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Pre-App Comment Responses

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

July 25, 2017
Re: Dick's Sporting Goods #1343
The Southlands
Aurora, Colorado

Job #: HA# 15865
From: Aaron Blue

To whom it may concern,

The following are responses to the Pre-Application Meeting Comments dated July 7, 2017.

1. **Zoning and Land Use Issues:**

1A. *Southlands Framework Development Plan*

The proposed site is located in "The Walk" Planning Area of the Southlands FDP and retail use is permitted by the FDP and Zoning Code as a commercial/retail use. The Southlands FDP requires additional architectural and design standards above the E-470 RAC zone district requirements. These standards will be detailed in the comments below. Note that an approval letter from the Southlands Architectural Review Committee must be obtained and provided with your first submission.

- **Response:** The proposed additions and site modifications closely mimic the current building as required by the Southlands FDP. Included within this submittal package is an approval letter from the Southlands Architectural Review Committee.

2. **Traffic and Street Layout Issues:**

2A. *Public and Private Streets*

All proposed streets, whether public or private, need to be labeled according to our street standard ordinance, Chapter [126-1](#) and [126-36](#) of the City Code.

- **Response:** The streets have been labeled on the site plan per the city standard.

3. **Environmental Issues:**

3A. *Airport Influence District*

The city has a copy of the required aviation easement for this property on file.

- **Response:** No action taken.



4. Site Design Issues:

4A. Setbacks

The site plan amendment will need to show dimensions for setbacks from the property line to the building edges. The Southlands FDP requires a 10' front and rear setback minimum and does not require a side yard setback between buildings.

- **Response:** The setbacks have been indicated in the proposed site plan.

4B. Pedestrian Circulation and Linkages to Off-Site Trails and Open Space

Per [Section 146-1107](#) of the Zoning Code, "All sidewalks and pedestrian walkways shall be aligned and connected with those on public rights-of-way." As required by the Southlands FDP, there is a secondary, pedestrian walkway connection that is designated between 6305 South Main Street and 6295 S Main Street. Our previous discussions had determined that the proposed 8 foot distance would be acceptable for a secondary pedestrian walkway to move pedestrians from Main Street to the parking lot and building frontage. The connectivity of this walkway and your site will still provide pedestrians access to the overall walkway system for the Southlands Shopping Center. Any pedestrian scale enhancements such as lighting will help to maintain that space as a walkway and prevent it from appearing like an alley access along Main Street.

- **Response:** We have proceeded with the 8ft pedestrian passageway between the proposed DSG side addition and the adjacent tenant building. We have proposed the use of building lighting and will also be providing overhead lighting that resembles the current overhead lighting at a higher density to promote use of the passageway.

4C. Parking

On-site parking is required by [Section 1504](#) of the Zoning Code. Based on the information that you have provided, no additional parking is required for the site as the existing parking lot will provide adequate parking for your use. The entire existing parking lot to the west serves this building and the building to the north. There is a shared parking agreement between the two buildings, which will also contribute to your total parking count. Your site data table should include the shared parking count and contain a calculation based on the schedule of shared parking table found in [Section 146-1504](#). Bicycle parking will also need to be provided based on the number of required parking spaces for your use. Please show the location of the bicycle parking area on the Site Plan and note that there is a specific bicycle rack product that must be used per the Southlands FDP (Table 3 – Site Amenities). Bicycle parking should be well-lit and separated from vehicular drives and parking lots by a minimum of three feet or by some physical barrier.

- **Response:** We have provided bike parking at the northwest side (front) adjacent to the entrance in front of a display window. The bike rack will be the same make and model located throughout the Southlands shopping center.



4D. Site Lighting

The original Southlands CSP, Filing Number 11 Phase C with Waiver a photometric plan. Any changes to the photometric plan should be reflected in your submittals. The light fixture design plan should reflect the Southlands FDP design standards in Table 3 for lighting and light fixtures. Show typical details of lighting on the plan and/or building elevations. There was a waiver associated with the Southlands CSP, Filing Number 11 Phase C that allows 18 feet high light poles on Main Street, when a maximum height of 12 feet is allowed.

- **Response:** One existing light pole is being relocated and reused within a relocated landscape island. All other site lighting is existing to remain.

5. Landscape Design Issues:

A. General Landscape Plan Comments. Prepare your landscape plans in accordance with the requirements found in the Southlands Framework Development Plan (FDP), the Southlands Tree Master Plan, as well as [Article 14 Landscape Ordinance](#) and the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments such as street frontage, parking lot landscaping etc.

- **Response:** Please see attached landscape plans with required charts.
- **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.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be 24” x 36” 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.

- **Response:** “NOT FOR CONSTRUCTION” label has been included on landscape plan.
- It not clear based upon the sketch plan provided if the applicant intends on replacing the sidewalk and associated landscaping that has been provided along the west side of the existing building. The applicant shall replace the sidewalk and landscaping in a similar layout so as to maintain the required building perimeter landscaping and pedestrian connectivity that exists today.
- **Response:** Please see landscape plan for new plantings – similar layout provided.



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B. Southlands Tree Master Plan

A street tree master plan was prepared in concert with the Southlands FDP that identifies where street trees are to be installed and the species to be installed on each street. This should be referenced when the parking area on the west is redesigned. The installation of the parking lot trees should be addressed as part of this application. Whether the installation is completed by the applicant or done by the Metro District for Southlands, the landscape plans for this application should address the issue. If they become the responsibility of the metro district, the trees shall be indicated to be installed by others.

The applicant should consider the tree species that has already been planted within parking lot to continue the theme and existing aesthetic look. While Ash trees have been identified within the Tree Master Plan, the city prohibits the installation of Ash trees due to the impending arrival of the emerald ash borer.

- **Response:** Please see landscaping plan for new plantings – ash trees to be removed and replaced with appropriate shade trees.

C. Article 14 Landscape Ordinance Requirements

The following bullet points are not necessarily and all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements

- **Parking Lot Landscaping and Screening.** A number of trees will be removed/impacted by the proposed redesign of the entrance and parking area to the west or rear of the building. The interior of all parking lots shall be landscaped and the ends of all parking rows shall be terminated by a landscaped island. Not unlike the existing conditions now. Islands that are 9' by 36' or double islands shall be landscaped with two trees and 12 shrubs and/or ornamental grasses.

If the existing perimeter parking lot landscaping along S. Southlands Parkway is impacted, the applicant shall be responsible for replacing the plant material so that the screening of the parking area is maintained. All visible parking lot perimeters shall be screened with one or a combination of methods shown in [Section 146-1440](#). If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum of height of 3 feet at maturity and 50% must be deciduous flowering shrubs. Refer to [Section 146-1509](#) Parking Area Design. A continuation of the existing plant material would be preferred to maintain consistency of the landscape aesthetic. This also includes the replacement of the enhanced landscaping that is required at all site entrances. See the existing landscape image below.

- **Response:** Please see landscape plan for new planting – parking lot screen continued as currently planted. Corner enhanced landscape replanted based on the existing plants but rearranged to keep below sight triangles.



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- **Building Perimeter Landscaping.** Building perimeter landscaping shall be provided for those elevations that face public rights-of-way, residential neighborhoods, public open space, or have an entrance door. Building perimeter landscaping for the west or rear side of the existing building appears to be met with the landscape beds as shown below. Due to the proposed building addition, this landscape will be removed, however, the applicant shall replace the building perimeter landscaping that had been provided to meet code requirements.



Landscape at a minimum each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five gallon shrubs, or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to [Section 146-1451 \(D\)](#) Additional Requirements for Non-Residential Development.



Parking lot landscaped islands provided within 20' of the building, may be used to satisfy the building perimeter landscape requirements. This technique was utilized for the current building as demonstrated in the image above.

- **Response:** Please see landscape plan for new planting surrounding the building. The current bed along the street is extended, the planter in front of the building is replaced with larger bed. All end islands in the parking lot are to be replanted.
- **Service Areas and Trash Enclosures.** *Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to [Section 146-1433](#), Service Areas and Trash Enclosures.*
- **Response:** Service and trash areas are not being disturbed as part of the submittal.
- **Irrigation.** *Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 739-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.*
- **Response:** Irrigation system currently exists and will be modified based on revised landscape plan. No new permit is required.

6. **Architectural and Urban Design:**

6A. Design Standards

[Section 146-405\(F\)\(8\)](#) of the Zoning Code establishes the approval criteria for building architecture and urban design. Building elevations will need to be included in your site plan; the elevations should call out dimensions, exterior finishes and color schemes. We will ask for color and material samples with the initial submittal. In general, "high quality of design" usually means that architectural details should be continued on all four sides of all buildings open to view.

Sites within the Southlands Shopping Center shall be of high quality and create a distinct sense of place. Therefore, buildings must introduce a rich mixture of building articulation, high-quality building materials and detailing on all façades, with primary emphasis to the front (parking lot) and rear (Main Street) entries. Architectural details shall be continued on all four sides of the building to prevent the back of house appearance. Incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs and changes in parapet heights to improve the façade and create an inviting and attractive street presence for pedestrians walking through and around the shopping center. Emphasis should be placed on ground floor design that activates the street. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic.



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Consider using changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. In supporting this intent, the Southlands FDP contains building architecture standards in Table 4. This section requires sixty percent of the net building area to be surfaced in brick, architectural case stone or “renaissance” masonry. Additionally, the following materials are prohibited per the Southlands FDP: horizontal siding, tilt-up concrete panels, T-111 siding, illuminated synthetic awnings, painted or smooth concrete block, stucco as a base material area, and integral concrete masonry units. The Southlands FDP also contains a required materials list for any roofing, stone, rick and other materials. All design elements must be approved by the Southlands Architectural Review Committee.

- **Response:** Design standards following the Southlands FDP have been followed. The basis of design was to closely mimic the existing building architecture and materials for the additions. The existing portions of the building are to remain unaltered. Attached within this Site Plan Amendment package is an approval letter from the Southlands Architectural Review Committee.

6B. Screening of Roof Top Mechanicals.

Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. Code section [146-1300](#) states the requirements that all such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall or a freestanding screen. In either case, the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click [here](#) for the specific note).

- **Response:** Dashed lines and notes have been provided on the Building Elevations (A6.0a & A6.0b) to show compliance with the requirement for screening of roof top equipment. All roof top equipment is screened by the building parapets.

7. **Signage:**

The Southlands FDP contains sign criteria that should be adhered to as well as Article 16 of the Zoning Code. Refer to the Tenant Sign Design Criteria for Town Center in the Southlands FDP for requirements on sign type and sign area. Based on the information that you provided in your proposed site plan, you will be allowed 120 square feet of signage for primary wall signs and 100 square feet for secondary wall signs. The total allowable sign area shall not exceed 600 square feet for all sign types. For any sign, provide the location and type on the proposed site plan.

- **Response:** The Town Center Tenant Sign Design Criteria in the Southlands FDP has been followed in the proposed.

8. **Waivers:**

From the material you submitted, staff is unable to determine if waivers of development standards are involved. If you decide to request any waivers, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in [Section 405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.



- **Response:** No waivers are requested at this time.

9. **Mineral Rights Notification Requirements:**

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal.

- **Response:** Mineral Rights Affidavit has been attached within this submittal package.

10. **New CAD Standards:**

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 is 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: <http://tinyurl.com/CADSubmittalStd>.

- **Response:** Site Plan CAD file has been attached within this submittal package.

Parks, Recreation & Open Space Department (PROS)

Forestry Division

There are a several trees on this property, particularly in the parking lot and front of the building, which could potentially be impacted by development.

Tree Mitigation Requirements:

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

- **Response:** Please see attached landscape plan for compliance.

Forestry's Role in Site Plan Review:

- When the site plan is submitted, please show and label all existing trees on the Landscape Plan and indicate which existing trees will be preserved or removed. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.
 - **Response:** Please see attached landscape plan.



- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [Parks, Recreation & Open Space Dedication and Development Criteria manual](#).

Ash Trees Prohibited:

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

- **Response:** Acknowledged.

Aurora Water

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

Key Issues:

- ▶ The proposed expansion will require the relocation of the 8" water line, and new hydrant located within a new utility easement (16' for new water line, 10' pocket easement for new hydrant). The existing easement can be released once the new one is dedicated.
 - **Response:** The plans show a new location for the proposed water line and a new proposed easement.
- ▶ A fixture unit table will be required to determine the size of the water meter.
 - ▶ Existing sanitary service line located under the proposed new foundation will be required to be schedule 40 pipe.
 - **Response:** Acknowledged

Utility Services Available:

- Water service may be provided from the existing service.
 - **Response:** Acknowledged
- Sanitary sewer service may be provided from the existing service.
 - **Response:** Acknowledged



- The project is located on Map Page 23U

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
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
 - **Response:** A Utility Plan has been submitted with the Site Plan Submittal that shows all utilities proposed and existing for the site.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure \(Utility Manual\)](#).
 - **Response:** Acknowledged.

Public Works Department

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

Key Issues:

- ▶ Median modifications are necessary along Southlands Parkway in order to accommodate the new location of the access drive.
 - **Response:** Acknowledged. The Plans show the revised location of the island.
- ▶ Staff has some concerns regarding the sight distance for drivers leaving your site SB, looking to the west, as the vegetation in the median can potentially obstruct sight lines. Please ensure that this median vegetation is maintained in order to promote safe traffic operations.
 - **Response:** Acknowledged
- Show all adjacent and opposing access points on the Site Plan.
 - **Response:** Acknowledged. The plans show the access points in the vicinity of the project.
- Label the access movements on the Site Plan.
- Designate the 30-foot sight triangles at all access points and intersections. Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight



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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](#).

- **Response:** Acknowledged. The site triangles have been added to the site plan.

[Add a note to the landscape plans regarding compliance with COA Roadway Specifications, Section 4.04.2.10](#)

- 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. 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.
- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.
 - **Response:** Acknowledged

Engineering Division

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

Improvements:

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

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9.
 - **Response:** Acknowledged. Curb ramps have been added to the plans.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.
 - **Response:** Acknowledged.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

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.
 - Utility easements shall be required the proposed water/sanitary sewer/public storm sewer.
 - Public access/fire lane easement shall be required.
 - **Response:** Acknowledged



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Drainage:

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

- *A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and the imperviousness will not change from the approved drainage study covering this development. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the letter.*
 - **Response:** A Drainage Conformance Letter has been submitted with the plans.

- *Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.*
 - **Response:** Acknowledged

- *Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.*
 - **Response:** Acknowledged

Fire/Life Safety Comments - Building Division

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

Addressing Requirements:

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

- **Response:** Acknowledged

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](#).

- **Response:** 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.

- [Fire Lane Sign Detail](#)
 - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
 - **Response: Acknowledged**

Emergency Responder Radio Coverage:

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

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

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](#)
 - **Response: Acknowledged**

Fire Hydrants:

- The fire hydrant currently located near the southwest corner of the structure will need to be relocated to a position on the west side of the new fire lane and S. Southlands Parkway.
 - **Response: Acknowledged. The hydrant has been relocated on the plans.**



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Fire Sprinkled Structures:

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

- **Response:** Acknowledged

Handicap Accessibility Requirements:

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

- Commercial

- **Response:** Acknowledged. ADA access has been provided.

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- **Response:** Acknowledged

Knox Hardware:

- The existing Knox Box located on the west side of the structure will need to be relocated to the new additions front main entry door.

- **Response:** 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.

- **Response:** Acknowledged

Loading and Unloading Areas:

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

- **Response:** Acknowledged



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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) 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 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.

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 has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department
- [Access to within 150 feet of Each Structure](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

- **Response:** Acknowledged

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.

- **Response:** Service and Trash is existing to remain.



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Pre-App Comment Responses

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.

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 [Site Plan Checklist](#).

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County.
 - **Response:** [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 that may 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](#)
 - **Response:** [Acknowledged](#)

- Since 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 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
 - **Response:** [Acknowledged](#)

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
 - **Response:** [Acknowledged](#)



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- 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 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.
 - **Response:** Acknowledged

If you have any questions, please do not hesitate to let me know.

Sincerely,

HERSCHMAN ARCHITECTS, INC.

L. Aaron Blue