



2953 South Peoria Street, Suite 101  
Aurora, Colorado 80014  
303.770.7201 fax 303.770.7132

July 20, 2022

Mr. Erik Gates  
City of Aurora, Planning Department  
15151 E. Alameda Parkway, Suite 5200  
Aurora, CO 80012

RE: Comment Responses for Kings Point South PA 1-4 (#1567816)/Pre-Application Meeting held August 19, 2021

Dear Mr. Gates,

This letter is in response to the City of Aurora's comments dated September 2, 2021. Comment responses are shown in *red*. This application is only intended to account for the site plan and plat for PA 1-4 (the parcel west of E-470). Remaining PA's (east of E-470) will be addressed in a different submittal package. A Master Plan Amendment and pertinent comment responses have been submitted under DA-1628-05, the parcel. As a result, only comments pertaining to the site plan and plat for PA1-4 have been responded to.

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Julie Gamec', is written over a light blue horizontal line.

Julie Gamec  
THK Associates, Inc. | Principal

***Key Issues:***

► **Master Plan and Lot Types:** This project is subject to the King's Point South Master Plan. The King's Point South density standards are consistent with zone districts of R-1 and R-2. The Master Plan states that the intent of the Master Plan is to respect the existing topography on the site. In addition, the Master Plan has specific reference to lot types, which includes small lots and micro lots in both the low density and medium density areas of the Master Plan. Please see Planning comments throughout these notes for detailed information on planning around the terrain, as well as standards surrounding motor courts and micro lots. Planning recommends relocating the motor courts in Phase II so they may be better distributed throughout that planning area in order to comply with the variety of lot size standards and distribution. Planning staff is glad to further discuss and provide feedback as you refine your concept. *Noted. Master Plan has been amended to account for motor courts.*

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► **Traffic Impact Study (TIS):** An update to the Master Traffic Impact Study (MTIS) for the Kings Point development is being planned. If this MTIS does not include Kings Point South, then a subarea MTIS will be required. Once the updated MTIS is approved, COA Traffic Engineering will determine the traffic study requirements for this site. *Traffic impact study is being updated as a part of the Master Plan Amendment. No separate information is being provided until additional information is provided by the City for requirements for this site.*

► **Forestry:** This site is subject to the Black Forest Ordinance. A Tree Protection Plan (TPP) will be required for this site if there are Black Forest trees within its boundaries. Please see forestry comments on page 16 of these notes for more detail. *This submittal is for the parcel of land west of E-470. No trees exist in the area. When the parcel of land east of E-470 is developed, TPP will be accounted for.*

### **Standards and Issues:**

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

##### **1A. Zoning**

The subject property includes both R-1 and R-2 zoning districts.

The purpose of the R-1 district is to promote and preserve safe and attractive low-density, single- family residences. This district is intended to prohibit all commercial activities except for permitted home occupations. The R-1 district is generally comprised of medium to large suburban single- family lots, but development pursuant to a Small Residential Lot option is allowed in Subarea C. Some limited recreational, educational, gardening, and other uses are also permitted, as shown in Table 3.2-1 (Permitted Use Table). The maximum density within R-1 is 3 units per acre. Please identify the unit per acre calculation for the zone district in this site plan. *Overall, the site plan proposes a total of 2.93 DU/Ac. (182 units/62 acres) and meets the density requirements of the approved FDP.*

The purpose of the R-2 district is to promote and preserve various types of medium density housing with adequate amounts of usable common space and amenities. Development pursuant to a Small Residential Lot option is allowed in Subarea C. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. The district generally prohibits commercial activity except for home occupations and typical neighborhood services. Other uses are as shown in Table 3.2-1 (Permitted Use Table). The maximum density within R-2 is 5 units per acre. Please identify the unit per acre calculation for the zone district in this site plan. *Overall, the site plan proposes a total of 2.93 DU/Ac. (182 units/62 acres) and meets the density requirements of the approved FDP.*

##### **1C. Master Plan**

The project is subject to the King's Point South Master Plan. The King's Point South density standards are consistent with the zone districts of R-1 and R-2. The Master Plan states that the intent of the Master Plan is to respect the existing topography on the site. There is discussion in the Master Plan regarding development around the ridgelines, which includes general lot size direction. *Noted.*

The Master Plan has specific reference to lot types, which includes small lots and micro lots in both the low density and medium density areas of the Master Plan. *Noted.*

The plan also includes a Topographic Toolkit which provides direction on the construction of homes on hillsides. The overall emphasis is to work with the contours with berming homes into the topography with walk-out basements, and roadways should route along the contours in this hilly area. *Noted.*

The standards to be used in Kings Point South include these tools for developing on steeper slopes:

1. When slopes across the front of a lot reach 6%, site designs should minimize the negative affects that this condition creates through the following mechanisms:
  - Run streets with contours and step down the hillside. This is the principal tool for dealing with topography where slopes frequently average above 6 percent. Development strategies include routing streets along the contours and taking up grade within the lots and structures through the use of walkout designs.
  - Use of floorplans and adjacent homes which allow more area where side yard drainage swales exist.
  - Absorbing grade across the lot by employing retaining walls, extending siding or masonry architectural elements along a foundation wall, or increasing side yard setbacks.



2. Cul-de-sacs draining downhill should usually be avoided; however, in certain cases such cul-de-sacs should be used where they will decrease the amount of earthwork required. Downhill cul-de-sacs also increase pedestrian connectivity in these conditions by reducing the slope bank at the end of the cul.

### 3. Development Standards

#### 3A. Dimensional Standards

As mentioned above, the intent of the design guidelines for King's Point South is that the development work with the terrain in order to maintain as much of a natural landscape as possible. *Noted.*

The minimum lot size for motor courts is 2,500 square feet, and the minimum width of each lot is 50 feet. Motor courts dwellings abutting a street shall have the front door facing the street. The front setback for homes abutting a street shall be 10 feet from the house and 5 feet for a porch. As the motor courts that are proposed all include 6 dwelling units, at least two guest spaces must be provided. When the sides of rear of motor court groups face streets the use of privacy fences should be minimized to reduce "fence canyon" appearances. *Noted.*

## MOTOR COURTS

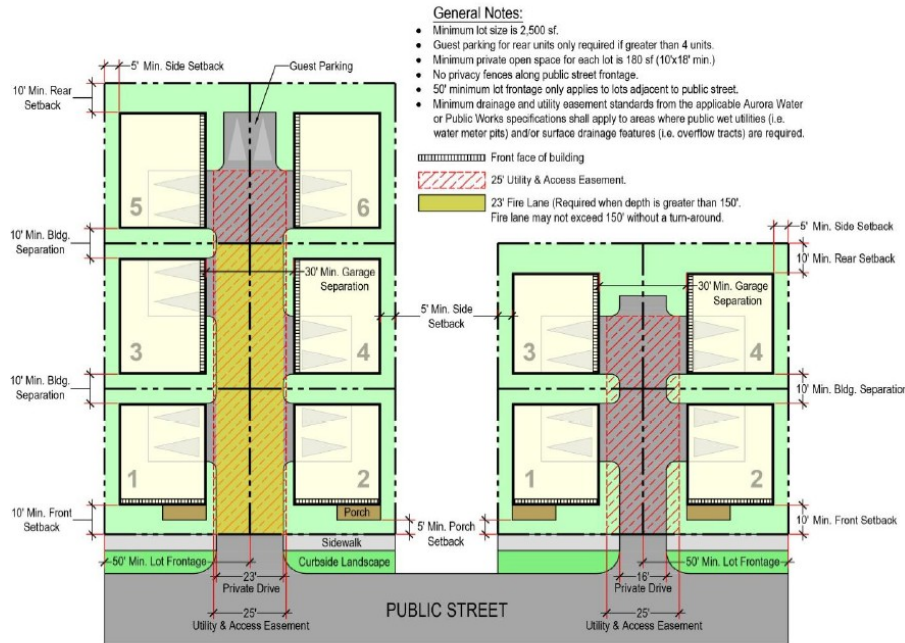


Figure 4.2-3: Motor Courts

### 3B. Subdivision Standards

The backbone for the well-connected system of streets is created through the main loops as required by the Master Plan. The topography aids in the creation of distinct neighborhoods, meeting the standard for distinct neighborhoods as set forth in the Master Plan and the UDO.

*Noted.*

Maximum block lengths are 700 feet. Blocks may be broken up by a street or a 30-foot-wide common space that has a sidewalk connecting one street to another or a street to a trail corridor if applicable. The pedestrian connections identified appear to be less than 30 feet in width and may need to increase in frequency in some areas. *Noted. Pedestrian connections meet or exceed the required 30' width.*

In the R-1 zone district, no more than 25% small lots are permitted, and in the R-2 zone district, no more than 50 percent of the lots may be small lots provided design standards are met. *Noted.*

### 3C. Common Space and Amenities

The Master Plan identifies the expected common open space and amenities. Please ensure that there is a robust trail network throughout the development and measures are taken to minimize vehicular and pedestrian conflicts at access points to common open space, amenities, and the school site. Please refer to the Master Plan for more specific guidance on required amenity programming. *Noted.*

### 3E. Parking, Loading, and Stacking

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. On-street parking may be counted as guest

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parking. *Noted.*

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

Landscape Design Issues, Chad Giron RLA, / [cgiron@auroragov.org](mailto:cgiron@auroragov.org) / 303.739.7185

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the Kings Point South Framework Development Plan (FPD), the Landscape Reference Manual as well as the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents. Landscape requirements within the UDO should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. The Landscape Reference Manual is available on line. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments. *Noted.*

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 submitted with a site plan or redevelopment plan are used by the city to determine compliance with the landscape standards and for code enforcement purposes. *Sheets are Labeled.*

Landscape plans submitted during the Development Application submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set. *Noted.*

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. *Noted.*

Kings Point South Framework Development Plan (FDP) Requirements

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

- a. Arterial streets have a formal (uniform) design with a 26’ median and 10’ detached sidewalks. The symmetrical appearance to include an evenly spaced canopy of deciduous trees. Small pockets of ornamental trees and shrubs to be placed uniformly throughout the landscape buffer. Maples, ~~ashes~~ (no longer permitted) and lindens to be the predominant upper story plant material within ROW and medians. *Noted.*
- b. Collector streets to be designed with an informal landscape theme. The 5’ detached sidewalk extending south, expands into an 8’ with upon reaching the NAC #1. Groves of lindens and ~~ashes~~ (no longer permitted) randomly clustered throughout landscape zone. *Noted. Current sidewalk standards are met.*
- c. Primary entries are formal in nature with large groves of evergreen trees serving as the backdrop to a colorful, manicured landscape. Annuals and perennials serve as the foreground to the entry walls and a formal grove of deciduous trees to be included as a strong entry to the community. *Noted.*
- d. Secondary entrances remain formal in nature. *Noted.*

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

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

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

Per the FDP, provide one deciduous shade tree per 40 linear feet of street frontage along Arterial streets. The formal landscaping includes pockets of ornamental trees planted @ 20' OC. Landscape buffers shall be 20', measured from back edge of 10' detached sidewalk. Two-lane Collector streets shall be an informal planting of deciduous shade trees @ an average of 40' OC. Landscape buffers shall be 20', measured from back edge of 5' detached sidewalk. Refer to [Section 146-1450](#) Additional Requirements for Residential Development (B). *Noted.*

In accordance with the new UDO and other than specified by the FDP, plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide. *Noted.*

##### Section 146-4.7.5 P. Residential Yard

All new single family detached, attached and two-family residential homes shall provide for front and side yard landscaping for corner lot yards visible from public view to meet the water-wise or turf landscape options. Front yard landscape requirements can be found in Table 4.7-3 Residential Yard Landscape Requirements. The table provides a starting point for those lots that are 4,500sf or larger. Smaller lot sizes shall utilize the requirements of this table as much as possible but may need to modify the standards to reflect the lot sizes being proposed. The city does offer developers a \$1,000 tap credit for each home that has a separate meter and participates in the "xeric" front yard landscape requirements. For further information on the xeric tap credit, contact *Tim York* in Aurora Water at 303.326.8819 for the specific landscape requirements. *Noted. Landscape Exhibit provided.*

Landscaping shall be completed prior to the issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1<sup>st</sup> through October 31. *Noted.*

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

All areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for non-public active and passive recreation area and facilities, trails, wildlife habitat or the preservation of view corridors and natural land features shall be landscaped with one tree and ten shrubs per 4,000 square feet. *Noted.*



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

A 25' wide special landscape buffer is required when adjacent to the E-470 Multi-Use Easement. The applicant shall work with the E-470 Authority when developing their site layout to determine whether the buffer may be provided within the multi-use easement or whether it shall be located outside the easement on the applicant's property. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. The E-470 Authority has an approved trail design for this portion of the corridor and the applicant shall coordinate with the Authority and the Parks Department on the type of buffer plant material to be provided. *Noted.*

If any portion of this development is to be phased and that phasing is anticipated to impact the installation of the buffer, the site plan shall provide timing for the installation. Coordination regarding timing shall be discussed with the PROS and Planning departments. *Noted. Phasing plan included in submittal.*

The landscaping within the easement shall include a total number of trees and shrubs equal to 1 tree and 10 shrubs per 30 linear feet and 50% of the required trees shall be evergreen species. Like tree species may be grouped with spacing not less than 25 feet on center for small deciduous trees, 35 feet on center for large deciduous trees and 15 feet on center for evergreen trees. The maximum distance between groups may not exceed 45 feet on center. Planting a single row of trees, the full length of the buffer is discouraged. Shrubs should be massed and planted between tree groups. All required buffer landscaping shall be placed on the outside of any proposed fencing or walls. Berms may be used along the exterior of the site to assist the screening of the site. *Noted.*

Section 146-4.7.5 L. Site Entryways and Intersections

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

Section 146-4.7.3 M. Detention and Water Quality Ponds

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



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

All detention pond facilities shall be approved by the Aurora Public Works Department. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. *Noted.*

### Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan that clearly delineates these areas should be provided. Contact *Timothy York* at 303.739.8819 or [tyork@auroragov.org](mailto:tyork@auroragov.org) regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. *Noted.*

3G. *Building Design Standards* Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

If the application will include specific single-family detached home models, the models will need to follow the styles and level of quality and detail shown in the approved Master Plans. Please note that the Master Plan includes a minimum number of architectural details and features. The minimum number of “menu” details for lots are based on lot size. *Noted. Elevations will be provided with the second submittal.*

Please be aware that code has specific requirements for design variety and durability, and that the building elevations must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2 in order to receive building permits. *Noted.*

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

Notes:

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

### 3H. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. *Noted.*

### 3I. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details.



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Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. *Noted. Signage will be included with the second submittal.*

#### 4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission. *Noted. No adjustments are being proposed.*

#### 5. Submittal Reminders

##### 5A. CAD Data Submittal Standards

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

##### 5B. PDF Requirements

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

##### 5C. Mineral Rights Notification

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

#### ***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. *Noted.*

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

#### ***Community Participation:***

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

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### ***Neighborhood Services Liaison:***

- *Scott Campbell* is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns. *Noted.*
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings. *Noted.*
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website. *Noted.*

### **Oil and Gas Development**

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

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

Should you have any questions about oil and gas development, please reach out to *Jeffrey Moore*, [jsmoore@auroragov.org](mailto:jsmoore@auroragov.org), Manager of the Oil & Gas Division.

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

- All proposed park and open space will need to comply with the land dedication requirements from City Code. *Noted.*
- The provision of the park and open space lands will need to comply with the design criteria and standards presented in our PROS Dedication & Development Criteria Manual. Use this link for specifics: [PROS Dedication and Development Criteria Manual](#). *Noted.*
- For open space, the conceptual lot layout plan seems to show a relatively good distribution and amount of acreage. *Noted.*
- Note regarding open space dedication: PROS is expected to modify the standards and criteria pertaining to the eligibility of floodplain for land dedication. Our Dedication & Development Criteria Manual may be updated by the time you submit your plan, so check with PROS staff before submittal to confirm whether floodplain acreage can count toward the required open space land. *Noted.*

### **Forestry Division**

This site is subject to the Black Forest Ordinance. A Tree Protection Plan (TPP) will be required for this site if there are Black Forest trees within its boundaries. *Noted. No trees are within PA 1-4.*

### **Aurora Water**

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

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**Key Issues:**

- ▶ Individual water and sanitary sewer lines required for single family homes.

*Noted.*

- ▶ Meters to be located in a landscaped area.

*Noted. Motor courts will utilize banked meter pits per COA detail.*

- ▶ Minimum 26 ft utility easement for water and sanitary sewer mains in a private road.

*Noted.*

- ▶ Coordinate with E-470 for any utilities located in the Multi-Use easement.

*Noted.*

- ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger.

*Noted.*

**Utility Services Available:**

- ☐ Water service may be provided from: per approved Master Utility Study.

*Noted.*

- ☐ Sanitary sewer service may be provided from: per approved Master Utility Study.

*Noted.*

**Utility Service Requirements:**

- ☐ A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- All utility connections in the arterial roadway are required to be bores.

*Noted.*

- ☐ 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).

*Noted.*

**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.

*Noted.*

- ☐ 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.

*Noted.*

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

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*Noted.*

- ☐ 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.

*Noted.*

## **Public Works Department**

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

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

- ▶ An update to the Master Traffic Impact Study (MTIS) for the Kings Point development is being planned. If MTIS does not include Kings Point South, then a subarea MTIS will be required. Once the update MTIS is approved COA Traffic Engineering will determine the traffic study requirements for the site. See below for more information. *Noted.*
- ▶ Traffic signal escrow may apply pending review of the Traffic Study. *Noted.*
- ▶ Internal intersections shall be spaced a minimum of 300' from adjacent arterials (CL to CL), in this case Aurora Parkway. *Noted.*
  - ▶ Confirm that the intersection east of the proposed bridge of Aurora Parkway across E-470 allows for sufficient vertical sight distance. *Confirmed.*
  - ▶ 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
      - Conduit material shall be Schedule 80 HDPE (or similar).
      - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
      - A nylon pull tape with a minimum 1,250 lb. tensile strength shall be installed in all new conduit.
    - Pull Box
      - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
      - City conduit shall be installed into City Pull Boxes.

- ☐ Show all adjacent and opposing access points on the Site Plan.
- ☐ Label the access movements on the Site Plan. *Noted.*
- ☐ 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](#). *Noted.*

**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'**  
*Noted.*

- ☐ 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

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the following note to the Site Plan: *Noted.*

- 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.

*Note added to sheet GN-1.*

- ☐ Homes and drives are allowed to front on collector streets street if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the *Roadway Design & Construction Specifications*, October 2016 edition. *Noted.*
- ☐ Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the *Roadway Design & Construction Specifications*, October 2016 edition. *Noted.*

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

- ☐ Designate a Public Access Easement along all private streets.  
*Noted.*
- ☐ A traffic signal easement shall be required at multiple intersections identified and warranted in the Traffic Study to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

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

- ☐ Multiple intersections are potential candidates for a future traffic signal as determined by the Traffic Study, if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - **(Applicant/owner name, address, phone)** shall be responsible for payment of 50%/100% of the traffic signalization costs for the intersection of \_\_\_\_\_ and \_\_\_\_\_, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

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### **Traffic Impact Study:**

- An update to the Master Traffic Impact Study (MTIS) for the Kings Point development is being planned. If MTIS does not include Kings Point South, then a subarea MTIS will be required. Once the update MTIS is approved COA Traffic Engineering will determine the traffic study requirements for the site. The Traffic Study requirements that will be required for each of the Filings would include some and/or all of the following items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
    - a) The city can provide some historic count data, but the city has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Steve Gomez on this item.
    - b) Trip Generation from the site
    - c) Site Circulation Plan
  - 2) Include detailed analysis of:
    - a) All site access points
    - b) Intersection of Aurora Pkwy at Kings Point Way
    - c) Key intersections in the vicinity of the site
    - d) Interior intersection control
  - 3) Signal Warrant Analyses of potential signalized intersections as identified in the MTIS– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
  - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
  - 5) Analysis of pedestrian connectivity.
  - 6) 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 RFB), 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](#).

#### *Submitting the Traffic Study:*

- The Traffic Study shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

- 1) Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.

### **Engineering Division**

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



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from the Planning Department.

**Key Issues:**

- ▶ The master engineering documents shall be updated. This includes the Public Improvement Plan (PIP) and master drainage study. The PIP requires a narrative description of the improvements required for each planning area to develop independently. Exhibits shall be included to support the narrative discussion. Offsite improvements as well as the utilities and drainage requirements shall be included.  
*Master report amendments were submitted to COA in March 2022. We will continue to work with COA until Master report amendments are approved.*
- ▶ All internal roadways shall meet City of Aurora standards to be considered public streets. Motor courts shall be private. *Noted.*
- ▶ The master documents shall have no substantial comments remaining prior to the submittal of any subsequent site plan. *Noted.*
- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.  
*Noted. Coordination with MHFD is ongoing and will continue as needed.*
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the updated master drainage study. *Noted. PDR will be included with Site Plan submittal.*
- ▶ 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. *Noted, thank you.*

**Information provided below applies more to site plan submittals 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.  
*Noted.*
- 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.  
*Noted.*
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.  
*Noted.*
- 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.  
*Noted.*
- 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.  
*Noted.*

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- ☐ Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

*Noted.*

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

*Noted.*

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

*Noted.*

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

*Noted.*

- ☐ Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

*Noted.*

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

- ☐ ROW dedication is required for public streets.

*Noted.*

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

*Noted.*

- ☐ Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

- Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

*Noted.*

***Drainage:***

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

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- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.  
*Noted.*
  - The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.  
*Noted. Coordination with MHFD will be included from the drainage channel at the southeast corner of the site*
  - Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.  
*Noted.*
  - Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.  
*Noted.*
  - Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.  
*Noted.*
  - Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.  
*Noted. Sidewalk chases will be utilized as needed.*
  - For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.  
*Noted.*
  - Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
*Noted.*
  - Storm sewer system does not extend to this site.

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

*Noted.*

- This site is located within the Cherry Creek drainage basin and storm drainage water quality enhancement facilities are required as part of this site development. These are land intensive facilities and should be incorporated into the landscaping area of your site or some other public use facility on your site.

*Noted.*

### **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.*

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

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

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

### **Addressing Requirements:**

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

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

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

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- Show any new lot lines and distance to proposed exterior walls on the site plan.

*Noted.*

### **Civil Plans:**

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

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)

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- ☐ [Handicap Accessible Parking Signs](#)
  - ☐ [Sign Package](#)
  - ☐ [Signature Block](#)
  - ☐ [Street Standards and Street Section Details](#)

*Noted.*

**Fire Department Access:**

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

- ☐ [Fire Lane Easement](#)
  - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.

*Noted.*

- Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

*Noted.*

**Fire Hydrants:**

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

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

*Noted.*

**Fire Sprinkled Structures:**

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

**General Comments:**

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

*Noted.*

**Accessibility Requirements:**

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

- ☐ [Residential](#)
- ☐ The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing

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how the residents will access their mailbox, how the postal service will load the mail boxes, along with curb ramp and sidewalks abutting the mail kiosks.

*Noted.*

**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.

*Noted.*

**Phasing Plans:**

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

*Noted.*

**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](#)
- ☐ [\(Plat Note\) If Plat Contains an Emergency Access Easement](#)
- ☐ [\(Site Plan Note\) Addressing](#)
- ☐ [\(Site Plan Note\) Americans with Disabilities Act](#)
- ☐ [\(Site Plan Note\) Emergency Ingress and Egress](#)
- ☐ [\(Site Plan Note\) Fire Lane Easements](#)
- ☐ [\(Site Plan Note\) Fire Lane Signs](#)

*Noted.*

**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.

*Noted.*

**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 has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- ☐ [Access to within 150 feet of Each Structure](#)
- ☐ [Access Road Width with a Hydrant](#)
- ☐ [Fire Apparatus Access Road Specifications](#)
- ☐ [Combined Fire Lane, Public Access and Utility Easements](#)
- ☐ [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- ☐ [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](#)
- ☐ [No Parking is allowed within a Fire Lane Easement](#)
- ☐ [Private Streets Constructed to Public Street Standards](#)



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- ☐ [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](#)

*Noted.*

#### **Trash Enclosure:**

Per the 2015 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.

*Noted.*

#### **Real Property Division**

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

#### **Subdivision Plats:**

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

*Noted. Plat will be included with Site Plan submittal.*

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

*Noted.*

#### **Site Plans:**

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

*Noted.*

#### **Separate Documents:**

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

*Thank you for the information. These items will be included as needed.*

- **Offsite easement dedications** may be required to make your project work. It's up to

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the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

*Noted.*

- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

*Noted.*

- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Real Property will record the Site Plan.

*Noted.*

- No portion of any roofed structure may encroach into any easement. However, you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, monument signs, 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.

*Noted.*

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

*Noted.*