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AuroraGov.org

October 24, 2024

Jonathan Hertel - jhertel@majesticrealty.com
Majestic Realty
20100 E 32nd Parkway
Aurora, CO 80011

Re: Build-to-Suit Owner at Majestic Commercenter (#1835579)/Pre-Application Meeting held October 10th, 2024

Dear Jonathan Hertel:

I would like to take this opportunity to thank you for considering the City of Aurora for the Build-to-Suit Owner at Majestic Commercenter 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:

- ▶ **Majestic Commercenter FDP:** All buildings on site, including the vehicular maintenance building and fueling canopy, are subject to the architectural standards of the Majestic Commercenter FDP (Framework Development Plan) and UDO (Unified Development Ordinance). The Majestic Commercenter FDP establishes standards for various site elements including, architecture, landscaping, signage, fencing, and streetscape. **Acknowledged.**
- ▶ **Potential Shared Access:** We encourage exploring the possibility of combining the vehicular access from East 32nd Pkwy with the existing access on the adjacent property to the northwest. Pedestrian connectivity is also important for this site. **No discussion was necessary as access location was pushed south to line up with the access across the street.**
- ▶ **Parking Lot Design:** No more than 60 percent of the site's East 32nd Avenue frontage can be occupied by parking. A shared vehicular access with the site to the northwest is encouraged. **Acknowledged.**
- ▶ **Common Space Amenity:** An outdoor plaza or courtyard space will be required outside the entrances to the buildings, as described in Section 146-4.8.4.B.1 of the UDO. This space should be furnished and is typically sized at approximately 400 square feet. **Acknowledged.**
- ▶ **Utilities:** If the truck wash is a conveyor or an in-bay automatic truck wash, it is subject to Aurora Water Standards Appendix E and must recycle no less than 75% of the water used. The truck maintenance area must drain to a sand/oil interceptor before connecting to the sanitary main. A Domestic Service Allocation Agreement (DSAA) will be required for all commercial sites beginning in 2025. **Acknowledged.**

► **Traffic:** A Detailed Traffic Impact Study (TIS) will be required for this development. See page 17 for additional information. Site access drives/streets shall be located 300' CL-CL from 32nd Pkwy and 150' CL-CL from 33rd Drive (collector). Gates are required to be setback from public road flowline a minimum of 50-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site. **Acknowledged.**

► **Public Improvements:** There are improvements required for 32nd Parkway and 33rd Drive. See page 18 for more information. Curb returns with curb ramps are required at the accesses to the site. **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 303.739.7597 or jpandrew@auroragov.org.

Sincerely,



Justin Andrews
Project Manager



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 outline the formatting of the attached staff comments:

Step I - Planning Phase

Acknowledged.

- 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

Acknowledged.

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

- 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.
- Civil Plans are submitted through a pre-acceptance process. Once the Civil Plans have been accepted, then the formal review begins. This review is separate from the Planning Phase review above and requires a per-sheet review fee.

Building Plans: (construction plans for structures)

- Typically reviewed after Planning decision is made.

Step III - Construction Phase

Acknowledged.

Building/Civil Permits:

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

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

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

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

Please do not hesitate to contact **Justin Andrews, 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
Justin Andrews
303.739.7597
jpandrew@auroragov.org

Planning

Zoning and Plan Review
Erik Gates
303.739.7132
egates@auroragov.org

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

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting
Adison Petti
303.739.7437
apetti@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Jenny Wynn
734.258.6523
jwynn@auroragov.org

Aurora Water - Drainage

George Slovensky
303.739.7431
gslovens@auroragov.org

Public Works

Traffic Division
Josh Hoffmann
303.739.1770
jhoffman@auroragov.org

Roadway & 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

Land Development Review
Services Division
Maurice Brooks
303.739.7294
mbrooks@auroragov.org

Energy & Environment

Maria Alvarez
303.739.6824
malvarez@auroragov.org

STEP I – PLANNING PHASE

Planning and Business Development

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:

- ▶ **Architectural Standards:** All buildings on site, including the vehicular maintenance building and fueling canopy, are subject to the architectural standards of the Majestic Commercenter FDP and UDO. Acknowledged.
- ▶ **Parking Lot Design:** No more than 60 percent of this site's E 32nd Avenue frontage can be occupied by parking. A shared vehicular access with the site to the northwest is encouraged. Acknowledged.
- ▶ **Majestic Commercenter FDP:** The Majestic Commercenter FDP establishes standards for various site elements including, architecture, landscaping, signage, fencing, and streetscape. Acknowledged.

Project Overview:

- Zoning: Business/Tech (I-1)
- Character Area: Subarea C
- Proposed Use: Warehouse/Storage/Distribution, Accessory Motor Vehicle Maintenance and Motor Vehicle Fueling Station
- Permitted Use: Yes

Type of Application:

- Subdivision
- 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.

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)

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- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

Business/Tech I-1

The purpose of the I-1 district is to provide employment centers with offices, office showrooms, light manufacturing, research and development operations, and a limited range of associated retail services, at a low- to medium scale with high building design quality in an integrated or campus-like setting. Specific uses permitted within the I-1 district are as shown in Table 3.2-1 (Permitted Use Table). **Acknowledged.**

1B. Placetype

Industry Hub

The Industry Hub includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. It can generate high volumes of traffic from both its employees and associated truck traffic. Adjoining roadways should accommodate traffic without negatively impacting quieter placetypes or traffic on local streets serving residential areas. **Acknowledged.**

1C. Master Plan

The Majestic Commercenter Framework Development Plan (hereafter referred to as the 'Master Plan' or 'FDP') establishes goals, guidelines, and development standards applicable to this property. The Master Plan further defines standards permitted by the zoning or UDO, such as standards for allowed uses, setbacks, building heights, fencing, landscaping, pedestrian & vehicle circulation, signage, and architectural standards. The project will have to comply with these standards and guidelines. UDO standards will be used for any items not addressed by the Master Plan. **Acknowledged.**

2. Land Use

2A. Historic Land Use

The existing site is vacant. **Acknowledged.**

3. Development Standards

3A. Dimensional Standards

The Master Plan sets standards for both setbacks and maximum building height in this location. The front building setback along E 32nd Parkway is identified as 50 ft. The side setback adjacent to E 33rd Dr is 25 ft while the internal side setback is 10 ft. There is no rear building setback aside from any required landscape buffering as identified in the Master Plan. The Master Plan sets the maximum building height to 120 ft. **Acknowledged.**

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3B. Subdivision Standards

A subdivision plat application is expected to be submitted along with the application for the site plan. The subdivision plat will combine the 3 parcels that currently make up the site area and show any easements on the property. **Acknowledged.**

3C. Common Space and Amenities

An outdoor plaza or courtyard space will be required outside the entrances to the buildings, as described in Section 146-4.8.4.B.1 of the UDO. This space should be furnished and is typically sized at approximately 400 square feet. Typically, this courtyard space will have a minimum dimension of twelve feet and will include site furniture, shade features and landscape borders or amenities such as raised planters. Typical outdoor furnishings for the Majestic Commercenter development are shown in the FDP. **Acknowledged.**

3D. Access and Connectivity

We encourage exploring the possibility of combining the vehicular access from E 32nd Pkwy with the existing access on the adjacent property to the northwest. This would reduce the number of vehicular accesses along E 32 Pkwy, and the adjacent property's access drive is already located along the shared property line. **Acknowledged.**

Pedestrian connectivity is also important for this site. Detached sidewalks will be required to be constructed along E 32nd Pkwy and E 33rd Dr. Direct pedestrian connections from the entrances of the proposed building(s) out to these sidewalks are required. The connections need to be made through sidewalks and drive isle pedestrian crossings as needed. **Acknowledged.**

3E. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, a 116,480 sf warehouse and distribution center and a 9,295 sf vehicle maintenance building, 179 parking spaces, including 6 accessible parking spaces, will be required. The development is required to provide bicycle parking spaces equivalent to 5% of the required vehicular parking. 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. **Acknowledged.**

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. For industrial uses, employee and patron parking and site circulation should be separated from truck or service vehicle parking and site circulation as much as possible. Additionally, no more than 60 percent of the E 32nd Pkwy street frontage for this site, up to a depth of 60 ft, may be occupied by surface parking. **Acknowledged.**

3F. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) as well as the Majestic Commercecenter Framework Development Plan (FDP) and 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.**

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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 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.

The Majestic Commerce Center FDP

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

- Service and/or delivery areas
 - Screening to be a durable high-quality fence or wall
- Parking Lot Screening
 - Parking lots shall be screened from public rights-of-way and adjacent property.
 - Parking lot screening may be integrated into the adjacent buffers and street frontages
 - Interior parking lot landscaping is required and shall follow current landscape standards.
 - Tractor trailer parking lots may have more than 15 parking spaces in a row and are exempt from providing landscaped parking lot islands but shall provide landscaping around the perimeter of the lot to screen the tractor trailers.
- Storage Yard Areas Accessory to Warehouse and Distribution Sites.
 - Shall be enclosed with an opaque fence, berm or wall in combination with landscaping that conceals the view of the facilities. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.
- Tractor Trailer Parking
 - Provide ample landscaping around the perimeter of the parking areas fronting a street.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

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

Acknowledged.

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

Provide one street tree per 40 lineal feet along E. 32nd Parkway and E. 33rd Drive. When a detached walk and curbside landscape are provided according to Public Works Street cross section

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requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. **Acknowledged.**

City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326.8819. Refer to this section of the UDO for alternatives to sod installation. **Acknowledged.**

If an entity other than a designated metro district is responsible for the future installation and maintenance of the curbside areas, that should be identified with a note on the landscape plan and cover sheet of the plan set. **Acknowledged.**

Section 146-4.7.5 D. Street Frontage Landscape Buffers

Provide a minimum 25' wide street frontage landscape buffer as measured from the back of walk along E. 32nd Parkway and a 10' wide street frontage buffer along E. 33rd Drive. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in the buffer width is not permitted for industrial developments adjacent to arterial streets such as E. 32nd Parkway however a reduction in buffer width to six feet is permitted in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions along E. 33rd Drive depending upon the buffer reduction feature chosen as specified in the table. **Acknowledged.**

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 similar. 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. Staff will determine whether an overlap exists once a site plan is submitted. **Acknowledged.**

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. **Acknowledged.**

All trash 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. **Acknowledged.**

Section 146-4.7.5 K. Parking Lot Landscaping

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. 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. **Acknowledged.**

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

Acknowledged.

Section 146-4.8.5 J. Building Perimeter Landscaping

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

Acknowledged.

Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant to 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 303.326.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Acknowledged.

3G. Building Design Standards

The Master Plan contains a number of architectural standards that will need to be followed for the design of all buildings on the proposed site and are in addition to the requirements in the UDO. It discusses elements needed to create clearly defined entry points into the building, visual interest in overall facades, and consistency in materials and coloring. The FDP also includes standards for roof forms and on-site fencing.

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

Table 4.8-1 Building Design Standards Applicability by Building Type Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6						
Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:

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

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facades with articulation elements, four-sided building design, and permitted materials, among other things. Acknowledged.

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. The Master Plan provides standards on acceptable building materials and industrial building design that must be followed. 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. Please note that the design of the fueling canopy will also have to provide horizontal interest and comply with code design standards, so elevations for the canopy should be provided as well. Acknowledged.

3H. Exterior Lighting

Standards for exterior lighting are found in the FDP and Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Areas shall be lit with full cutoff shielded luminaire type lighting fixtures no more than 25 feet tall, and fixtures shall be downcast types with full cutoff shielding. Acknowledged.

3I. Signs

The Master Plan describes standards for entry monumentation and directional/informational signage. Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. Acknowledged.

4. Adjustments

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

5. Submittal Reminders

5A. PDF Requirements

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

5B. Mineral Rights Notification

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

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Pre-Submittal Meeting:

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

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

Community Participation:

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

Community Meetings:

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings. Acknowledged.
- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff. Acknowledged.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns. Acknowledged.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website. Acknowledged.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#) Acknowledged.

Energy and Environment Division

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

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. Acknowledged.

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

Parks, Recreation & Open Space Department (PROS)

No comments from this department. Acknowledged.

Aurora Water

Utilities

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

Key Issues:

- ▶ A Domestic Service Allocation Agreement (DSAA) will be required for all commercial sites beginning in 2025. Acknowledged.
- ▶ The water meter should be in an easement or Right of Way, and in a landscaped area. Acknowledged.
- ▶ The irrigation meter can be tapped after the domestic meter. Acknowledged.
- ▶ If the truck wash is a conveyor or an in-bay automatic truck wash, it is subject to Aurora Water Standards Appendix E and must recycle no less than 75% of the water used. Acknowledged.
- ▶ The truck maintenance area must drain to a sand/oil interceptor before connecting to the sanitary main. Acknowledged.
- ▶ A Stormwater Management Plan and Report will be required with Civil Plans. Acknowledged.

Utility Services Available:

- Water service may be provided from: 12" DIP main in E 32nd Pkwy or 8" PVC main in E 33rd Drive Acknowledged.
- Sanitary sewer service may be provided from: 8" PVC wastewater main in E 33rd Drive Acknowledged.
- Project is located on the following Map Pages: 02R Acknowledged.

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains Acknowledged.
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants are necessary to service your development.
 - Sand/Oil Interceptors are required for vehicle maintenance facilities.
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual). Acknowledged.
- All commercial and industrial users that discharge wastewater to the City of Aurora are to meet [Metro Water Recovery's Industrial Pre-Treatment Program](#). Applicants are encouraged to reach out to Metro Water Recovery early in the planning process to learn more about the program requirements. Acknowledged.

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- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance. **Acknowledged.**
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features. **Acknowledged.**

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project. **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](#). Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council. **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.**

Stormwater Management

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

Key Issues:

- A Preliminary Drainage Report shall be submitted with the Site Plan. Note that a Final Drainage Report shall be submitted with the Civil Plans. The Preliminary Drainage Report shall be submitted at the time of Planning Department application submittal. Refer to Sections 2.4.3 & 2.4.4/2.4.5 for submittal requirements. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Report. **Acknowledged.**
- A Drainage Report Review Checklist should be completed and signed by a professional engineer and uploaded with the Report/Letter for the first review. The Checklist can be located at the following link: [Design Standards and Checklists](#). **Acknowledged.**
- Note that Preliminary Drainage Report (PDR) review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required. **Acknowledged.**
- This site is served by existing off-site Detention and Water Quality/EURV ponds. The percent imperviousness value for your site should be in compliance with design values used for design of the off-site ponds. **Acknowledged.**
- The recent Amendment #1 to the Majestic Commercenter Master Drainage Report identified several deficiencies in the conveyance system from your site to the receiving Pond IG-A. If the improvements and associated flow increases proposed with this site result in capacities being exceeded at downstream conveyance facilities or City criteria being violated, then improvements to meet all City criteria and avoid adverse impacts to adjacent properties will be required with this project. On-site detention or the upsizing of downstream conveyance facilities would both be acceptable approaches. **Acknowledged.**
- The lowest point of entry (LPE) for all buildings shall be minimum one-foot above all Emergency Overflow Elevations and all 100-year ponding and flow depths. **Acknowledged.**

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- Significant off-site flows enter your site from the south and are required to be conveyed through your site. Refer to Master Drainage Plans for Majestic Commercenter and related site development and infrastructure design plans. Acknowledged.
- This site shall evaluate all adjacent potential emergency overflows from ponds, sump inlets and other sources and perpetuate these flows through the site complying with all COA SDDTC criteria for emergency overflows. Acknowledged.
- The City of Aurora has an updated Drainage Criteria Manual (August 2024) which should be used for this and all future submittals. You are highly encouraged to read section 1.5 SIGNIFICANT UPDATES BY CHAPTER and Section 1.6 REVISIONS for a summary of the changes in the City's Criteria. The Manual can be downloaded at the following link: [Aurora Water Design Standards](#) Acknowledged.
- Important reference materials can be accessed via the City's [GIS tools](#). Acknowledged.
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Approved reports and plans can be found via the City's [Property Map](#). Please note that approved City documents before approximately the year 2000 are generally not available on the City's website and must be requested by the Design Engineer from Aurora Water. The City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage, and Civil Plan documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the Design Engineer's responsibility to contact the Designers of the documents under-review and coordinate designs. Acknowledged.
- Supporting information related to your site:
 1. *Master Drainage Report Majestic Commercenter* (COA EDN980177MD)
 2. *Majestic Commercenter Master Drainage Report Amendment 1* (COA EDN 980177MD1)
 3. *Pond IG-A Certification* (214070Pond1)
 4. *Pond IG-B Certification* (215145Pond1)
 5. *Stormwater Management Facility Inspection and Maintenance (I&M) Plan for majestic Commercenter Detention Ponds IG-A and IG-B* (COA EDN 214070IMP1)
 6. Refer to Amend #1 above for an extensive list of additional references for adjacent sites and downstream storm infrastructure. Acknowledged.
- Per the [Roadway Design Manual](#): The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building. Acknowledged.
- Per the [Roadway Design Manual](#): Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. Acknowledged.
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features. Existing Ponds IG-A and IG-B do not appear to have

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drainage easements currently dedicated for them. The City will not require drainage easements for these ponds at this time. **Acknowledged.**

- Storm sewer system does not extend to this site. Storm water runoff from your site should be discharged in accordance with the approved master drainage report for this development. **Acknowledged.**
- Stormwater Conveyance - Notification of Adjacent Property Owners link: [Stormwater Conveyance - Notification of Adjacent Property Owners](#) **Acknowledged.**
- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files. **Acknowledged.**

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information. **Acknowledged.**
 - If an interim roadway/access network is proposed, a traffic analysis for this condition will be required.
- ▶ Site access drives/streets shall be located 300' CL-CL from 32nd Pkwy and 150' CL-CL from 33rd Drive (collector). **Acknowledged.**
- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways.
 - Conduit **Acknowledged.**
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - A nylon pull tape with a minimum of 1,250 lb. tensile strength shall be installed in all new conduit.
 - Pull Box
 - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
 - City conduit shall be installed into City Pull Boxes.
- ▶ Gates are required to be setback from public road flowline a minimum of 50-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site. **Acknowledged.**
- Show all adjacent and opposing access points on the Site Plan. **Acknowledged.**
- Label the access movements on the Site Plan. **Acknowledged.**
- 50-feet throat depth **Acknowledged.**
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#). **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'

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- 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.

ROW/Plat:

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

Improvements:

- Signs and striping shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards. Acknowledged.

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items: Acknowledged.
 - 1) Existing, buildout and 2050 average daily traffic counts.
 - 2) Trip Generation from the site.
 - a) In addition to car trip gen we want to see a truck generation
 - 3) Site Circulation Plan
 - 4) Site Circulation Plan and interior intersection control
 - 5) Include detailed analysis of:
 - a) All site access points
 - 6) Interior roadway ADT & classification
 - 7) Safety analysis for frontage of 32nd Parkway which might identify potential pedestrian crossing enhancements
 - 8) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - 9) Analysis of pedestrian connectivity, Pedestrian LOS.
 - 10) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
 - 11) 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](#).

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Submitting the Traffic Study: Acknowledged.

- The Traffic Study shall be sent directly to Josh Hoffmann at jhoffman@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 / Traffic Letter, additional improvements may be required. Acknowledged.

Submitting the Parking Reduction Study: Acknowledged.

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

Engineering Division

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

Key Issues:

- ▶ The public improvements required for this application include the following: Acknowledged.
 - The existing sidewalk along 32nd Parkway shall be removed and replaced with an 8' detached sidewalk.
 - The existing sidewalk all 33rd Drive shall be removed and replaced with a 5.5' detached sidewalk.
 - The existing streetlights along 33rd Drive and 32nd Parkway shall be evaluated with the civil plans and additional streetlights may be necessary to meet the most current photometric requirements per the Roadway Manual.
 - The existing ramps at the north, east, and west corners of the intersection of 32nd Parkway and 33rd Drive shall be replaced with ramps that meet current ADA and COA standards.
- ▶ Curb returns with curb ramps are required at the accesses to the site. Acknowledged.
- ▶ The 2023 Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below. Should your civil plans be submitted after January 1, 2025, they must meet the criteria of the 2025 Roadway Manual, which will be adopted on January 1, 2025. Acknowledged.
- ▶ The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#). 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 and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans. Acknowledged.

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- 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, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements. Acknowledged.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street. 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 50-feet or one truck length, whichever is greater. Acknowledged.
- Street lights are required along adjacent roadways. Please refer to the 2023 Roadway Manual 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.

ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements. 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. Please coordinate with Aurora Water for their alignment.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
 - 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.

Fire/Life Safety Comments - Building Division

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

Key Issue:

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC. This includes the International Existing Building Code (IEBC). Acknowledged.

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Advisory Comment:

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

Accessibility Requirements:

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

- Accessibility Requirements - [Commercial](#) Acknowledged.

Addressing Requirements:

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

Adopted Codes by the City of Aurora – Setbacks:

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

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC. This includes the International Existing Building Code (IEBC).
- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s). Acknowledged.

Civil Plans:

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

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

Emergency Responder Communication Coverage:

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

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). At the time the structure is at final frame and final electrical inspections, the Acknowledged.
- 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

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installation of an ERRC system prior to installation. This assessment and installation are at the owner or developer's 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. **Acknowledged.**

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed. **Acknowledged.**

Where required in new buildings:

- All building construction types will be assessed for adequate radio frequency levels.
 - Exception: Group R- 3 occupancies; single-family dwellings, townhomes.
- The total building area is 50,000 square feet or more without basements.
- The total (single level) basement area is 10,000 square feet or more.
- Buildings 4 stories in height or greater.
- Use of building products such as low-emission glass.
- Building is within the shadows of other buildings.
- High piled storage Systems.
- The fire code official determines that acceptable radio coverage is needed for the safety and effectiveness of emergency responders. **Acknowledged.**

Fire Department Access:

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

- **Fire Lane Easement**
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii. **Acknowledged.**
 - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access. **Acknowledged.**

Fire Hydrants:

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

- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure. **Acknowledged.**
- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection. **Acknowledged.**
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance. **Acknowledged.**

Fire Sprinkled Structures:

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

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General Comments:

- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection. **Acknowledged.**

Gated Entry:

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

- 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 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 designated Fire Code representative within the Aurora Building Division. **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.**

Hazardous Materials:

Per the 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. **Acknowledged.**

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2021 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage. **Acknowledged.**

Knox Hardware:

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

Legend:

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

Motor Fuel Dispensing Sites:

Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal. **Acknowledged.**

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- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored. **Acknowledged.**
- IFC Section 2304.3 Unattended self-service motor fuel-dispensing facilities. Unattended self-service motor fuel-dispensing facilities shall comply with Sections 2304.3.1 through 2304.3.7. **Acknowledged.**
- The site plan must show the location of emergency disconnect switches (E-Stops) in accordance with the 2021 IFC, Section 2303.2 - Emergency disconnect switches. **Acknowledged.**

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY". **Acknowledged.**
- 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](#) **Acknowledged.**
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Corridors](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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

Special Design Considerations:

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

- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department. **Acknowledged.**
- [Access within 150 feet of Each Structure](#)
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement. **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.**

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- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion of the roadway replaced must follow the current specifications of the Public Works Department. Acknowledged.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
 - Construction of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property. Acknowledged.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Trash Enclosure:

Per the 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.

Land Development Review Services Division

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

Key Issues:

- ▶ Please follow the guidelines from the Subdivision Plat Checklist. Acknowledged.
- ▶ This will be a resubdivision of an existing Subdivision: Aurora Business Center Subdivision Filing No. 18 – removing the Lot line between the Lots. Acknowledged.
- ▶ The Site Plan will need to match the configuration of the proposed plat. Acknowledged.

Subdivision Plats:

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

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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.

Site Plans:

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

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county. Acknowledged.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#) Acknowledged.
 - [Easement Release](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan. Acknowledged.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded. 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 *Land Review Services Agent* at 303.739.7300 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 and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.

Civil Engineering Plans

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

Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans. Acknowledged.
 2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance. Acknowledged.
 3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review. Acknowledged.
 4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines. Acknowledged.
- 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
 - Structural Calculations
 - Signing and Striping Plan
 - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Aurora Water

Utilities

General Requirements:

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

Construction Stormwater Quality Requirements:

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

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the

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site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose 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.**
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans. **Acknowledged.**
- The civil plans will not be approved until the Preliminary Drainage Report/Letter is approved, and the plat is ready for recordation. **Acknowledged.**

Public Works Department

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

Traffic Engineering

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (for Build year), and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook. **Acknowledged.**
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review. **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 _____, via _____ and not through the adjacent residential neighborhood(s). **Acknowledged.**

Engineering Division

Roadway Design and Construction Specifications:

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy. **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.

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type. **Acknowledged.**
 - [Commercial Permits](#)
 - [Limited Plan Permits](#)
 - [Tenant Finish Permits](#)

Fire (click on this [link](#) to find checklist below)

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Gating Systems across Fire Apparatus Roads
- [Hazardous Materials Storage](#)
- [High Piled Combustible Storage Checklist](#)
- Knox Box
- Knox Box Rapid Entry

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- Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
 - o [State of Colorado Division of Oil and Public Safety](#)
 - o [Petroleum Storage Tank regulations](#)

Aurora Building Division
15151 E. Alameda Pkwy, 2nd Floor Permit Center
Aurora CO 80012
Phone: 303.739.7447
Email: Life/Safety@auroragov.org
Website: <https://www.auroragov.org> (Search Building Division)
Hours of Operation:
Monday, Tuesday, Thursday, and Friday
7:30 a.m. to 4:30 p.m.
Wednesday
8:30 a.m. to 4:30 p.m.

State of Colorado Division of Oil and Public Safety
633 17th Street, Suite 500, Denver, CO 80202
Phone: 303.318.8525
Email: cdle_ops@state.co.us
Website: <https://ops.colorado.gov>
Office Hours: 8:00 - 5:00

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to: Acknowledged.
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - LP-Gas (Liquid Propane)
 - Hazardous Materials
 - o 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.
 - High-Piled Combustible Storage and Racking Systems
 - o Where work is related to new construction, alteration, or an addition to an existing building these storage systems can be submitted with the construction drawings.
 - Underground Fuel Storage Systems
 - o Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station are reviewed through the State Oil & Public Safety Division and the City of Aurora. We do ask that the location of underground fuel storage tanks be shown on the site plan and include the type of fuel and gallonage being proposed.
- 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:
 - Battery Systems (Un-Interrupted Power Supply Systems) Acknowledged.
 - Compressed Gases
 - Cryogenic Fluids
 - Fire Pumps and Related Equipment

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- Flammable and Combustible Liquids
- Hazardous Materials
- High-Piled Combustible Storage and Racking Systems
- Aboveground and Underground Fuel Tanks: Concurrent plan reviews and inspections will be required by the State of Colorado Division of Oil and Public Safety and the City of Aurora Building Division for the installation of underground and aboveground fuel storage tanks.

Key Issues:

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jcrodrig@auroragov.org). Acknowledged.
- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes. Acknowledged.

Accessibility:

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

Adopted Codes by the City of Aurora:

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

Building Division General Comments:

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

Checklist for Plan Review Submittals:

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

General Fire Protection System Requirements:

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

- **Fire Alarm and Detection System** – 2021 IFC, Section 907. Acknowledged.
- **Fire Pump** – 2021 IFC, Section 913.
- **Fire Sprinkler System** – 2021 IFC, Section 903.

Geographic Design Criteria:

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

Occupancy Specific Building Code Requirements:

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

- **B Occupancy** - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy. Acknowledged.

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- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2. **Acknowledged.**
 - To include S-1 Occupancy Repair Garages.
- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping. **Acknowledged.**

Request for Modification or Alternative Material:

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

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

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

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

Land Development Review Services Division

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

STEP III – CONSTRUCTION PHASE

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

Aurora Water

Utility Connection Fees:

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

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

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

Stormwater Management

- A Pond Certificate is required prior to TCO or CO. **Acknowledged.**

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required 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. **Acknowledged.**
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy. **Acknowledged.**

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- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following: Acknowledged.
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - 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:

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

Construction Permits:

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

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

Acknowledged.

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

Access Roadways during Construction:

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

Acknowledged.