



Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012
303.739.7345

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June 30, 2022

Carl Koelbel - dkoelbel@koelbelco.com
Koelbel & CO
5291 E Yale Avenue
Denver, CO 80222

Re: Innovus (#1633275)/Pre-Application Meeting held June 16, 2022

Dear Mr. Koelbel:

I would like to take this opportunity to thank you for considering the City of Aurora for the Innovus project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

Key Issues:

- ▶ **Master Plan:** The proposed office building is located within Planning Area 5 of the Aurora One Master Plan. The master plan must be recorded prior to the scheduling a decision for a site plan, for any planning area. In addition to the city standards within the Unified Development Ordinance (UDO), the site orientation and design, architecture, circulation, landscaping, public improvements, etc. should also comply with the standards outlined in the Aurora One Master Plan. If any conflicts arise between the UDO and the Master Plan, the stricter provision will generally apply. **Acknowledged.**
- ▶ **Special Landscape Buffer:** A 25' wide special landscape buffer is required adjacent to both E-470 and the proposed park/open space area along the south when Phase 2 of this application develops. The buffer requirements adjacent to the park/open space areas are administered by PROS since this area will be used to meet PROS park and open space requirements. **Acknowledged.**
- ▶ **Future Regional Trail:** Be aware that the project site is directly north of a future regional trail connection between the High Plains Regional Trail along E-470 and the rest of the Aurora One site. Visit page 15 for further information and requirements that this project must comply with. **Acknowledged.**

- ▶ **Public Improvements:** The public improvements shall be provided in conformance with the approved Public Improvement Plan (PIP). The Infrastructure Site Plant (ISP) for the adjacent public improvements shall be approved prior to the approval of this site plan. **Acknowledged.**
- ▶ **Mile High Flood District (MHFD):** This application will be referred to MHFD for review and comment. It is advised that coordination with MHFD is started as soon as possible. **Acknowledged.**

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 303.739.7323 or bvigil@auroragov.org.

Sincerely,



Brit Vigil
Project Manager

cc: Angelia Cowgill - angelia.cowgill@stantec.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.
- The Subdivision Plat is approved administratively during the same timeline.

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). **Acknowledged.**
- **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. **Acknowledged.**

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 **Brit Vigil, ODA Project Manager**, who assembled these notes.

Contact Information

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

City Manager's Office

Office of Development Assistance
Brit Vigil
303.739.7323
bvigil@auroragov.org

Justin Andrews
303.739.7597
jpandrew@auroragov.org

Planning

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

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

Parks, Recreation & Open Space

Planning Design and Construction
Alex Grimsman
303.739.7154
agrimisma@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Daniel Pershing
303.739.7646
ddpershi@auroragov.org

Public Works

Traffic Division
Steve Gomez
303.739.7336
segomez@auroragov.org

Drainage and Public Improvements
Engineering Division
Julie Bingham
303.739.7403
jbingham@auroragov.org

Life Safety and Building Division
Mike Dean
303.739.7447
mdean@auroragov.org

Real Property Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Housing and Community Services

Community Engagement
Maria Saldana
303.739.7923
msaldana@auroragov.org

Oil and Gas Division

Colin Brown
303.739.6824
cmbrown@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:

- ▶ Parking fronting the collector will need to be mitigated **Acknowledged.**
- ▶ Internal drive aisles and sidewalk networks **Acknowledged.**
- ▶ All buildings must have access to common space **Acknowledged.**

Project Overview:

- Zoning: MU-R (Mixed-Use Regional District)
- Character Area: Subarea C
- Proposed Use: Office
- Permitted Use: Yes

Type of Application:

- 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 and will be processed electronically through our development review website, found in the links below. **Acknowledged.**

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

Standards and Issues:

1. Zoning and Placetype

1A. *Purpose.* The MU-R district is intended to serve “image making” areas in Aurora such as gateways, major arterial street and highway intersections, and regional activity centers. The MU-R district allows for a mix of medium- to high-density residential and regional commercial uses, as well as other uses as shown in Table 3.2-1 (Permitted Use Table). The MU-R district intends to promote a distinctive, unified character and to ensure high quality development. More specifically, the district intends to promote:

1. A larger scale of development that presents a recognizable skyline or silhouette, and a visible transition in building massing and concentration from a visible focal point;
2. A safe and pleasant pedestrian and bicycle environment connected to the streets and walkways;
3. Nodes for multi-modal movement, including mass transit facilities; and
4. A pleasant visual environment with high-quality architectural materials, properly sized and positioned signage, and intensive landscaping with generous outdoor common areas.

1A. *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 with any questions you may have.

Acknowledged.

1B. *Placetype*

Urban District

Urban Districts will be critical to the economic and fiscal health of the city because they will be the centers of employment, culture and activity. The Urban District is the city’s most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single “Downtown Aurora,” this placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale and the prioritization of multimodal transportation.

1C. *Master Plan*

The proposed office building is located within Planning Area 5 of the Aurora One Master Plan. The master plan must be recorded prior to the scheduling a decision for a site plan, for any planning area. In addition to the city standards within the Unified Development Ordinance (UDO), the site orientation and design, architecture, circulation, landscaping, public improvements, etc. should also comply with the standards outlined in the Aurora One Master Plan. If any conflicts arise between the UDO and the Master Plan, the stricter provision will generally apply. **Acknowledged.**

PA-5 of the master plan is intended for mixed use commercial uses and is designated as a high visibility site. It is also identified as lying within the Village Park Neighborhood within the plan. The intent of the Village Park is to enjoy long range views to the west and south, while providing some of the amenities sought after in a more suburban design; the higher density attached housing provides for a more urban neighborhood.

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2. Land Use

2A. Historic Land Use

This property is vacant and is part of the Aurora One Master Development Plan area.

2B. Proposed Land Use

This proposed project is in the northeast neighborhood (planning area PA-5) of the broader Aurora One development. The initial phase of development is proposed to include an office building of approximately 104,637 GSF and approximately 328 surface parking spaces with additional site amenities. Phase 2 of the development will include an attached office building addition of 97,828 GSF with an additional 282 surface parking spaces for a total of 610 surface parking spaces.

3. Development Standards

3A. Dimensional Standards

Dimensional standards such as lot size, setback and building height requirements can be found in Table 4.2-3. Generally, high intensity structures are permitted within this zone and structures have minimal restrictions if the landscaping buffer requirements are met. Additionally, the dimensional standard table requires a maximum building separation of 180 feet along collectors and arterials. The surface parking area shown along the east side of the proposed collector does not meet this requirement. **This area has been revised in the updated drawings.**

3B. Common Space and Amenities

Common areas and amenities are required per the Unified Development Ordinance (UDO) and Aurora One Master Plan. Outdoor amenity spaces for large format buildings are also outlined on sheet 11 of the master plan. These areas are encouraged to provide a connection between the building and the street.

The MU-R standards require a minimum of 25% outdoor common areas that should connect to adjacent public spaces. The expectation is this outdoor common space is onsite and accessible to the connected buildings. Outdoor areas should be consistent with the master plan, and planned amenity spaces.

3C. Access and Connectivity

Per the Aurora One Master Plan this site is a part of the Village Park Neighborhood. One of the guiding principles within the plan is to “create easily identifiable connections between Village Park and the rest of the Aurora One Community” and to “Establish a pedestrian experience and foster neighborhood relations.” The commercial area should be designed to be compatible with and interact with the residential uses to the west. Consider how all modes of transportation (auto/bike/ped) will move east-west across the collector. Special paving design requirements are required at intersections along the collector per page eight of the master plan, and these routes should be extended into the site design. **Acknowledged.**

Larger commercial and office areas are required to break up large blocks with a network of internal drives and associated sidewalks, and these requirements are described in UDO Section 146-4.5.4.A. These requirements work with the parking lot design standards for large parking lots in UDO Section 146-4.6.5.D. The internal street or drive network should move all vehicles, bicycles, and pedestrians throughout the site. All buildings shall be accessible by all modes. Design standards for mid-block access points are also outlined on sheet eight of the Master Plan. **Acknowledged.**

Internal parking block sidewalks need to provide a path to the building entrance and cannot dead-end at the end of the block. The sidewalks need to provide circulation throughout the site.

Acknowledged; walkways internal to the parking lot/blocks have been designed to provide a continuous pathway from the surrounding street sidewalks and regional trail to the internal entry plaza and finally the building entry.

Acknowledged; → the redesign of the project has adjusted the square footage of the building which in turn has adjusted the various parking and loading requirements, but as shown in the site data table on the site plan all parking/loading requirements have been met. Bicycle racks have been selected to provide the 2 points of contact with each bicycle.

3D. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, a 104,000 sf office building, 400 parking spaces, including 8-9 accessible parking space(s) will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 20 bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. Please note, for office uses the maximum parking allowed is up to 4 space per 1,000 sf. gfa.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. The applicant is highly encouraged to provide structured parking and preserve the land for additional density and structures. MU-R regulations Section 146-4.5.3.a. requires that no more than 60% of lot frontage should be occupied by surface parking along arterial and collector streets. These regulations present conflicts with the proposed surface parking layout, as they are meant to direct building orientation towards the street, with parking tucked behind to less visible locations. Due to the unique nature of the site in that it has three street frontages, additional discussion will be required regarding complying with these standards.

In addition, large parking lots shall divide the parking area into “parking blocks”, each containing no more than 120 vehicle parking spaces to the maximum extent practicable in light of the shape and orientation of the parking lot and the location of access points to the parking lot. Each parking block shall be separated from other parking blocks by a driving aisle landscape and sidewalks (ref. <https://aurora.municipal.codes/UDO/146-4.6.5.D>)

Acknowledged.

As mentioned previously, please address requirements for internal drives and sidewalk connections.

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

General Landscape Plan Comments

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

Landscape Plan Preparation

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

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

Acknowledged; the redesign of the project has adjusted the overall entry drive and parking area layout to address the 60% lot frontage requirement as well as to divide the overall parking into smaller "parking blocks" with the appropriate landscaped separations and pedestrian connections.

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ultimately delays in approval of the plan set. **Acknowledged**

Sight Triangles

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

Aurora One Master Plan (MP)

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

Tab 10 Urban Design Standards **Acknowledged**

- Specialty Paving – The installation of special paving has been identified for the intersection of the north south collector street with E.6th Avenue and one of the internal streets that appears to be part of the Phase 2 development.
- Signage – A neighborhood entry monument as well as potential tenant signs have been identified as part of this Phase 1 concept.
- Service Areas/Utilities – Utility connections and service areas shall be located behind buildings i.e. trash enclosures, mechanical equipment, utility vaults. Screening shall include closures that are consistent in materials with that of the primary structure with landscaping.

• Tab 11 Landscape Standards **Acknowledged**

- Highway Frontage Zone - The subject property lies adjacent to E-470 which is considered the Highway Frontage Zone in the MP. Landscaping shall consist of one tree and 10 shrubs per 30 linear feet. A minimum of 20% of the trees shall be evergreen species. Turf grass is not permitted in the highway frontage zone.
- Streetscapes 3-Lane Collector Street (North/South Street) – Street trees shall be provided at a ratio of one tree per 40 linear feet, 25% of the total street tree requirement may be ornamental trees. Turf is not permitted unless the curbside landscape is 10’ in width or greater.
Local Streets (E. 6th Avenue and the boundary road)– Street trees shall be provided at a ratio of one tree every 35 linear feet. Ornamental trees can be used at intersections and shall be spaced 20’ on center. Turf is not permitted unless the curbside landscape is 10’ in width or greater.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a **Acknowledged**

The curbside landscape shall include street trees and landscaping per the MP as noted above.

Section 146-4.7.5 D. Street Frontage Landscape Buffers **Acknowledged**

Provide a 20’ wide street frontage landscape buffer along E 6th Avenue and the north-south collector street. A reduction in buffer width to 10’ is permitted in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. Buffers are measured from the back of walk. When no sidewalk is present, then buffers are measured from the property line.

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Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or the like. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Section 146-4.7.5 H. Special Landscape Buffers for Development Adjacent to I-79, I-225, E-470, Public Parks, Open Space and Trails **Acknowledged**

A 25' wide special landscape buffer is required adjacent to both E-470 and the proposed park/open space area along the south when Phase 2 of this application develops. The buffer requirements adjacent to the park/open space areas are administered by PROS since this area will be used to meet PROS park and open space requirements. The buffer shall consist of one tree and 10 shrubs per 30 linear feet. Any requests to deviate from these standards should be directed to that department. If the standards of this section conflict with other buffer requirements found within the UDO, the standards of this section shall apply.

The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. The provision of trail connections is generally permitted through the buffers but shall be approved by PROS on a case by case basis and is based upon unique site conditions and alternatives to those impacts including mitigation measures.

A 25' wide buffer is required along the eastern property boundary adjacent to the E-470 Multi-Use easement. Reductions in the buffer width are not permitted. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. The E-470 Authority has an approved trail design for this portion of the corridor and buffer reductions are not permitted.

In addition, because this project is proposed to be phased, the site plan shall provide timing for the installation of the southern buffer should the southern half of the development or Phase 2 be developed many years into the future. Coordination regarding timing shall be discussed with the PROS and Planning departments. **This project is no longer proposed to be phased**

Section 146-4.7.5 J. (Building Perimeter Landscaping) **Acknowledged**

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot.

Section 146-4.7.5 K. Parking Lot Landscaping **Acknowledged**

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if

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the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

Section 146-4.7.5 L. (Site Entryways and Intersections) **Acknowledged**

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.

Acknowledged; the service/loading area located east of the building is screened through a combination of landscaping and 6' height garden wall. Trash dumpsters are located within a screened enclosure.

Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

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. **Acknowledged.**



Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments. **Acknowledged.**

All detention pond facilities shall not exceed six feet in depth. 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. **No detention pond facilities are proposed on the site.**

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Section 146-4.8.3. C. (Irrigation) Acknowledged

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 shall be provided that clearly delineates these areas. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

3F. Building Design Standards Acknowledged

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.

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

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

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

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table above for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Additional standards regarding building orientation and architectural design are addressed in the Aurora One Master Plan. This planning area is identified as a high visibility site that includes enhanced elevation requirements (refer to E-470 Frontage Zone on sheet 13 and 20). The plan also notes that large format buildings should be designed to face E-470 and buildings taller than 50'

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should have common architectural elements that highlight the development throughout. There are large format commercial building standards on sheet 18 of the Master Plan that will also apply. Overall, the intent of this planning area is to include significantly more structures that front and interact with the street to create an engaging and friendly pedestrian environment.

Building design will also be subject to review by the Aurora One Design Review Committee. Since the project has not yet started site plan review, the DRC has not yet been formalized. Until then, you may reach out to the metro district contact for more information:

Zachary White, ESQ. of Counsel
White Bear Ankele Tanaka & Waldron
www.whitebearankele.com
303.858.1800

3G. Exterior Lighting Acknowledged

Standards for exterior lighting are found in Section 146-4.9, and on sheets 12 and 13 of the master plan. Show typical details of lighting on the plan and on building elevations. A photometric plan will be required with the site plan submission.

3H. Signs Acknowledged

Section 146-4.10 governs signage standards, as well as sheets 9 and 10 of the master plan. 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.

4. Adjustments Acknowledged

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.

5. Submittal Reminders

5A. CAD Data Submittal Standards Acknowledged

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.

5B. PDF Requirements Acknowledged

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.

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5C. *Mineral Rights Notification* **Acknowledged**

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

Pre-Submittal Meeting: Acknowledged. This meeting took place on Friday, January 13, 2023.

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.

Real Property meeting has taken place.

Community Participation: Acknowledged

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.

Community Engagement Coordinator: Acknowledged

- Maria Saldana is the Community Engagement Coordinator for the project. She 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.
- 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.
- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

Oil and Gas Development

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

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information. **Acknowledged.**

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

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:

- This proposal's phase 2 is adjacent to future open space outlined within the Aurora One Master Plan currently under review. **This project is now all taking place in one phase. Acknowledged.**

Trails Acknowledged

Please be aware that the project site is directly north of a future regional trail connection between the High Plains Regional Trail along E-470 and the rest of the Aurora One site. This project does not trigger the build out of the corridor but is required to meet the following:

- Provide connectivity between your site and the site to the south for future users to access the trail. This should be a comfortable route through the parking lot that leads to the front door of your buildings.
- The border road to the east will need to provide a pedestrian enhanced crossing for users to access the trail. This should be within Phase 1 of your project or on the northern side of Phase 2.
- Note that on the south end of your project (future phase 2) a 25' special landscape buffer will be required.

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:

- ▶ Utilities must be installed and sized per the approved PIP and MUS. **Acknowledged**
- ▶ One meter per address. If site is to be constructed under one address, I recommend sizing meter for ultimate buildout. **Acknowledged**
 - Water meters must be located in landscaped areas.
 - A fixture unit table must be submitted with Civil Plans to justify meter sizing.
- ▶ Detention and Water Quality must be provided in accordance with the master drainage plan. **Acknowledged**
- ▶ Aurora Water is processing a non-functional turf ordinance which will limit the amount of cool-weather turf allowed in all developments. Please find the ordinance [here](#) under Item 5. Please plan to incorporate these requirements in your future submittals. **Acknowledged**
- ▶ Connection fees must be paid prior to December 31st in order to avoid a fee increase next year. **Acknowledged**
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Utility Services Available: Acknowledged

- Water service may be provided from: Per the approved MUS
- Sanitary sewer service may be provided from: Per the approved MUS
- Project is located on the following Map Pages: 07T

Utility Service Requirements: Acknowledged. Site plan incorporates items below.

- 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.
 - Grease Interceptors are required for commercial kitchens.
 - All utility connections in the arterial roadway are required to be bores.

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

Water →
quality and
rate control
have been
provided
offsite.
There are
no
proposed
ponds on
this site or
as part of
this scope.

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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. **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. **Acknowledged**
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). **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. **Acknowledged**
Acknowledged. Proposed meter is 3".

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) in conformance with the Aurora One Master Traffic Impact Study (MTIS), updated January 2021, will be required for this development. See below for additional information. **Acknowledged. Traffic Impact Study has been submitted in this submittal.**
 - Site access and access documented in the MTIS
 - Valdai Street is shown to extend west of the collector road at the western boundary of the site.
- ▶ Pedestrian connectivity to the public right-of-way and open space/park areas shall be provided ← **Acknowledged; internal walkways have been designed to provide a continuous landscaped pathway from the surrounding public right-of-way and regional trail to the internal entry plaza and building entry.**
- Show all adjacent and opposing access points on the Site Plan. **See submittal.**
- Label the access movements on the Site Plan. **See submittal.**
- 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](#). **Acknowledged**
Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10' **Acknowledged. Note added**
- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following not to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development. **Acknowledged. Note added to the site plan.**

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ROW/Plat:

Acknowledged. 26' Access easement is located along main drives.

- Designate a Public Access Easement along private drives.

Traffic Impact Study: Traffic Impact Study has been submitted with this submittal.

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2040 average daily traffic counts.
 - 2) Trip Generation from the site.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Intersection of 6th Avenue at the N-S Collector Street
 - c) Intersection of 6th Avenue at the Valdai Street
 - d) Intersection of Valdai Street at the N-S Collector Street
 - e) Intersection of E-W Collector Street at the N-S Collector Street
 - 5) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - 6) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
 - 7) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#). **Acknowledged. Traffic letter has been included in submittal.**

Submitting the Traffic Study: Acknowledged

- The Traffic Study shall be sent directly to *Steve Gomez* at 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](#).

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

Acknowledged. Traffic letter has been included in submittal.

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 public improvements shall be provided in conformance with the approved Public Improvement Plan (PIP). The ISP for the adjacent public improvements shall be approved prior to the approval of this site plan. The local type 1 street shall be provided on the east side of this development in conformance with the PIP. **Acknowledged**

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- ▶ Within the ROW, the streets shall meet City of Aurora standards and any variation in pavement types will require approval and license agreements. **Acknowledged**
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be provided in conformance with the approved master drainage report. No paving and no building permits will be issued until the downstream detention ponds and infrastructure are in place. No Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) will be issued until the pond certificates are approved. **Acknowledged. Drainage report has been submitted with this submittal.**
- ▶ 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. **Acknowledged**
- ▶ Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request. **Acknowledged**

Improvements:

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. **Acknowledged**
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter. **Acknowledged**
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans. **Acknowledged**
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan. **Acknowledged**
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18. **Acknowledged**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements. **Acknowledged. No proposed walls are greater than 4' in height or are cast in place.**
- 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. **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. **Acknowledged**
- 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. **Acknowledged. Street lights are being provided by the overall developer.**

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ROW/Easements/Plat:

- ROW dedication is required for public streets. **Acknowledged**
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways. **Acknowledged**
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements. **Acknowledged**
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

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. **Acknowledged. Drainage report has been submitted with this submittal.**
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development. **Acknowledged**
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. 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. **Acknowledged**

Acknowledged • 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.

d. Water quality and rate control have been provided offsite. There are no ponds proposed on this site.

- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting

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documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis. **Acknowledged**

- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.

Acknowledged. Water quality and rate control have been provided offsite. There are no ponds proposed on this site.

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems. **Acknowledged**
- 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. **Acknowledged**
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it. **Onsite storm sewer inlets and pipes route all drainage to the existing storm sewer stub in the SW corner of the site.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **Acknowledged**

Fire/Life Safety Comments - Building Division

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

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. **Acknowledged**

Adopted Codes by the City of Aurora – Setbacks: Acknowledged

The site plan and civil plans must reflect the setback requirements of the 2015/2021 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015/2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#).

Acknowledged

- 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, along with the 2020 NEC as of January 8, 2022. A 9-month grace period will be allowed after the formal adoption of the 2021 ICC codes to utilize the 2015 ICC codes until October 31, 2022.
- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

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. **Acknowledged**

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#)
- [Combined Fire Lane and Pedestrian Sidewalks](#)
- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Gated Entry for Fire Department Access utilizing a 4’ Manway Gate](#)
- [Grading Plan](#)

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- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#) **Acknowledged**

Emergency Responder Radio Coverage: Acknowledged

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

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

Fire Department Access: Acknowledged

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

- [Fire Lane Easement](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii. **Acknowledged**
 - Buildings greater than 30' in height are regulated by the 2015/2021 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. **Acknowledged**
- [Two points of Emergency Access](#)

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015/2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems. **Acknowledged. We have coordinated with Mike Dean with the Life Safety and Building Division on fire hydrant locations.**

Fire Sprinkled Structures: Acknowledged

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

Gated Entry: Acknowledged

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the

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City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative). **Acknowledged.**

- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420. **Acknowledged.**

Accessibility Requirements: Acknowledged

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

- [Commercial](#)

Hazardous Materials: Acknowledged

Per the 2015/2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

Knox Hardware: Acknowledged

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

Legend: Acknowledged

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

Loading and Unloading Areas: Acknowledged

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

Phasing Plans:

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals. **Site will be constructed all in one phase.**

Photometric Plan: Acknowledged

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

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- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length. **Acknowledged**

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within an APZ and LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Alternative Fire Lane Surfacing Materials.](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#) **Acknowledged. Notes are located on note sheet.**
- [\(Site Plan Note\) Fire Lane Signs](#) **Acknowledged. Notes are located on note sheet.**

Site Plan Data Block: **Acknowledged**

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.

Special Design Considerations:

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

- [Abutting Fire Lane or Public Access Easement to Property](#) **Acknowledged.**
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#) **Acknowledged.**
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them. **Acknowledged.**
 - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard. **Acknowledged.**
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works. **No alternative fire lane surfaces are**
- [Fire Apparatus Access Road Specifications](#) **proposed.**
 - 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. **No existing fire lane or public roadway is to be removed or relocated.**
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)

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- Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property. **No alternative fire lane surfaces are proposed.**
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Single Point of Access through an Adjacent Jurisdiction](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Trash Enclosure:

Per the 2015/2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines. **Acknowledged. See dumpster location on site plan.**

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: Acknowledged

- 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. **Acknowledged. Plat has been included with this submittal.**
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat. **Acknowledged. Pre-submittal meeting has taken place.**

Site Plans: Acknowledged

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](#).

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county. **Acknowledged**
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process: **Acknowledged**

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- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using 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 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan. **Acknowledged**
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan. **Acknowledged**
- No portion of any roofed structure or footers may encroach into any easement. However, you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded. **Acknowledged**
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information. **Acknowledged**

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. **Acknowledged**
- Use of the Batch Standards Checker Tool is requested for this project. **Acknowledged**
- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)

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

- Civil Construction Document Plan Set generally includes the following plans: **Acknowledged**
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street Plan and Profiles
 - Structural Calculations (*only for cast in place walls or walls greater than 4' in height*)
 - 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: **Acknowledged**
 - 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
 - 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: **Acknowledged**
 - Fire Service Lines

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- 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.

Construction Stormwater Quality Requirements: Acknowledged

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

Public Works Department

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

Traffic Engineering

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications. **Acknowledged**
- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook. **Acknowledged**
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via 6th Avenue or Valdaí Street and not through the adjacent residential neighborhood(s). **Acknowledged**

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. **Acknowledged**
- 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. **Acknowledged**

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- 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. **Acknowledged**
- 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. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans. **Acknowledged**
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation. **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). **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. **Acknowledged**
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer. **Acknowledged**

Building Plans

Building Division Comments:

Building Plan Review

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

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

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

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

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Permit Types: Acknowledged

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)
 - The applicant has indicated that the addition being proposed in phase II will be addressed independently. Separate addresses imply independent structures with independent utilities, fire protection systems and etc.
- Fire (click on this [link](#) to find checklist below)*
 - Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - Gating Systems across Fire Apparatus Roads
 - [Hazardous Materials Storage](#)
 - Knox Box
 - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to: **Acknowledged**
 - Above/Underground Fuel Storage Systems
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - Hazardous Materials
 - Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to: **Acknowledged**
 - Battery Systems (Un-Interrupted Power Supply Systems)
 - Fire Pumps and Related Equipment
 - Flammable and Combustible Liquids
 - Hazardous Materials
 - High-Piled Combustible Storage and Racking Systems
 - Industrial Ovens
 - Magnesium
 - Pyroxylin Storage
 - Spraying and Dipping Operations
 - Temporary Membrane Structures and Tents
 - Underground and Aboveground Fuel Storage Systems
 - Separate permits are required for the installation of underground and aboveground fuel storage tanks through the Division of Oil and Public Safety.
[State of Colorado Division of Oil and Public Safety](#)
[Petroleum Storage Tank regulations](#)

Key Issues:

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

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- ▶ On January 8, 2022 the 2021 versions of the International Codes became effective in the city of Aurora. Applicants who wish to build their projects to the requirements found in the 2021 codes are allowed to do so and should notify Building Division staff at time of permit submittal of this decision.
- ▶ The construction industry is experiencing unprecedented supply chain issues which has not only affected costs, but also inventory and delivery timelines. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2021 codes until October 31, 2022. As this date draws closer, we will provide updates on any changes to this deadline.
- ▶ In determining which code series to utilize (2015 or 2021) please be aware that once chosen, only that code series can be utilized throughout the plan review and inspection processes.

Accessibility: Acknowledged

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 ICC 117.1.

- The plans provided within the pre-application meeting reflect the accessible parking spaces being located too far from the front main entrance of the phase one structure. Please ensure these accessible parking spaces are in close proximity to the primary entrances to the structure. **Acknowledged**

Adopted Codes by the City of Aurora: Acknowledged

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

Building Division General Comments: Acknowledged

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: Acknowledged

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): Acknowledged

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

General Fire Protection System Requirements: Acknowledged

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

- **Alternate Clean Agent Gas or Halon** – 2015/2021 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015/2021 IFC, Section 907.
- **Fire Pump** – 2015/2021 IFC, Section 913.
- **Fire Sprinkler System** – 2015/2021 IFC, Section 903.
- **Standpipe System** – 2015/2021 IFC, Section 905.

Geographic Design Criteria: Acknowledged

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

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Occupancy Specific Building Code Requirements: Acknowledged

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

- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group A.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

Request for Modification or Alternative Material: Acknowledged

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

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.

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. **Acknowledged**

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. **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. **Acknowledged**
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Public Works Department

Engineering Division **Acknowledged**

- 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.

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

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- 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. **Acknowledged**

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following: **Acknowledged**
 - local streets
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains
 - storm drainage
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

***Key Issue:* Acknowledged**

- ▶ 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 meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Construction Permits: Acknowledged

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

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

Utilize the requirements of the 2015/2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.



Pre-Application Conference

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

To: Carl Koelbel
From: Maria Saldana
Date: June 14, 2022
Subject: INNOVUS
Location: SWC of 6th Ave and Valdai St

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. 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 Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at www.co.arapahoe.co.us, www.douglas.co.us, and 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.

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 registered neighborhood groups and the result of such meetings.

As the Community Engagement Coordinator for this area, I am available to assist you in communicating with the registered neighborhood groups 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:



List of Neighborhood Associations

Location: SWC of 6th Ave and

Record Id	HOA #	Organization	Contact	Phone
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
08-323188-000-00-NA	374	CROSS CREEK HOA	Beau Smith 11002 Benton St. Westminster CO 80020 bsmith@msiho.com	(720) 974-4138
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
03-113963-000-00-NA	40	THUNDERBIRD ESTATES	CAROLYN RAPP 177 S GRANDBAY CIRCLE AURORA CO 80018 CBRAPP@GMAIL.COM	(303) 343-6207 (303) 363-9067

374 Cross Creek HOA
397 Murphy Creek / Gun Club Neighbors
40 Thunderbird Estates HOA
423 E 470 Neighbors
444 CLEAN

