:*

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

**Response: Acknowledged**

### *Separate Documents:*

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.

**Response: Acknowledged**



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

- Dedications Packet
- Easement Release
- License Agreement Packet

**Response: Acknowledged**

• Offsite easement dedications may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.

**Response: Acknowledged**

• If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the Easement Release Packet.

**Response: Acknowledged**

• Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.

**Response: Acknowledged**

• The developer may need to dedicate new easements and/or street right-of-way on the site. Please include any new easements on the plat.

**Response: Acknowledged**

• (Residential only) No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must



obtain a Revocable License from Land Development Review Services. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the Revocable License Packet. A Revocable License takes about 6 weeks to complete and must be complete before Land Development Review Services will record the Site Plan.

**Response: Acknowledged**

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a License Agreement. Requirements can be found in the License Agreement Packet. It takes 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

**Response: Acknowledged**

- If shown in your proposed plans, there is an existing street right-of-way that needs to be vacated. Street vacations must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Land Development Review Services will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the Dedications Packet.

**Response: Acknowledged**

- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review.

**Response: Acknowledged**

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

**Response: Acknowledged**

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.



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

**Response: Acknowledged**

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

**Response: Acknowledged**

- Civil Engineering Plan Review (see links below for additional information):
  - Process
  - Review Schedule
  - Fees
  - Civil Plan Submittal Form
  - Civil Plan Submittal Pre-Acceptance Checklist

**Response: Acknowledged**

Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the Submittal Form to the Permit Center via [engineering@auroragov.org](mailto:engineering@auroragov.org). If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.

**Response: Acknowledged**

2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.

**Response: Acknowledged**

3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist. This review is only for completeness and does not constitute a full review.

**Response: Acknowledged**

4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete



documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.

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

**Response: Acknowledged**

## **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

**Response: Acknowledged**

- Utility Plans must be approved prior to obtaining building permits

**Response: Acknowledged**

- Utility Plans must include:
  - o Fixture Unit Table and Meter Sizing Tables
  - o Water Service and Water Meter locations
  - o Sanitary Sewer Service Lines
  - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.

**Response: Acknowledged**

- Cross Connection Control Devices are required for:
  - o Fire Service Lines
  - o Commercial and Domestic Water Service Lines.



- o These devices are required to be located within the building or within a heated and drained vault after the water meter.

Response: Acknowledged

- All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.

Response: Acknowledged

- 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.

Response: Acknowledged

*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.

Response: Acknowledged

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the City of Aurora SWMP Manual for more detailed requirements. A CDPS permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

Response: Acknowledged

- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the CAD Standards web page.

Response: Acknowledged



## *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.

**Response: Acknowledged**

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.

**Response: Acknowledged**

- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications as well as the 2010 Storm Drainage Design & Technical Criteria manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

**Response: Acknowledged**

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

**Response: Acknowledged**

### **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.

**Response: Acknowledged**



## Traffic Engineering

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (for Build year), and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.

**Response: Acknowledged**

- 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

**Response: Acknowledged**

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 designated truck routes, via Crossroads Boulevard and not through the adjacent residential neighborhood(s).

**Response: Acknowledged**



## Engineering Division

### Roadway Design and Construction Specifications:

- Roadway construction shall conform to the “City’s Roadway Design and Construction Specifications” latest edition. The city considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s). Design of the roadway adjacent to your site is required to the next major intersection.

**Response: Acknowledged**

- 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.

**Response: Acknowledged**

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

**Response: Acknowledged**

### 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.

**Response: Acknowledged. Several meetings have been held with City staff regarding the Horizon Uptown development recently.**



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.

**Response: Acknowledged**

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.
  - Master Multi-Family or Multi-Family Permits
  - Single Family Residential or Master Plan Single Family Permits

**Response: Acknowledged**

**Key Issues:**

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez ([jcrodrig@auroragov.org](mailto:jcrodrig@auroragov.org)).
- ▶ As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

**Response: Acknowledged**

*Accessibility:*

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

**Response: Acknowledged**

*Adopted Codes by the City of Aurora:*

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

**Response: Acknowledged**

*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.

**Response: Acknowledged**

*Checklist for Plan Review Submittals:*

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

**Response: Acknowledged**

*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.

**Response: Acknowledged**

*Geographic Design Criteria:*

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

**Response: Acknowledged**

*Occupancy Specific Building Code Requirements:*

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

- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

**Response: Acknowledged**

- IBC R-3 Occupancy - Residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2, R-4 or I, and where buildings do not contain more than two dwelling units; adult and childcare 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.

**Response: Acknowledged**



*Multi-Family Master Plans:*

A master plan can be submitted for identical multi-family structures in place of separate submittals for different addresses.

**Response: Acknowledged**

*Previously Approved Single-Family Master Plans for new Subdivisions:*

Master plans approved for one subdivision cannot be approved for another subdivision. The Building Division will require a new master plan for each building type within a new subdivision.

**Response: Acknowledged**

*Single-Family Master Plans:*

Master plans can be used for each identical townhouse type. Please utilize our IRC ONE AND TWO FAMILY RESIDENTIAL checklist.

*Townhouses:*

- Townhomes are considered single-family one and/or two-family dwellings by the International Residential Code (IRC) and designated as Group R-3 occupancies. As such, R-3 occupancies are to be served by individual utilities where the individual homeowner has sole control of the shut off and main circuit breaker for their property. Ganged Meters for Gas and electric are not allowed in the City of Aurora for IRC R-3 townhouses. Where ganged meters are intended, the townhouses will be designated as International Building Code (IBC) group R-2 occupancies requiring residential fire sprinkler installations. The site plan and civil plan utility sheets must show service entrances for all utilities in order to define occupancy designation for the structures.

**Response: Acknowledged**

*Request for Modification or Alternative Material:*

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

**Response: Acknowledged**



*Sixty Foot Yard Declaration for Unlimited Area Buildings:*

In order to consider multiple attached buildings having separate addresses on separate lots as a singular unlimited area structure the developer must establish a 60' Yard Declaration. Please click on the attached "link" to obtain needed information for this process.

**Response: Acknowledged**

*Structures Built over or up to a Property or Lot Line:*

If a property line is defined by a recorded subdivision map, the International Building Code requires that buildings on both sides of that property line be structurally independent with individual fire-resistive protection based on the distance to property line.

1. A replat of the site will be required to remove the existing property lines to establish one lot and block for the new structures being proposed.

**Response: Acknowledged**

2. Multiple properties "under more than one ownership". A new structure or an addition to an existing structure would not be allowed to cross property and lot lines that are under separate ownership unless express written consent is provided by the adjoining property owner and is recorded within the applicable County Clerk's Office. Within the recorded agreement, the adjacent property owner must establish a minimum open space area within their property that ensures that your new addition follows the fire separation requirements of the 2021 IBC, Table 602. The agreement must also establish the City of Aurora as a beneficiary with the right to enforce the agreement and provide no amendment or release unless the City consents. A copy of this consent and recordation

**Response: Acknowledged**

3. The Building Division cannot require the adjoining property owner to allow access for construction activity. Approval of construction plans does not bestow any right to enter upon or disturb the adjoining property without that owner's permission. It is incumbent upon the applicant to obtain this permission.

*Tri-County Health Department:*

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

**Response: Acknowledged**



## 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.

**Response: Acknowledged**

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: Acknowledged**

## Aurora Water

### *Utility Connection Fees:*

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

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

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

**Response: Acknowledged**

### *Stormwater Management*

- Pond cert required prior to TCO or CO.

**Response: Acknowledged**

### *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.

### Response: Acknowledged

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

### Response: Acknowledged

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section 146-5.3.19(b).

### Response: Acknowledged

- 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.



**Response: Acknowledged**

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - private streets
  - major arterials
  - local and collector streets
  - fire lanes
  - alleys
  - culverts
  - curbs, gutters, curb ramps, and sidewalks
  - transit passenger facilities
  - monuments and range boxes
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - median construction
  - 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.

**Response: Acknowledged**

**Building Division**

**Key Issue:**

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

**Response: Acknowledged**

*Construction Permits:*

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

**Response: Acknowledged**

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

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



**Response: Acknowledged**

*Access Roadways during Construction:*

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

Single Points of Access through an Adjacent Jurisdiction:

Providing only one point of access through another jurisdiction is not an acceptable operational position for the city. Please click on the “link” provided to obtain the full requirements.

**Response: Acknowledged**

We hope we have adequately addressed your comments. If you have any questions, or need further clarification concerning the resubmitted plans, please don't hesitate to give me a call at 303-353-3744.

Respectfully submitted,  
MERRICK & COMPANY

Tyler Scarlett, PE

