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July 29, 2021

David Carro - [DCarro@OakwoodHomesCO.com](mailto:DCarro@OakwoodHomesCO.com)  
Oakwood Homes  
4908 Tower Road  
Denver, CO 80249

**Re: Parklands CSP 1 (#1557301)/Pre-Application Meeting held July 15, 2021**

Dear Mr. Carro:

Thank you for considering the City of Aurora for the Parklands CSP 1 project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

***Key Issues:***

► **Small Lot Standards:** There are limitations to the maximum percentage of small lots. Standard and small lots are defined in the Unified Development Ordinance (UDO). Motor courts are considered small lots. The expectation is for motor courts that abut the street to have the home and front door orient to the street and this includes motor courts with more than one street frontage. Please find more information in the Planning comments beginning on page seven.

**RESPONSE: Small lots are in conformance with the approved Master Plan along with the approved adjustment to 65% of small lots within a neighborhood.**

► **Street Layout:** There is opportunity with the proposal of a new master plan to better align the street network. The placement of green courts along the curved street may present challenges. See further comments on page eight.

**RESPONSE: Motor courts and green court lots were utilized to limit the number of double frontage lots along collectors.**

► **Common Space and Amenities:** There will be substantive discussion regarding open space networks, trails, and community amenities as part of the Master Plan review. Consideration of the community amenities associated with this Site Plan will be reviewed in conformance with the Master Plan amenity requirements.

**RESPONSE: Open space, trails, and community amenities were reviewed and approved in the Parklands Master Plan.**

► **Commercial Node:** The northeast corner of Jewell and Harvest is identified as a commercial node.

As such, it is expected there will be a designated Administrative Activity Center as defined in the UDO. In all master planned developments that are 160 acres or greater, an Administrative Activity Center is required.

**RESPONSE: The corner of Harvest and Jewell is proposed as a AAC in the approved Master Plan.**

**Public Improvements:** There are specific public improvements that were expected in association with the Eastern Hills Framework Development Plan. The proposed Master Plan may have to account for some off-site improvements in association with expectations that were set with the existing Public Improvement Plan.

**RESPONSE: Acknowledged.**

► **Submittal Timing:** The Parklands Master Plan and master engineering documents (master traffic impact study, master drainage study, master utility study, public improvement plan) must be submitted prior to submittal of the first site plan and subdivision plat. The master engineering documents must be substantially reviewed with no outstanding comments remaining prior to submittal of the first site plan, preliminary drainage report and traffic impact study.

**RESPONSE: Master Traffic, drainage, utility and public improvement plans have been approved with the Parklands Master Plan.**

► **Parks and Open Space:** Please carefully review the comments beginning on page 13 pertaining to the development of parks and open space throughout the master planned area and within this site. The city expects certain park and open space areas designated by the previously approved Eastern Hills Framework Development Plan will be maintained with this new master plan and subsequent site plans.

**RESPONSE:**

**Tree Preservation:** Forestry asks the developer to hire a consulting arborist to determine the impact on trees in the area of Coal Creek. Please find a list of consulting arborists who work with the city on page 15.

**RESPONSE: No existing trees are being impacted with the Village 1 Site Plan and Plat No. 1.**

► **Aurora Public Schools:** Continue to coordinate with APS to determine the location of schools throughout the master planned area and for this site.

**RESPONSE: Developer coordinated with APS and determined all school location in the approved Master Plan.**

► **Traffic Study Scope:** The Traffic Engineering Division will determine the traffic study scope associated with this first site plan after reviewing the Master Traffic Impact Study.

**RESPONSE: Acknowledged.**

► **Drainage Easements:** Drainage easements may be required on 6-pack and 4-pack products where more than two times the area drains to a receiving area. This will most likely apply to shared driveways and/or swales.

**RESPONSE: All 4-pack, 6-pack, and 8-pack products are proposed to drain into public right-of-way. All 4-pack, 6-pack, and 8-pack products have been designed with drainage areas of less than two times the area of the product block. Therefore, no drainage easements have been proposed within shared driveways.**

► **Emergency Access:** 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 green court product cannot exceed this requirement.

**RESPONSE: The proposed Site Plan is designed to provide adequate emergency access to the Site in accordance with these requirements. Typical fire truck hose pull details have been included for all proposed products to demonstrate emergency access requirements have been met. Fire lanes easements have been added to shared driveways where necessary to meet emergency access requirements.**

The comments reflect information provided on your submittal materials as well as the discussion within

the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Rickhoff". The signature is fluid and cursive, with the first name "Laura" written in a larger, more prominent script than the last name "Rickhoff".

Laura Rickhoff  
Project Manager

cc: Layla Rosales - [lrosales@terracedesign.com](mailto:lrosales@terracedesign.com)  
Anthony Files - [afiles@terracedesign.com](mailto:afiles@terracedesign.com)



## City of Aurora Development Process

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

### Step I - Planning Phase

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

### Step II - Construction Document Phase

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

- 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.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

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

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

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

Please do not hesitate to contact **Laura Rickhoff, 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  
Laura Rickhoff  
303.739.7585  
[lrickhof@auroragov.org](mailto:lrickhof@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Heather Lamboy  
303.739.7184  
[hlamboy@auroragov.org](mailto:hlamboy@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  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Aurora Water**

Nina Khanzadeh  
[nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org)

#### **Public Works**

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

Real Property Division  
Darren Akrrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### **Housing and Community Services**

Neighborhood Support  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)

#### **Aurora Public Schools**

Joshua Hensley  
303.365.7812 x28463  
[jdhensley@aurorak12.org](mailto:jdhensley@aurorak12.org)

#### **Oil and Gas Division**

Colin Brown  
303.739.6824  
[cbrown@auroragov.org](mailto:cbrown@auroragov.org)

STEP I – PLANNING PHASE

**Planning and Development Services Department**

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

***Key Issues:***

- ▶ Small lot requirements
- ▶ Maximum Block length/size
- ▶ Open Space
- ▶ Commercial Node

***Project Overview:***

- Zoning: Medium Density Residential (R-2)
- Character Area: Subarea C
- Proposed Use: Residential, including Motor Courts, Green Courts, and Single-Family Detached
- Permitted Use: Yes

***Type of Application:***

- Master Plan (Subarea C)
- Subdivision Final Plat
- Site Plan (Subarea C)

***Procedures:***

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe for the Site Plan, and a 17-18-week timeframe for the Master Plan. The application 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](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

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- [Subdivision Plat Manual](#)
- [Subdivision Plat 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. Development pursuant to a Small Residential Lot option is allowed in Subarea C. 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. The district generally prohibits commercial activity except for home occupations and typical neighborhood services.

Please note that the existing Master Plan has identified a commercial node at the northeast corner of the E Jewell Avenue and Harvest Mile Road intersection. Since the Master Plan for a portion of The Parklands is being abandoned and a new Master Plan will be created for this project, the expectation will be that there will be a designated Administrative Activity Center. In all master planned developments that are 160 acres or greater, an Administrative Activity Center is required.

Section 146-5.4.2.E.3: A Master Plan shall only be recommended for approval, and shall only be approved, if:

- a. It is consistent with the Comprehensive Plan, the purpose statement for the zone district(s) where the property is located, the use regulations in Article 146-3 for the zone district(s) where the property is located, and all other adopted plans and policies of the City Council;
- b. It will allow future development of the property to comply with all applicable standards in this UDO;
- c. It will result in a coordinated system of streets, trails, sidewalks, open spaces, and infrastructure systems that do not create significant adverse impacts on the surrounding area, or any significant adverse impacts have been mitigated to the degree practicable;
- d. It will improve or expand multi-modal connections with adjacent sites, neighborhoods, and urban centers; and
- e. If the property is located in Subarea C, and the Master Plan includes over 160 acres of land designated for residential development, the Master Plan must include at least one area to be zoned MU-N or MU-C or designated for development pursuant to MU-N or MU-C zone district standards pursuant to Section 146-5.4.3.I (Administrative Activity Center Designation).

**RESPONSE: Master Plan Approved**

*1B. Overlay Districts*

*Avigation Easements*

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Karen Hancock at 303-739-7107 or [khancock@auroragov.org](mailto:khancock@auroragov.org)

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with any questions you may have.

**RESPONSE: All aviation easement have been recorded for the site.**

*1C. Placetype*

This site is within the Aurora Places Emerging Neighborhood Placetype. An Emerging Neighborhood placetype is a newer largely residential neighborhood in previously undeveloped areas. They are neighborhoods that have typically been built in the past 25 years and represent an opportunity to further diversify neighborhood choices. This placetype is more than just an isolated residential subdivision but is instead a complete neighborhood with mixed residential housing types and pedestrian and bicycle infrastructure. This makes it walkable and well-connected throughout the neighborhood and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood.

This placetype is similar to Established Neighborhoods with some important differences. These neighborhoods should offer a mix of housing types at various densities within the neighborhood fabric. Restaurants, retail and commercial services are supporting uses in this placetype and should be conveniently connected and accessible to residents of the neighborhood. Supporting uses also include a variety of neighborhood institutions and gathering places. Commercial uses should be located along main or perimeter streets rather than within primary residential areas.

**RESPONSE: The approved Master Plan adheres to Aurora Places.**

*1D. Master Plan*

Currently the site is subject to the Eastern Hills Master Plan. As mentioned previously, the understanding is that this portion of the development will be extracted from the Eastern Hills Master Plan and a new Master Plan will be created. Please note that there are specific public improvements that were expected in association with the Eastern Hills Master Plan. The proposed Master Plan may have to account for some off-site improvements in association with expectations that were set with the existing Public Improvement Plan.

**RESPONSE: Master Plan is approved for the site.**

**2. Land Use**

*2A. Historic Land Use*

This land is currently vacant.

**RESPONSE: Noted.**

**3. Development Standards**

*3A. Dimensional Standards*

Please refer to the UDO with reference to dimensional standards for green courts, motor courts, and single-family detached residential as set forth in Area C.

There are limitations to the maximum percentage of small lots. Standard and small lots are defined in the UDO. Motor courts are considered small lots. The expectation is for motor courts that abut the street to have the home and front door orient to the street and this includes motor courts with more than one street frontage.

It is not clear that the green courts are meeting minimum requirements. The expectation is for the green court to have frontage on two streets or a street and an alley. Green Courts are not permitted without direct frontage on a street. Please review all the requirements.

Small lots are also required to be distributed throughout the Master Plan, typically this is evaluated at the neighborhood level. The distribution includes but is not limited to the following (UDO Section 146-4.2.3.A.3): (i) No more than 35 percent of the total number of lots in the Master Plan may be front-

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loaded Small Residential Lots. (ii) No more than 60 percent of the total number of lots in the Master Plan may be a single type as described in Section 146-4.2.3.A.8. (iii.) A minimum of 40 percent of the total number of lots in the Master Plan must meet or exceed the standards for minimum lot width and minimum lot area for “single-family detached dwelling, standard” shown in Table 4.2-2. (iv) If a

Master Plan includes 200 lots or more, a minimum 10 percent of the total number of lots must be lots with at least 60 feet of lot frontage and 6,000 square feet of lot area.

All small lots must be within 1,320’ of usable park space. The design of the open space along the east side of the site plan needs to include nodes of usable outdoor space. All units must have 180 square feet of consolidated usable outdoor space on site unless green court requirements apply. Additional park space may be required to meet this requirement.

**RESPONSE: All small lot criteria is established in the adjustment approved in the Master Plan.**

**3B. Subdivision Standards**

Since this project is proposed to be subject to a different Master Plan than the Eastern Hills Master Plan, there is an opportunity to address the street network so that it can comply with the requirements for a well-connected system of streets. The conceptual street network that has been provided responds to the unique shape of the tract that is defined by the Coal Creek corridor. The site that is planned for the American Dream green court product is on a curved street and will present challenges regarding layout and street placement standards for green courts. You may consider changing the street layout for the remainder of the filings so as to avoid this situation. Remainder parcels, undevelopable lots, or the creation of parcels with no street access are not permitted, unless required for open space, drainage, or similar features. Section 146-4.3.18 addresses School, Park, and Other Lands for Public Facilities, please see following sections. All blocks must be less than 700 feet in length, broken by a street or pedestrian connection from one street to another (UDO Section 146-4.3.9). The large block that includes the school, a park and residential units should include additional street connections or otherwise meet the requirements for connectivity.

**RESPONSE: Road network has been revised to meet all the Approved Master Plan UDO Standards.**

**3C. Common Space and Amenities**

As set forth by City Code, the development must have a range of housing types, high quality open space amenities, quality construction and design, and transportation options as a result of an interconnected network of streets, trails, and other pedestrian and bicycle facilities.

There will be substantive discussion regarding open space networks, trails, and community amenities as part of the Master Plan review. Consideration of the community amenities associated with this Site Plan will be reviewed in conformance with the Master Plan amenity requirements.

**RESPONSE: Open Space was approved through the Master Plan Process.**

**3D. Access and Connectivity**

As stated previously, the Site Plan must meet the access and connectivity requirements as set forth by the Code. A review of the proposed of the CSP finds that these standards have been mostly met, but it will be important to understand the relationship with the rest of the development. All residential lots are required to have direct frontage onto a street or meet the requirements of green courts or motor courts as described in the UDO.

**RESPONSE: All units will have direct frontage on street or motor court or be along a green court.**

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

General Landscape Plan Comments

The applicant may choose to comply with the current landscape standards within the Framework

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Development Plan for Eastern Hills or revise the landscape standards as part of the amendment being prepared. If an updated set of landscape standards are being incorporated into the new Master Plan, the standards should comply at a minimum with the Unified Development Ordinance. The Master Plan generally goes above and beyond the minimum city requirements to address unique conditions or provide standards that create a theme or aesthetic for the development.

The following section of the Unified Development Ordinance should be reviewed during the preparation of the Master Plan update Section 146-4.7 Landscape, Water Conservation, Stormwater Management. In addition, the Landscape Reference Manual should be consulted for guidance on landscape plan preparation such as sheet set up, tables, required landscape notes etc. and is available on line. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

**RESPONSE: All required items are included in the Site Plan set for landscape and follow all UDO and Master Plan requirements.**

- 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: Noted**

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: Included.**

- 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: Site distance triangles have been included in the Site Plan.**

- Section 146-4.7 Landscape, Water Conservation, Stormwater Management  
The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within this Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions. If a conflict should exist between the FDP and the UDO, the more restrictive standards shall govern.

**RESPONSE: Noted**

- Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a  
Unless an alternative spacing will be identified within the updated Master Plan, street trees shall be provided at a minimum of one (1) tree per 40 linear feet along all public and private street frontages. Trees shall be provided in the curbside landscape when a detached sidewalk is installed or 4’-5’ from the back of walk when an attached sidewalk is installed. 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: Provided**

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The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. Refer to the UDO for specific curbside planting requirements. Only curbside landscapes that are 10’ in width or greater, may be sod if desired.

**RESPONSE: Planted per UDO requirements.**

– Section 146-4.7.5 P. Residential Yard

All new single family detached, attached and two-family residential homes shall provide for front and side yard landscaping for corner lot yards visible from public view to meet the water-wise or turf landscape options. Front yard landscape requirements can be found in Table 4.7-3 Residential Yard Landscape Requirements. The table provides a starting point for those lots that are 4,500sf or larger. Smaller lot sizes shall utilize the requirements of this table as much as possible but may need to modify the standards to reflect the lot sizes being proposed. The city does offer developers a \$1,000 tap credit for each home that has a separate meter and participates in the “xeric” front yard landscape requirements. For further information on the xeric tap credit, contact Tim York in Aurora Water at (303) 326-8819 for the specific landscape requirements. Landscaping shall be completed prior to the issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1<sup>st</sup> through October 31.

**RESPONSE: Landscape typicals have been provided.**

– Section 146-4.7.5.J.3. Multifamily and Single Family Attached (Townhome) Residential Structures

All new multi-family buildings shall provide building perimeter landscaping. Plant beds shall be an average of six feet wide and shall consist of 1.25 plants per five linear feet of unit perimeter footage. At least five percent should be a mixture of evergreen and deciduous trees, at least 15% shall be tall shrubs with a mature height of six feet and up to 80% shall be a mixture of evergreen and deciduous shrubs chosen to create seasonal interest. An example table demonstrating compliance has been provided below.

**RESPONSE: No multi-family or townhomes are included in the filing.**

Building	Building Perimeter Landscape Description	Length	Trees Required	Trees Provided	Tall Shrubs Required	Tall Shrubs Provided	Regular Shrubs Required	Regular Shrubs Provided
1	Building 1 Elevation	207 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				8	8		
	80% Other Shrubs						42	42
2	Building 2 Elevation	238 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				9	9		
	80% Other Shrubs						48	48
3	Building 3 Elevation	208 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				

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

All areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for non-public active and passive recreation area 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.

**RESPONSE: Noted**

– Section 146-4.7.5 L. Site Entryways and Intersections

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation.

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**RESPONSE: Provided**

– Section 146-4.7.3 M. Detention and Water Quality Ponds

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



Applicants may propose their own BMPs or work with the City of Aurora’s Water and/or PublicWorks Departments.

**RESPONSE: Acknowledged.**

All detention pond facilities shall be approved by the Aurora Public Works Department. 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 4000 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.

**RESPONSE: Noted**

– Section 146-4.8.3. C. Irrigation

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

**RESPONSE: Noted**

3F. *Building Design Standards*

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. There were design standards set forth in the Eastern Hills Master Plan will be superseded by the new Master Plan, but the expectation will be that design standards specific to the new Master Plan will provide for common theming, a village/neighborhood concept similar to the one identified in Eastern Hills, and a variety of styles to provide for a diversity of housing styles.

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

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

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

If the application will include specific single-family detached home models, the models will need to follow the styles and level of quality and detail shown in the approved Master Plans. Please be aware that code has specific requirements for 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.

**RESPONSE: Elevations will be approved prior to building permit.**

3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Please remember that photometric plans are required for green court sites; however, it is not required for single-family detached development. Ensure lighting complies with the Master Plan theming.

**RESPONSE: Photometric plans have been included with this Site Plan submittal.**

3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

**RESPONSE: Provided**

4. Adjustments

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

**RESPONSE: The only adjustment will be in compliance with the approved adjustment in the Master Plan for small lots.**

**5. Submittal Reminders**

*5A. CAD Data Submittal Standards*

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

**RESPONSE: Noted**

*5B. PDF Requirements*

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

**RESPONSE: Noted**

*5C. Mineral Rights Notification*

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

**RESPONSE: Noted**

***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.

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

**RESPONSE: Noted**

***Community Participation:***

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

**RESPONSE: we will continue to work with the neighbors and neighborhood groups.**

***Neighborhood Services Liaison:***

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

**RESPONSE: Noted**

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

**RESPONSE: Noted**

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

**RESPONSE: noted**

### **Oil and Gas Development**

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

Currently there is a horizontal well drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. The operation of the well is not anticipated to impact your surface operations. In the future, additional horizontal wells may be drilled underneath your site. If so, the depth would also be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

**RESPONSE: Noted**

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

#### ***Project Characterization:***

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposal includes a new Master Plan for several Parklands Villages
- Your proposal also includes the first Site Plan which includes a portion of open space.

**RESPONSE: Noted**

#### ***Updated Master Plan:***

General: Ensure the Form J and Land Dedication calculations are updated to accurately determine the amount of parks and open space acreage required within your specific villages. All land dedication will need to be met with your master plan.

**RESPONSE: Form J was updated and approved with the Parklands Master Plan**

#### ***Master Plan Design:***

- Note the Community Park may not abut an arterial roadway along the majority of its frontage. Please work to incorporate a setback or regional trail corridor to setback the roadway from the park as discussed within the meeting. This open space corridor should measure 70' in width and provide a 10' trail which may be crusher fines or concrete and should meander within the corridor.

**RESPONSE: Revised**

- Show all trail connections and identify as regional, community or local.

**RESPONSE: Shown**

- A 350' setback is required from all active recreation use, such as parks or trails, from oil and gas facilities. Please make sure that all uses are identified with sufficient setbacks in the Master Plan.

**RESPONSE: No oil and gas are within the area of the Parklands Village 1 – Site Plan and Plat**

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**No.1**

- Per the approved FDP, retain the 900' creek span for open space which is to be dedicated to the city.  
**RESPONSE: Revised based on the approved Parklands Master Plan**
- Identify all future crossings of the trail including one pedestrian bridge/low water crossing as was previously approved in the existing FDP.  
**RESPONSE: No trial crossing are a part of the first filing.**

**Site Plan 1:**

In general, PROS needs to complete at least one full Master Plan review before seeing the site plan in order to ensure that expectations for trail connectivity and requirements within the site plan are known. With completion of the area outlined for Site Plan 1, there is open space adjacent to Coal Creek which needs to be dedicated and completed. Please note the following:

**RESPONSE: Master Plan is approved.**

- The easement area which is designed and to be implemented by Aurora Water for the regional trail and open space crosses to the north side of Coal Creek and does not continue along the north side of this area. With your submittal, you will need to design the rest of the regional trail corridor out to the right of way as it connects back into the adjacent development to the west. The regional trail must include consistent trail design with a 10' crusher fines trail and native seed landscaping which is established during a 3-year maintenance and warranty period before final acceptance by PROS.  
**RESPONSE: the trail will be included in future filings.**
- Note the location of Pond J1 will need to be coordinated relative to how the trail crosses over this space.  
**RESPONSE: Noted**
- A 25' special landscape buffer is required from all open space to all private property lines unless it is a single-family detached lot. A 30' setback is required from the trail edge to any private property lines, regardless of use.  
**RESPONSE: Noted**
- Open space style fencing with pet mesh is required adjacent to any dedicated open space with the regional trail.  
**RESPONSE: Provided**
- Connectivity between the regional trail and the rest of the development is required. Identify a clear community trail corridor between the southernmost residential and the regional trail, ideally along the drainage channel. In order to meet community trail standards, the corridor must be a minimum of 30' wide with an 8' trail, landscaping and amenities such as benches, trash receptacles, and security lighting within strategic locations.  
**RESPONSE: trail connection will be include in future filings of Village 1.**

**Forestry Division**

Forestry has determined there are no trees on this particular site; however, there are many trees located around Coal Creek. It is unclear if any trees around the Creek will be impacted. Forestry asks that you hire a Consulting Arborist for the tree inventory and appraisal.

**RESPONSE: Noted**

Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

**RESPONSE: Noted**

***Tree Mitigation Requirements:***

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

**RESPONSE: No existing trees are within the Filing 1 boundary.**

***Forestry’s Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

**RESPONSE: No existing trees are within the Filing 1 boundary.**

Name	Company	Address	Phone
David Merriman	Arbor Scape	5044 S. Youngfield Court, Morrison, CO 80465	303-795-2381
Keith Worley	Forestree Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303-681-2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303/347-0988
Scott Grimes	Colorado Tree Consultants	<a href="mailto:coloradotreeconsultants@yahoo.com">coloradotreeconsultants@yahoo.com</a>	303-720-8170
Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court, Boulder, CO 80301	303-530-0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site – make sure the Consulting Arborist contacts Forestry to make sure they provide the correct number of inches. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss.

**RESPONSE: No existing trees are within the Filing 1 boundary.**

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. Here’s the [link](#) for the manual.

**RESPONSE: No existing trees are within the Filing 1 boundary.**

***Ash Trees Prohibited:***

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

**RESPONSE: Noted**

**Aurora Public Schools**

Aurora Public Schools is currently coordinating with the development teams preparing amendments to the approved Eastern Hills FDP in order to determine the number, size and locations of school sites the district will need to serve the overall development.

**RESPONSE: APS was consulted about all sizes and require land dedication for schools with the**

**Aurora Water**

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

***Key Issues:***

- ▶ Submit an updated Master Utility Study (MUS). Any subsequent site plan must be in conformance with the approved MUS.

**RESPONSE: The proposed Site Plan is in conformance with the approved Master Utility Study.**

- ▶ A domestic allocation agreement will be required for connections 2” and larger.

**RESPONSE: Acknowledged.**

***Utility Services Available:***

- Water service may be provided per the MUS.  
**RESPONSE: Acknowledged.**
- Sanitary sewer service may be provided per the MUS.  
**RESPONSE: Acknowledged.**
- The project is located on Map Pages 12W and 12X.

**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.

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**RESPONSE: All above listed proposed utilities are shown in the Site Plan submittal.**

- 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 proposed utilities are in conformance with the most recent City of Aurora utility design criteria.**

***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](#).  
**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.**

## **Public Works Department**

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

### **Key Issues:**

- ▶ A Master Traffic Impact Study (MTIS) is being completed for the entire Parklands development. After the Parklands MTIS has been reviewed and approved by the COA, city staff will determine the requirements/scope of the traffic study required for the Parklands Site Plan Filing 1 and provide it to the applicant.  
**RESPONSE: The Master Traffic Impact Study (MTIS) has been approved at the time of this response. The proposed Site Plan and Village 1 Traffic Impact Study comply with the approved MTIS.**
  
- ▶ Multiple intersections are candidates for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation  
**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.  
**RESPONSE: Noted**
  - Conduit
    - Conduit material shall be Schedule 80 HDPE (or similar).
    - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
    - A nylon pull tape with a minimum 1,250 lb. tensile strength shall be installed in all new conduit.
  - Pull Box
    - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
    - City conduit shall be installed into City Pull Boxes.
  
- Show all adjacent and opposing access points on the Site Plan.  
**RESPONSE: All adjacent and opposing access points are shown on the proposed Site Plan.**
  
- The accesses to Harvest Road shall align with streets on the west side  
**RESPONSE: All proposed accesses on the western side of Harvest Road align with the existing opposing streets.**
  
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).  
**Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'**  
**RESPONSE: Noted**
  
- Homes and drives are allowed to front on 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

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edition.

**RESPONSE: No homes/drives are fronting collector streets in the proposed Site Plan.**

- 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.**

***ROW/Plat:***

- Designate a Public Access Easement along interior streets.

**RESPONSE: All public streets are dedicated in public right-of-way. All private shared driveways include a public access easement. The right-of-way dedication and public access easements have clearly been shown in the Site Plan.**

- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

**RESPONSE:**

- A traffic signal easement shall be required at the future signalized intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

**RESPONSE: Traffic signal easement will be provided at locations where future signalized intersections are warranted.**

***Improvements:***

- 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. Right turns at major intersections will be designed in accordance with the MTIS and the Village 1 Traffic Impact Study.**

- 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:

**RESPONSE: Stop signs and street signs will be shown on 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

**RESPONSE: Proposed signing and striping for all public streets will be shown on the Site Plan.**

- Multiple intersections are candidates for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

**RESPONSE: Acknowledged.**

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- **(Applicant/owner name, address, phone)** shall be responsible for payment of 25%/50%/100% of the % of the traffic signalization costs for the intersection of \_\_\_\_\_ and \_\_\_\_\_, 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 147-37.5 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: The above note will be included in the Site Plan submittal.**

- A Master Traffic Impact Study (MTIS) is currently being completed for the entire Parklands development. After the Parklands MTIS has been reviewed and approved by the COA, City staff will determine the requirements/scope of the Traffic Study required for the Parklands Site Plan Filing 1 and provide it to the applicant.

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

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.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

**- RESPONSE: Master Traffic study is approved and traffic study for Filing 1 is provided.**

**Engineering Division**

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

***Key Issues:***

- ▶ The master engineering documents submitted with the Parklands Master Plan must have no outstanding comments remaining prior to the submittal of any subsequent site plan.  
**RESPONSE: Acknowledged. The Parklands Master Plan has been approved at the time of this response and prior to the first Site Plan submittal.**
- ▶ Public improvements shall be in conformance with the Public Improvement Plan (PIP). Internal roadways must meet all City of Aurora standards to be considered public streets.  
**RESPONSE: All proposed public improvements will be in accordance with the approved PIP. All proposed internal roadways will meet all of City of Aurora's standards.**
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the master drainage study. Drainage easements may be required on 6-pack and 4-pack products where more than two times the area drains to a receiving area. This will most likely apply to shared driveways or swales.  
**RESPONSE: A preliminary drainage report (PDP) will be included with the Site Plan submittal.**

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**The detention and water quality/EURV values conform with the approved Master Drainage Plan. No 4-pack, 6-pack, or 8-pack products have been proposed in drainage areas larger than two times the receiving area. All proposed 4-pack, 6-pack, and 8-pack products have been proposed to drain from the shared driveway into inlets along the public right-of-way.**

- ▶ 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.**

- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.

**RESPONSE: Acknowledged. Coordination with MHFD is anticipated throughout the Site Plan submittal process.**

***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 the Standard Detail S1.  
**RESPONSE: The most up to date City of Aurora typical roadway sections will be utilized in the proposed Site Plan.**
- 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: Mountable curb and gutter will be proposed along all Local streets. Vertical curb and gutter will be proposed along all Collectors and Arterials. No homes are proposed as fronting collector or arterial streets.**
- 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. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.  
**RESPONSE: All proposed curb ramps will be designed in accordance with the most up to date City of Aurora curb ramp details. All proposed mail kiosk locations will be shown on the Site Plan.**
- 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: Flared curb cuts will not be proposed where traffic movement would be substantial.**
- 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:**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

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**RESPONSE: Acknowledged. No retaining walls are proposed within the first Site Plan.**

- 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. Proposed driveways will conform with the above mentioned requirements.**

- Homes and drives are allowed to front a collector street 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. No homes/drives are proposed as fronting collector streets in this Site Plan.**

- 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.**

- 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. No gates are proposed within the first Site Plan.**

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights 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. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

**RESPONSE: Acknowledged. Conceptual locations of proposed street lights are shown in the Site Plan and Photometric plans. Final street light locations will be included with Civil Plans along with photometric analysis.**

***ROW/Easements/Plat:***

- ROW dedication is required for public streets.

**RESPONSE: Public right-of-way will be dedicated for all public streets**

- 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: All intersection radii will comply with the requirements noted above.**

- 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.

**RESPONSE: Noted**

- Sidewalk easements may be required for new sidewalk installed.

**RESPONSE: Noted**

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- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

**RESPONSE: All detention/water quality facilities on site are located within public right-of-way or a proposed drainage easement which ties into a public way.**

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

**RESPONSE: A public utility easement is proposed in all locations where water/sanitary sewer/public storm sewer are proposed outside of public right-of-way.**

- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**RESPONSE: All public access/fire lane easements outside of public right-of-way will be included when warranted to provide adequate emergency access. Typical lot details will be included in the Site Plan which depict all proposed fire lane easements for all products that utilize shared drives.**

***Drainage:***

*Drainage design standards can be found in the City's "[Storm Drainage Design and Technical Criteria](#)".*

- 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 Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.

**RESPONSE A preliminary drainage plan and report will be submitted with the Site Plan.**

- 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

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

**RESPONSE: Coordination with MHFD is anticipated throughout the Site Plan submittal process. All proposed drainage improvements will comply with the Master Drainage Plan/Report.**

- 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. Public Works Engineering 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: The proposed development will utilize the MHFD web portal to satisfy notification requirements.**
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.  
**RESPONSE: An extended detention basin will be proposed for detention of storm drainage on the Site.**
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD’s Coal Creek MDP/OSP.  
**RESPONSE: The release rate of the proposed extended detention basin is in conformance with the approved Parklands Master Drainage Plan/Report, MHFD’s Coal Creek MDP/OSP, and the most up to date MHFD design criteria.**
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.  
**RESPONSE: Acknowledged. No sidewalk chases are proposed within the first Site Plan submittal.**
- 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:**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
**RESPONSE: Storm sewer is proposed to be extended throughout the Site. The storm runoff will be collected in a proposed extended detention basin at the northern end of the Site and discharged into Coal Creek in conformance with the approved Master Drainage Plan/Report.**
- Storm sewer system does not extend to this site.

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- Extend storm sewer to this site; or
- Discharge onto the street through a chase; or
- Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.

**RESPONSE: Storm sewer is proposed to be extended throughout the Site.**

**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.*

**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:**

- 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: All proposed fire lane easements and public right-of-way provides emergency access within 150' of all exterior portions of the first floor of each structure. Typical hose pull details have been included to depict that this requirement is met for all product types fronting a shared drive. Fire lane easements have been included in private shared driveways to ensure adequate emergency access.**

**Addressing Requirements:**

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

**RESPONSE:**

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

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

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

**RESPONSE: Acknowledged.**

- Show any new lot lines and distance to proposed exterior walls on the site plan.

**RESPONSE: Typical lot details have been included for all proposed lot sizes which show the minimum distance/setbacks from new lot lines to proposed exterior housing product walls.**

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***Civil Plans:***

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

- [Dead-End Fire Lane Detail](#)
  - [Fire Lane Sign Detail](#)
  - [Grading Plan](#)
  - [Sign Package](#)
  - [Signature Block](#)
- [Street Standards and Street Section Details](#)

***Fire Department Access:***

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

- [Emergency Access Easement](#)  
**RESPONSE: Acknowledged. The Site will be designed to provide adequate emergency access throughout the entire site through the use of both public right-of-way and proposed fire lane easements.**
- Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.  
**RESPONSE: Acknowledged. All proposed fire lane easements comply with the above mentioned requirements.**
- Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a 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: Where proposed buildings are greater than 30' in height, a 26' wide fire lane is provided to accommodate an aerial fire apparatus. No dead end fire lanes greater than 150' in length are proposed.**
- [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: Where proposed buildings are greater than 30' in height, a 26' wide fire lane is provided to accommodate an aerial fire apparatus. No dead end fire lanes greater than 150' in length are proposed. No parking signs are shown in the Site Plan in all areas with fire lanes.**

***Fire Hydrants:***

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- 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: Fire hydrant coverage has been designed in accordance with the IFC.**

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**Fire Sprinkled Structures:**

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

**RESPONSE: No fire sprinkler systems will be proposed in this Site Plan.**

**General Comments:**

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

**RESPONSE: No attached products are proposed and therefore no fire sprinkling systems are proposed.**

**Accessibility Requirements:**

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

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

**RESPONSE: The Site Plan and subsequent Civil Plans will reflect the location of all proposed outdoor mail kiosk locations.**

**Knox Hardware:**

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

**RESPONSE:**

**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: A Site Plan Legend is included within the Site Plan submittal.**

**Phasing Plans:**

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

**RESPONSE: No phasing is proposed for Village 1 Filing No. 1 at this time.**

***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 does not contain a Dedicated Fire Lane Easement

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- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)

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- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

**Site Plan Data Block:**

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

**RESPONSE: Data Block will be included within the Site Plan submittal.**

**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.

- [Access to within 150 feet of Each Structure](#)
- [Fire Apparatus Access Road Specifications](#)  
If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- 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](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

**RESPONSE:**

**Real Property Division**

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

**Subdivision Plats:**

- 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. Subdivision Plat will be included with Site Plan submittal.**

- A **pre-submittal meeting** with Real Property is required on all plat submittals so our team may verify

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that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> 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: Noted**

***Site Plans:***

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

**RESPONSE: Noted**

***Separate Documents:***

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

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

**RESPONSE: Noted**

- **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 Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

**RESPONSE: Noted**

- No portion of any roofed structure may encroach into any easement. However you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

**RESPONSE: Noted**

- 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: Noted**

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

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

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

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

### [Aurora Water](#)

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables

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

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

**RESPONSE: A Stormwater Management Plan will be included with final Civil Plans.**

- 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: The City of Aurora CAD Data Submittal Standard process will be followed at the time of requested signature sets from the City.**

**Public Works Department**

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

**Traffic Division**

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

**RESPONSE: Future Civil Plans will reflect all approved accesses, laneage, right-of-way- and easement dedications.**

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, 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: Future Civil Plans will include all above mentioned requirements.**

- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are

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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.

**RESPONSE: After future Civil Plans are approved, the contractor will submit TCPs, when identified, for 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 designate truck routes, via Jewell Avenue not through the adjacent residential neighborhood(s).

**RESPONSE: At the time of future construction, a construction site plan or grading plan will route all construction vehicles through the Site and not through adjacent residential neighborhood(s).**

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

**RESPONSE: A SWMP Plan will be included with future Civil Plan submittals.**

- 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: A SWMP will be designed using the best management practices described in Volume 3 of the MHFD manual. Permanent stormwater quality enhancement facilities will be shown in the drainage map included with future Civil Plan submittals.**

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

**RESPONSE: All proposed permanent BMPs are located within proposed drainage easements. These proposed drainage easements will be executed in a Final Plat prior to the approval of**

**future Civil Plans.**

- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

**RESPONSE: An I&M Plan will be included within future Civil Plan submittals.**

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

**RESPONSE: Acknowledged.**

***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).

**RESPONSE: All proposed roadway design and construction will conform with the most up to date City of Aurora Roadway Design and Construction Specifications. All proposed offsite improvements will be shown in the Site Plan and subsequent future Civil Plans.**

- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section.

A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility.

**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. Mill and overlay will be proposed in the event that it is required.**

- 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. All proposed fire lane easements and public right-of-way utilize an improved pavement surface.**

**Building Plans**

**Building Division Comments:**

Building Plan Review

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

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

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

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

***Permit Types:***

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

- [Single Family Residential or Master Plan Single Family Permits](#)  
**RESPONSE: Noted**

***Key Issues:***

- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.  
**RESPONSE: noted**

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez ([jrodrig@auroragov.org](mailto:jrodrig@auroragov.org)).  
**RESPONSE: Noted**

***Accessibility:***

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

***Adopted Codes by the City of Aurora:***

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

***Building Division General Comments:***

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

***Checklist for Plan Review Submittals:***

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

***Day-Night Sound Level (LDN or DNL):***

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential

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and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

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

**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 home owner 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: Noted**

**Request for Modification or Alternative Material:**

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason 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: Noted**

**Real Property Division**

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

**RESPONSE: Noted**

## STEP III – CONSTRUCTION PHASE

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

### Aurora Water

#### Utility Connection Fees:

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

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

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

**RESPONSE: Acknowledged.**

- 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.

**RESPONSE: Acknowledged. No irrigation water meters are proposed at this time.**

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

### 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.

**Re: Parklands CSP 1 (#1557301)/Pre-Application Meeting held July 15, 2021**

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.**

- 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:
  - major and minor arterials
  - collector streets
  - local streets
  - fire lanes
  - alleys
  - culverts
  - curbs, gutters, curb ramps, and sidewalks
  - monuments and range boxes
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - channel facilities
  - 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. All proposed public improvements will be shown in the Site Plan and subsequent Civil Plans.**

**Building Division**

***Key Issue:***

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

**RESPONSE: Noted**

**Construction Permits:**

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

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

**Re: Parklands CSP 1 (#1557301)/Pre-Application Meeting held July 15, 2021**

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

**[Access Roadways during Construction:](#)**

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



## Pre-Application Conference

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Neighborhood Liaisons  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
www.auroragov.org

To: Dave Carro  
From: Scott Campbell  
Date: July 15, 2021  
Subject: Parklands CSP 1  
Location: SWC of S Harvest Rd and E Mississippi Ave

Listed below are the neighborhood associations that are currently registered with the Neighborhood Liaisons within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department any time after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your presubmittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe Count web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

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## List of Neighborhood Associations

Location: SWC of S Harvest Rd

Record Id	HOA #	Organization	Contact	Phone
17-1307329-000-00-NA	423	E-470 Neighbors	MARGARET A. "MARGIE" SOBEY 1403 S ADDISON CT Aurora, CO 80018 MSOBEY@E470NEIGHBORS.ORG	(303) 881-2682
13-661787-000-00-NA	397	MCGC Neighbors	MARGARET A. "MARGIE" SOBEY 1403 SOUTH ADDISON COURT AURORA CO 80018 MSOBEY@MCGCNEIGHBORS.ORG	(303) 881-2682
04-135985-000-00-NA	343	MURPHY CREEK MASTER ASSN	IRENE BORISOV 4950 S YOSEMITE ST F2-506 GREENWOOD VI CO IRENE@SAMMGT.COM	(303) 459-4919
12-634511-000-00-NA	404	MURPHY CREEK METRO DIST 1-4	MARGIE SOBEY 14901 E HAMPDEN AVENUE, SUITE 320 AURORA CO 80014 MSOBEY@E470NEIGHBORS.ORG	(303) 693-2118
12-634539-000-00-NA	405	THE PARKWAYS @ MURPHY CREEK	ELIZABETH HUBBARD 14901 E HAMPDEN AVE AURORA CO 80014 EHUBBARD@CCHOAPROS.COM	(303) 693-2119
20-000021-NAM	438	Townhomes at Murphy Creek	Natasha Henricks 9101 E Kenyon Ave Ste 1200 Denver CO 80237 natasha@sammgt.com	(303) 459-4919

