

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



March 14, 2023

Afshin Safavi
Colorado HTC
9 Buell Mansion Pkwy
Englewood, CO 80113

Re: Initial Submission Review – Colorado HTC Aurora 1 – Site Plan and Plat
Application Number: **DA-2341-00**
Case Numbers: **2023-6008-00, 2023-3006-00**

Dear Afshin Safavi:

Thank you for your initial submission, which we started to process on February 23, 2023. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before April 6, 2023.

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

The estimated Planning & Zoning Commission hearing date is still tentatively set for May 24, 2023. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7112 or hschoenh@auroragov.org.

Sincerely,

Henry Schoenhoff
Planner I
City of Aurora Planning Department

cc: Lisa Peterson, Hammers Construction
Elliott Smith, Hammers Construction
Cesarina Dancy, Office of Development Assistance
Filed: K:\Dept\Planning and Dev Serv\ZDR\DA\2300-2399\2341-00rev1.docx



Initial/Second/Technical Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Per planning, revise elevation directions (north, south, east, and west).
- Per planning, revise the parking table.
- Per landscaping, ensure the northern landscape area matches the other sheets.
- Per civil engineering, provide a typical street section for Ceylon St.
- Per traffic engineering, revise TIS and adjust sight triangle positioning on the site plan.
- Per fire/life safety, show and label Fire Sprinkler Riser Room Door Sign, FDC Sign, Knox Box Symbol, and FDC Symbol as shown on the elevations. Typical of all Site, Landscape, and elevation sheets.
- Per Aurora Water, the site plan will not be approved by Aurora Water until the preliminary drainage letter/report is approved.
- Per land development services, dedicate the following easements on the plat: water easement for the waterline, the pocket water easements for the (3) hydrants and (2) water meters, and sidewalk easements for the portions of the sidewalk in the property. Show and label the easements on this plat. This may require detail pages.

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

- 1A. No comments. See outside referral agency comments at the end of this letter.

2. Completeness and Clarity of the Application

- 2A. See redline comments.
- 2B. Improve the letter of introduction and add details regarding building architecture.
- 2C. Update vicinity map.
- 2D. Correct sheet numbering throughout, and match to drawing index.
- 2E. Correct site plan notes.
- 2F. Include sidewalks and patios in the hard surface area in the data block.
- 2G. Show zonings of abutting properties.
- 2H. Move the lot data table on the site plan to the cover sheet.
- 2I. Move the parking table to the cover sheet.
- 2J. Revisions from the overall site plan sheet should be applied to the site plan north and south sheets.
- 2K. Provide colored elevation renderings as a separate upload.
- 2L. Bold elevation keynotes to improve legibility on elevations.
- 2M. Revise directions of elevations for Building A and Building B.

3. Zoning and Subdivision Use Comments (comments in teal)

- 3A. No comments.

4. Streets and Pedestrian Comments (comments in teal)

- 4A. See redline comments.
- 4B. Show ADA routes from Ceylon St to building entrances.
- 4C. Provide pedestrian crossings between the buildings, incorporate a change in paving materials or color.

5. Parking Comments (comments in teal)

- 5A. See redline comments.
- 5B. Update parking table. Medical/Dental Clinic, Office, and Hospital are the permitted uses, not warehousing.
- 5C. Show parking requirements for Medical/Dental Clinic and Office and spaces provided in the parking table.
- 5D. Locate bike racks closer to unit entrances in a well-lit area, as practicable.
- 5E. Remove the line in the parking table "Total Required w/ 25% Reduction." No parking reduction is needed.
- 5F. 125 to 150 spaces are required, including five accessible spaces. Six accessible spaces are required for 151-200 spaces and seven for more than 201-300 spaces.



- 5G. Show the number of required and provided bicycle spaces in the data block on the cover sheet.

6. Architectural and Urban Design Comments (comments in teal)

- 6A. Indicate whether fences are existing or proposed. Include materials and add a fence detail to the detail sheet.
6B. In general, increase horizontal and vertical articulation.
6C. Horizontal articulation shall change every 50 feet along street frontages.
6D. List materials for doors and windows in elevation keynotes.
6E. Is “Nichiha Wood Series...” a composite wood? If so, please replace it. Composite woods are not permitted.
6F. What type of material are the “Patina Wall Panels?”
6G. As a note, garage doors shall support loading and unloading supporting the office, medical/dental clinic, and hospital (laboratory) uses, not storage, distribution, or warehousing.
6H. Will there be rooftop mechanical equipment? If so, show where it will be located and how it will be screened.
6I. Provide treatments for entries. Options: <https://aurora.municipal.codes/UDO/146-4.8.7.E>

7. Signage & Lighting Comments (comments in teal)

- 7A. For the monument sign, include footprint dimensions, material, height, lighting method, dimensions to street flow line, and property line at the closest point.
7B. Verify that parking lighting is full cutoff and downcast to minimize pollution to abutting residential uses.
7C. Indicate the height of the light pole on the lighting detail sheet. Maximum pole height is 25 ft.

8. Landscaping Issues (Kelly Bish / 303-739-7189 / kbish@auroragov.org / Comments in bright teal)

- 8A. See redline comments.
8B. The northern landscape area does not match the other sheets in the plan set. There is parking proposed in this area. Please ensure that the correct buffer setback is being provided in accordance with the UDO and that the appropriate buffer plantings and screening of the parking lot are being met relative to the adjacency of the proposed parking to the residential homes.
8C. Tree inventory and landscape plan need to match the rest of the sheets.
8D. Include all utility easements and utilities.
8E. Label species.
8F. Trees along arterial and/or collector streets are required to be 2.5".
8G. All ornamental trees are required to be 2".
8H. Show pea gravel in the legend if being used as a mulch type.
8I. Darken all utilities. The water line on the utility plan on the western side of the project is shown going through the drive and not the buffer. There is a storm line and an electric line running through the buffer. Trees may not be possible.
8J. On the western side of the project, there are several utility easements. Trees may not be permitted, especially in connection with the utilities. Possibly increase the shrub count and provide tall shrubs like Lilac, Serviceberry, Viburnum, and Buckthorn species, etc.
8K. Include a retaining wall on the site plan on the western side of the project.
8L. No more than 15 parking spaces in a row without a landscaped parking lot island are permitted
8M. Six shrubs are permitted per landscape island.
8N. All parking rows are to terminate with a tree, the site is overparked, therefore the correct number of trees should be provided.
8O. Add storm lines to the pond.
8P. Darken the pond label to make it more visible.
8Q. On the eastern side of the project, trees may be left spaced as they are, or you can update them to reflect 40' on center spacing.
8R. Turn off miscellaneous dimensions.
8S. Dimension and label the street frontage buffer.
8T. Ensure landscape buffer labels and dimensions are visible.
8U. Include the grading with contour labels grayed back.
8V. Revise the landscape requirements table per redline comments.

**9. Addressing** (Phil Turner / 303-739-7357 / pcturner@auroragov.org)

- 9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided is in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**10. Civil Engineering** (Julie Bingham / 303-739-7403 / jbingham@auroragov.org / Comments in green)

- 10A. See redline comments.
- 10B. Add to site plan notes on the cover sheet.
- 10C. Remove notes related to construction from the site plan. These can be included on the subsequent civil plans.
- 10D. Provide a typical street section for Ceylon St.
- 10E. Match the flowline to the north along the entire frontage of Ceylon St.
- 10F. The detached sidewalk will likely be outside of the ROW, please dedicate a sidewalk easement set back 0.5' behind the back of the walk.
- 10G. Label the curb return radii. Minimum 15'. (typical)
- 10H. Keep the sidewalk detached along the entire frontage.
- 10I. Match detail S7.8 for commercial/industrial driveway curb returns from the 2023 Roadway Manual.
- 10J. Please add the following note on the site plan sheets: "Proposed street light locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plan submittal."
- 10K. Dimension of the proposed sidewalk and curbside landscaping.
- 10L. Label proposed cross pans.
- 10M. Correct retaining wall dimensions on the site detail sheet.
- 10N. On the grading sheet, the maximum slope is four percent down to the public right-of-way.
- 10O. On the grading sheet, walls may be a maximum of four feet in detention ponds.
- 10P. On the grading sheet, provide the max height or height range for the proposed retaining wall.
- 10Q. Any retaining walls over 30" require a railing. Any CIP walls and any walls over 4' require structural calculations.
- 10R. Label public streetlights as SL-1 on the photometric plan.
- 10S. Public streetlights shall be chosen from the list of pre-approved light fixtures: https://cdnsm5-hosted.civicleve.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Code%20&%20Rules/Design%20Standard/Engineering%20Design%20Standard/LightingEquipment.pdf
- 10T. From plat: dedicate right-of-way to City, not Adams County.

11. Traffic Engineering (Dean Kaiser / 303-739-7584 / djkaiser@auroragov.org / Comments in amber)

- 11A. See redline comments.
- 11B. **Comments 11C to 11L are from the site plan**
- 11C. Intersecting point of triangles incorrect, need to be the midpoint of the egress lane and back of crosswalk lines (for both site accesses).
- 11D. Show existing stop signs.
- 11E. Show existing street name signs.
- 11F. Add stop sign at southern and northern accesses.
- 11G. Label all pavement markings.
- 11H. Label gore markings. (typical)
- 11I. Identify parking space markings in legend.
- 11J. Label all crosswalk markings. (typical)
- 11K. Label and dimension parking 'tic' marks.
- 11L. Relocate site triangles on the landscape plan so trees do not need to be removed.



11M. Comments from 11N to 11GG are from the TIS

- 11N. 2042 figures not labeled correctly (in tab as well as figures themselves).
- 11O. Background growth needs the Denver Regional Council of Governments (DRCOG) reference compared to the Colorado Department of Transportation.
- 11P. Existing traffic counts need to be balanced between ints #1 & #2 and #2 & #3.
- 11Q. Trip generation values need to add up correctly.
- 11R. The trip assignment needed to add up correctly.
- 11S. No proposed mitigation measures for E Colfax Ave & Ceylon St LOS F during 2042 PM peak.
- 11T. Figures 14-17 should be 2042 volumes, not 2023.
- 11U. Growth in background traffic must include 200 DRCOG rate references.
- 11V. Turning restrictions will be required in Section 6.0 and Table 2.
- 11W. Correct trip generation estimates in Table 3.
- 11X. Update figures table of contents.
- 11Y. Update Figure Four.
- 11Z. Figure Four: proximity of intersections calls for balancing links with no additional access points.
- 11AA. Figure Seven: adjust to match trip generation values (outbound).
- 11BB. Figure Seven: match the 62 inbound (and value represented from Int. # 2).
- 11CC. Figure Eight: with small generated values, assignments should all agree.
- 11DD. Figure Eight: #2 inbound does not match #5 NB, #3 EB & NB right doesn't match #4 EB right, etc.
- 11EE. Figure Nine: Again, #1-#2 and #2-#3 should be balanced due to no other access points between.
- 11FF. Figures 14-17: 2023 Background Traffic Volumes should be 2024 Background Traffic Volumes.
- 11GG. Show DRCOG comparison on Page 32.

12.Fire / Life Safety (Erick Bumpass / 303-739-7627 / ebumpass@auroragov.org / Comments in blue)

- 12A. See redline comments.
- 12B. Revise site plan notes.
- 12C. Revise data block
- 12D. Specify whether buildings will be sprinklered in the data block.
- 12E. Revise the parking data table.
- 12F. Will this site be phased? If so, provide a phasing plan and provide a looped water supply/access to during each phase of construction.
- 12G. Will this site be gated? If so, additional gating requirements will be provided during the next submittal.
- 12H. The fire lane easement needs to be 23' with 29 inside/52 outside radii.
- 12I. Work with Land Development Services to initiate license agreement.
- 12J. Use a heavy dashed line to show the entire accessible routes.
- 12K. Indicate the location of the Fire Sprinkler Riser Room on the site plan.
- 12L. Show Fire Department Connection, Knox Box, and required signage on Site Plan at required locations. See examples.
- 12M. Add FDC symbol to legend.
- 12N. Distinguish between existing and new hydrants in the legend and on the plans.
- 12O. Provide a road section showing improvements.
- 12P. Provide curb stops for stalls that have signage adjacent. Typical of all parking stalls.
- 12Q. Show and label accessible parking stalls.
- 12R. Include a full sign detail that includes "Visual Aids" as shown on the site detail sheet.
- 12S. Show and provide a tow-away sign on the site detail sheet.
- 12T. Please check with traffic to determine if this accessible sign on the site detail sheet will suffice.
- 12U. Are the measurements of the accessible parking stalls on the site detail sheet typical of all accessible stalls?
- 12V. Show and provide the "graphic" fire lane sign on the site detail sheet.
- 12W. Handicapped parking sign is incorrect and should indicate the bottom of the lowest sign at a minimum of seven feet above ground.



- 12X. Show and label the existing water main.
- 12Y. Work with Aurora Water to determine if the dead-end fire hydrant placement is acceptable. Typically, 150' or greater requires a minimum residual pressure.
- 12Z. Revise the utility summary table.
- 12AA. If buildings will be sprinklered, show the fire riser room exterior door, signage, and Knox Box.
- 12BB. Show the location of all existing and proposed water mains and fire hydrants within or abutting this site. The location and bearing of existing fire hydrants located (within 400') outside the plan area shall utilize a fire hydrant symbol with an arrow identifying the distance from the symbol to the existing fire hydrant.
- 12CC. Add Fire Service Line DIP (Private) and FDC to Legend.
- 12DD. On the utility plan, label whether fire service lines are private or not. If so, label it "Fire Service Line DIP (Private)."
- 12EE. On the landscape plan, include hydrant, FDC, and Knox Box symbols.
- 12FF. On elevations, show Knox Box symbol at the main entrance and fire riser room exterior doors as required.
- 12GG. Please show and label Fire Sprinkler Riser Room Door Sign, FDC Sign, Knox Box Symbol and FDC Symbol as shown on the elevations. Typical of all Site, Landscape, and elevation sheets.

13.Aurora Water (Iman Ghazali / 303-807-8869 / ighazali@auroragov.org / Comments in red)

- 13A. See redline comments.
- 13B. The site plan will not be approved by Aurora Water until the preliminary drainage letter/report is approved.
- 13C. Verify the extent of the drainage easement for the pond.
- 13D. A maintenance access path must be provided to the bottom of the pond and to the top of the outlet structure.
- 13E. Service lines shall only be Type K copper pipe.
- 13F. Sanitary service connections must be via saddle tees (typical).
- 13G. Show existing valves and water mains.
- 13H. Relocate the water main outside of cross-pan.
- 13I. Show a fixture unit and meter sizing table on the civil plan to verify meter size.
- 13J. Label fire lines as private, as applicable (typical).
- 13K. Preliminary design potholing or field confirmation of invert elevations is required for all locations where the proposed utility infrastructure crosses existing infrastructure. Furthermore, field confirmation of existing invert elevations is required for proposed connections. This information must be provided on all civil drawing submittals as necessary. Show a pothole log on the civil plans.
- 13L. Provide the following utility notes: 1) Water service lines are public up through the meter and are private downstream of the meter. 2) All sanitary service connections are private. 3) All storm is private unless otherwise noted and shall be maintained by the property owner.
- 13M. Label storm items with "Public" or "Private."
- 13N. Label all pond structures. (typical)
- 13O. Show trickle channel slope.
- 13P. Show pond contours, side slopes, and 100-yr WSEL line.
- 13Q. Dedicate pocket utility easements for meters. Easement shall be 10' wide and extend 5' behind meter (typical).
- 13R. Verify that there will be sufficient cover over the water line (minimum 4.5'). Otherwise, relocate waterline.
- 13S. Label emergency overflow and show unique emergency overflow arrow.
- 13T. Show pond 100-yr WSEL line. All planting must be above the 100-yr WSEL.
- 13U. Ensure that all trees are outside of the 16' utility easement.
- 13V. Show all stormlines.

14.Forestry (Becky Lamphear / 303-739-7177 / rlamphea@auroragov.org / Comments in purple)

- 14A. No comment. Approved.



15.Land Development Services (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

- 15A. See redline comments
- 15B. **Comments 15C to 15G are from the site plan**
- 15C. Revise site plan notes.
- 15D. Correct easement labels.
- 15E. Label water easement for hydrants.
- 15F. Coordinate with civil engineering to determine need for sidewalk easements.
- 15G. Label water easement for water meters.
- 15H. **Comments 15I to 15BB are from the plat**
- 15I. Dedicate the easements on the plat: water easement for the waterline, the pocket water easements for the (3) hydrants and (2) water meters, and sidewalk easements for the portions of the sidewalk in the property. Show and label the easements on this plat. This may require detail pages.
- 15J. Revise legend.
- 15K. Submit a title commitment dated within 30 calendar days of the plat approval date.
- 15L. Correct spelling.
- 15M. Revise dedication language per plat checklist.
- 15N. Add the owner's name and state of registration to the owner's certification block, matching the title commitment information.
- 15O. Send in the closure sheet for the description.
- 15P. Send in the state monument records for the aliquot corners used in the plat.
- 15Q. Send in the Certificate of Taxes Due to show they are paid in full up to and through the plat approval date of recording. Obtained from the County Treasurer's office.
- 15R. Revise City of Aurora approvals block language.
- 15S. Revise plat notes (currently survey notes).
- 15T. Delete the clerk and recorder's certificate.
- 15U. Revise covenants notes (currently plat notes).
- 15V. Add recording information for right-of-way.
- 15W. Add right-of-way width.
- 15X. Utility easements should reflect the type of utility being labeled. (e.g. water, sanitary, etc.)
- 15Y. Specify whether abutting parcels are platted or unplatted.
- 15Z. Add bearings and distances.
- 15AA. Extend the right-of-way line westward.
- 15BB. Distances on the eastern property line should add to the total distance.

16.Regional Transportation District (C. Scott Woodruff / 303-299-2943 / clayton.woodruff@rtd-denver.com)

- 16A. No comment.

17.Colorado Department of Transportation (Steve Loeffler / 303-757-9891 / steven.loeffler@state.co.us)

- 17A. See attached letter.

18.Buckley Space Force Base (Porter Ingrum / 720-847-6295 / robertingrum@spaceforce.mil)

- 18A. Buckley Space Force Base has had the opportunity to review the development application for the Colorado HTC Aurora 1-Site Plan and Plan, DA-2341-00. The installation has no issues with the project and finds it in compliance with AFH 32-7084.
- 18B. Please follow the procedures in attached letter for crane use during construction (60 day notice prior to use).



19.Xcel Energy (Donna George / 303-571-3306 / donna.l.george@xcelenergy.com)

19A. See letter below.



Right of Way & Permits

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

March 10, 2023

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

Attn: Henry Schoenhoff

Re: Colorado HTC Aurora 1, Case # DA-2341-00

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the plat and site plan for **Colorado HTC Aurora 1** and requests that the following language or plat note is added to the preliminary and final plats for the subdivision:

Permanent structures, improvements, objects, buildings, wells, water meters and other objects that may interfere with the utility facilities or use thereof (Interfering Objects) shall not be permitted within said utility easements and the utility providers, as grantees, may remove any Interfering Objects at no cost to such grantees, including, without limitation, vegetation. Public Service Company of Colorado (PSCo) and its successors reserve the right to require additional easements and to require the property owner to grant PSCo an easement on its standard form.

Please be aware PSCo owns and operates existing overhead electric distribution facilities in the north area of the subject property, and underground electric distribution facilities along the south property line. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via xcelenergy.com/InstallAndConnect. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformers) – be sure to contact the Designer and request that they connect with a Right-of-Way Agent.

As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.

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

STATE OF COLORADO

Traffic & Safety

Region 1

2829 W. Howard Place

Denver, Colorado 80204



COLORADO
Department of Transportation

Project Name: **Colorado HTC Aurora**

Print Date: 3/13/2023

Highway:

040

Mile Marker:

309.578

Drainage Comments:

I have reviewed the attached drainage report and I have the following:

-currently and according to google earth profile the surface flows to the north away from Colfax (SH), The report proposes that flows sheet flow to the opposite side of the property toward (SH) and that is not recommended

- needs to discuss the drainage impact to the SH and the existing ditch

-the plans shows installing riprap at the outlet of the pond inside CDOT ROW, needs to push the riprap outside CDOT ROW

Needs to include details of the outlet structure as part of the report

I am available to meet at the site with the developer to take a closer look and discuss further if needed

Samer 2-27-2023

Traffic Comments:

3-9-23 GRilling-

1. Need more detail on geometry of curb ramp at Colfax.
2. Need more detail on signing and striping at Colfax.
3. Install crashworthy pedestrian railing along sidewalk across culvert.

Right of Way Comments:

2/24/23 - SDH - Please label existing ROW for Colfax Ave. on Site Plan. I have uploaded the CDOT ROW plans for this section of Hwy. 40 and it doesn't appear as though there will be any ROW dedication involved with this request, so no other comments.

Resident Engineer Comments:

3.07.2023 TRM

1) Speed Limit is 55mph on Colfax at Ceylon section. C&G Type IIM is required.

2)Ditch and appurtances will need to be cleaned to remove sediment and debris from pipes and ditch.

3)RipRap encroachment and extensive Landscape within CDOT ROW. Will require MOA or IGA for future maintenance responsibilities. Check with CDOT Permits.

4) Based on TIA may require turn bay extension from EB Colfax to Ceylon based on projected increased turning movement.

5) Highly suggest changing Font and Text size for sheets 1 and 2. Incredibly hard to decipher.

Permits Comments:

3/3/23 If the new development will increase the traffic volume at the intersection of Ceylon St and Colfax Ave by 20% or more a State Highway Access Permit will be required. Because Ceylon is a city street, the City of Aurora must be the Permittee on the permit application.

No work will be allowed in CDOT RoW without a permit.

Any signing that will be visible to a CDOT Highway must comply with all applicable State rules governing outdoor advertising per 2 CCR 601-3. All signing must be on private property. 3/3/23 - AE

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

CRANES/BOOM EQUIPMENT Off Airfield

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

Pete Mendoza, Asst. Airfield Manager: 720-847-6352, peter.mendoza.2@us.af.mil

Mandatory steps:

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

CRANES/BOOM EQUIPMENT On Airfield

Mandatory steps:

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

Example of Map in Relation to Runway with Required Data



55ft max height crane/boom

East side Hangar 801

1 June – 31 July 2019

Mon-Fri 7am-5pm