

The following are responses to the City of Aurora's STEP I – PLANNING PHASE comments dated March 18, 2021 following the Pre-Application meeting held March 11, 2021. Responses are provided in red.

### Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### *Key Issues:*

- ▶ Advisory Site Plan required
- ▶ Include a detailed Operations Plan
- ▶ The site is subject to Neighborhood Protection Standards
- ▶ Please address circulation issues to and through the site
- ▶ Compliance with The Aurora Highlands Master Plan

**Comments noted.**

#### *Project Overview:*

- Zoning: R-2
  
- Character Area: Subarea C
  
- Proposed Use: Public School
  
- Permitted Use: Yes

#### *Type of Application:*

- Advisory Site Plan (Subarea C)

#### *Procedures:*

Per the Public-School Development Process Agreement (MOU), the project will require advisory review of the Site Plan at a Study Session before the Planning and Zoning Commission. The application will be reviewed in a Schedule One, 6 – 7-week timeframe from Site Development Plan to Planning Commission Study Session review and will be processed electronically through our development review website, found in the links below.

#### *Important Links:*

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

**The School District will review the City of Aurora's design standards and attempt to follow standards when they are not in conflict with the School District's project goals. Where conflicts exist, School District standards will govern.**

**Standards and Issues:**

**1. Zoning and Placetype**

*1A. Zoning*

This property is zoned R-2 (Medium Density Residential), within Character Subarea C, which promotes and preserves various types of medium density housing with adequate amounts of usable common space and amenities. 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. Schools are a permitted use in the R-2 zoning district.

**Comment noted.**

*1B. Placetype*

The Aurora Places Comprehensive Plan designates this area as Emerging Neighborhood placetype. An Emerging Neighborhood placetype is characterized by newer, largely residential community in previously undeveloped areas. This placetype is intended to provide complete neighborhoods with mixed residential housing types, pedestrian and bicycle infrastructure, making it walkable and well- connected throughout the community and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood.

**Comment noted.**

*1C. Master Plan*

The proposed development is located within Village 4 and is identified as Planning Area 16 of The Aurora Highlands Master Plan. Please reference the Master Plan for Urban Design, Landscape and Architectural Standards.

**The School District will review The Aurora Highlands design standards and attempt to follow standards when they are not in conflict with the School District's project goals. Where conflicts exist, School District standards will govern.**

*1D. Operations Plan*

When you submit, include a detailed operations plan with your cover letter. At a minimum it should address the projected number of students, faculty, school hours, number of classrooms, how pedestrian and vehicular circulation function, drop-off areas, and any phasing.

**An operations plan was submitted to the City prior to the Pre-Application meeting.**

**2. Land Use**

2A. Schools are a permitted use in the R-2 district. Please show all proposed buildings and improvements and include any proposed phasing. Temporary classrooms are shown on the proposed site plan. Please identify whether they will be provided immediately or in the future. If the portables are proposed in the future, please clarify what the interim condition will be (such as grass, concrete, etc.).

**Proposed buildings are shown on the site plan. Temporary classroom buildings are not anticipated at this time; should they be needed in the future they would replace turf areas.**

**3. Development Standards**

*3A. Building Setbacks and Orientation*

Minimum building setbacks for a non-residential use in the R-2 district are outlined in Section-146- 4, Table 146-4.2-2. The setbacks are as follows:

- Front Setback: 20 ft
- Side Interior Setback: 5 ft
- Site Setback Abutting Collector Street: 20 ft
- Rear Setback: 20 ft
- Maximum Building Height: 38 ft

**Comment noted.**

### 3B. *Neighborhood Protection Standards*

The maximum height of any portion of a primary structure shall not exceed 38 feet, and the maximum height of any accessory structure shall not exceed 24 feet. The maximum height of any exterior pole mounted light or building-mounted light shall not exceed 15 feet. All exterior lighting fixtures shall be turned off between 11:00 pm and 7:00 am unless necessary to illuminate entrances, parking lots, or walkways for public safety.

**Comment noted.**

### 3C. *Traffic and Vehicular Circulation*

Identify internal vehicle circulation patterns and include labels to identify the users of the different parking areas, for example, teachers and staff park in the bus loop vs. parents park in the drop-off loop. Staff supports the proposed plan that separates the bus circulation from the parent drop-off. Additionally, Public Works recommends Fultondale should be constructed to the school's northern property line. Planning supports this recommendation.

**Circulation and labels are identified on the Landscape Plan.**

### 3D. *Access and Connectivity*

Pedestrian access should be provided into and around the property and to the shared playfield and neighborhood park. Accessible routes are required between parking areas, buildings and to the public right-of-way. Identify on-site sidewalks, as well as the location(s) of pedestrian crosswalks for children walking to the school. Please include an explanation about where children go when dropped off by a bus or parent in your cover letter.

**Comment noted.**

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

Based on the proposal for a P-8 school, the required parking is 1 space per classroom, plus 1 space per 10 seating capacity in the largest assembly area. Please include the seating capacity of the largest assembly space with your submittal so we can accurately calculate the required parking for the site. Accessible parking spaces shall be provided at a ratio of 1 space per 25 required parking spaces.

Section 146-4.6.5 details the 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.

In addition to vehicle parking, the development is required to provide 20 bicycle parking spaces. Please update the Site Plan to meet the requirement. We also encourage bicycle parking on the south side of the site to accommodate cyclists from the homes to the south. Bicycle spaces must comply with Section 146-4.6.3. F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted "U" rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

**Comment noted.**

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

#### General Landscape Plan Comments

According to the school agreement with the City of Aurora, public schools are exempt from the city's landscape requirements, however we ask that you consider the implementation of the following in an effort to be more environmentally responsible and to blend the new school building into the existing surrounding community.

Prepare your landscape plans in accordance with The Aurora Highlands Master Plan, the Landscape Reference Manual, and the landscape standards within the Unified Development Ordinance. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

#### Landscape Plan Preparation

Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape

architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

**Comment noted.**

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

**Per the Development Process Agreement, the Landscape Plan is a general plan of locations and concepts. No tables will be provided.**

#### 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.

**Comment noted: sight triangles are provided at intersections.**

#### The Aurora Highlands Master Plan

Reference the requirements included in the Master Plan Landscape Design Standards. The landscape plans should also be prepared in compliance with UDO Section 146-4.7 and address, at a minimum, the installation of street trees, street frontage buffers or urban design standards, entry monumentation, detention and water quality.

**Comment noted.**

#### Section 146-4.7 (Landscape, Water Conservation, Stormwater Management Requirements)

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

#### Section 146-4.7.5 C. (Curbside Landscaping)

The part of the site adjacent to 42<sup>nd</sup> Avenue is included in The Aurora Highlands Infrastructure Site Plans No. 1 (ISP). The curbside landscape shall be installed per the ISP landscape plans. Although Fultondale Street is included in the Highland Green Neighborhood Park Site Plan, the curbside landscape design and installation is the responsibility of the school. The City has an expectation that the curbside landscape will be provided. Please coordinate with the master developer to clarify who will be responsible for the installation and maintenance.

**Comment noted. Curbside landscape is by Developer and will be reflected on Landscape Plan once it is provided by Developer team.**

#### Section 146-4.7.5 D. (Street Frontage Landscape Buffers)

Provide a 10' wide landscape street frontage buffer along E. 42<sup>nd</sup> Avenue and Fultondale Street. All buffers are measured inward from the back of walk. Landscape with one tree and 10 shrubs per 40 linear feet of buffer length. The buffers may be reduced when landscape incentive features are implemented in accordance with Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions) depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or the like.

**The landscape design shown on the Landscape Plan conforms with School District landscape standards.**

#### Section 146-4.7.5. E. (Non-Street Perimeter Buffers)

A 25' wide non-street perimeter buffer is required along the western property boundary adjacent to the

residential lots. Buffers shall be provided in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. Buffer widths may be reduced with the installation of specific landscape incentive features. Provide one tree and five shrubs per 40' LF. At least 30% of the tree species shall be evergreen.

**The landscape design shown on the Landscape Plan conforms with School District landscape standards.**

Section 146-4.7.5 K. (Parking Lot Landscaping)

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

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four-foot tall in combination with landscaping.

Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.

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

**Although APS agrees with the need to screen parking lots in principle, the design follows the APS standard used district-wide.**

Section 146-4.8.5 J. (Building Perimeter Landscaping)

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

**The landscape design shown on the Landscape Plan conforms with School District landscape standards.**

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 may be integrated with any proposed signage.

**The landscape design shown on the Landscape Plan conforms with School District landscape standards.**

Section 146-4.7.8 (Screening of Service Areas and Equipment)

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

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties. Service areas visible from streets shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

**Dumpsters will be located in the Maintenance/Utility Yard far from street or residence visibility; landscape is proposed on the west side.**

Section 146-4.7.3 M. (Detention and Water Quality Ponds)

To meet water quality objectives, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, property owners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



Porous Pavement



Vegetative Swale



Rain Garden

Applicants may propose their own BMP's or work Aurora Water/Public Works. Aurora Water has a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora" that may be helpful. To obtain a copy, please contact *Vern Adam* at [vadam@auroragov.org](mailto:vadam@auroragov.org). The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot/landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

**Full Spectrum Detention including water quality will be provided per Urban Drainage Standards by the off-site regional detention facility as provided by the Developer.**

Section 146-4.7.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact *Timothy York* at 303.326.8819

regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Comment noted. Irrigation will be provided, and design team will coordinate with APS standards.**

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.

This site is within the Aurora Highlands Master Plan area and therefore subject to architecture and urban design standards. Reference the standards in Tab 10 and Tab 12 of the Aurora Highlands Master Plan.

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

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<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>						
Façade 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.

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

**Acknowledged. Design team has coordinated with APS standards.**

### 3H. *Screen Rooftop Equipment*

All rooftop mechanical equipment shall be screened from view from a point four feet above grade level on each property line with an abutting property, and from a point four feet above grade from each sidewalk on the far side of each adjacent street, or if there is no sidewalk then from a point five feet above grade at the curb line on the far side of each adjacent street. Appropriate methods for rooftop screening include a freestanding screen wall, extended parapet wall, or other similar technique (Section 146-4.8.11.A).

**Air handlers will be located in the crawlspace. Parapets will screen smaller equipment on the roof, such as exhaust fans.**

### 3I. *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. Please include a photometric plan showing any proposed freestanding and/or building mounted lights and include details. The site is subject to the Lighting Standards outlined in the Aurora Highlands Master Plan. More details on the Lighting Standards can be found Tab 10 of the Aurora Highlands Master Plan.

**The School District will review The Aurora Highlands design standards and attempt to follow standards when they are not in conflict with the School District's project goals. Where conflicts exist, School District standards will govern. Parking lot and site lighting are shown on the Landscape Plan; a photometric plan will not be provided as per the Development Process Agreement.**

### 3J. *Fencing*

Identify all proposed fences and locations on the Site Plan and landscape plans and include details for each fence type. Fences adjacent to open space shall meet the open space fence standards. Proposed fencing and walls should also be consistent with the Master Plan Urban Design Standards.

**Fencing at the school site is limited to internal areas where pedestrian safety is a concern. APS standard is a wood split rail fence.**

### 3K. *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 (Section 146-4.8.11.C). You are encouraged to adequately screen the service area on the west side of the building. Screening can be accomplished with screen walls and/or landscape.

**Dumpsters will be located in the Maintenance/Utility Yard far from street or residence visibility; landscape is proposed on the west side.**

### 3L. *Signs*

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. This site is subject to the Signage Standards outline in the Aurora Highlands Master Plan. The Aurora Highlands Master Plan has adopted a standardized type face, logo, and a series of thematic colors for use in all project identification signs. Signs may be one of a family of styles to give a consistent appearance with a unique twist. More details on the Signage Standards can be found on tab 10, page 17 of the Master Plan

**Because signage is a zoning requirement, the School District is exempt; however, the School District will review The Aurora Highlands design standards and attempt to follow standards when they are not in conflict with the School District's project goals. Where conflicts exist, School District standards will govern.**

### 3M. *Cell Tower*

The tract west of the bus loop may be the proposed location of a cell tower. We encourage the school district to consider allowing the antenna to be located on the school roof. Please contact staff for additional information and we can also provide contact information for the provider.

**The School District does not allow cell or other antennas to be located on the school roof.**

## 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.

## **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.

**An Autocad file will be submitted following Aurora CAD Standards.**

### *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.

### *5C. Mineral Rights Notification*

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

### ***Pre-Submittal Meeting:***

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

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

### ***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.

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

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

### Oil and Gas Development

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

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

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

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

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

Your project is directly adjacent to a neighborhood park to the west. Included in this neighborhood park are various inclusive (enhanced ADA) uses. PROS would like to see clear connectivity between the parking lot and the playground to allow for access to ADA parking as needed. Neighborhood parks are considered 'walk-to' facilities and do not require parking. Traditionally, neighborhood parks have local roads with on street parking; however, this project does not. Although it is not a requirement, PROS would like to ask for at least one ADA spot in the NW corner of the parking lot to serve the park.

**An accessible trail connection to the park is provided northwest of the parking lot. Accessible parking spaces are provided closest to building; park users can access the parking lot (and ADA spaces) when not in use.**

### 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 surrounding water main is to be kept within the paved areas as much as possible. Having it run within the fire lanes is an easy solution.

**The proposed water main loop will be situated below paved areas as much as possible.**

- ▶ The water main is to be centered within a 16-foot utility easement. No structural encroachments are allowed within the utility easement.

**An easement will be dedicated following Aurora standards**

- ▶ Keep the storm out from under all structures, including temporary buildings.

**Storm will be designed clear of structures**

- ▶ Water meters are to be in landscaped areas and in pocket easements if not within the public ROW.

**Water meters will be situated in landscaped areas with pocket easements.**

- ▶ A fixture unit table is required for the domestic meter. A separate irrigation meter is required. An irrigation allocation agreement is required for the irrigation meter.

**Acknowledged.**

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

**Acknowledged.**

#### **Utility Services Available:**

- Water service may be provided from 42<sup>nd</sup> Avenue.

**A water main loop from 42<sup>nd</sup> to Fultondale is proposed. Services will be connected to the proposed loop.**

- Sanitary sewer service may be provided from the northern roadway pending civil plan approval.

**Acknowledged.**

- The project is located on Map Page 98V.

**Acknowledged.**

***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 are 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.

**Acknowledged.**

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

**Acknowledged.**

***Utility Development Fees:***

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.

**Acknowledged.**

- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

**Acknowledged.**

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

**Acknowledged.**

**Public Works Department**

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

***Key Issues:***

- ▶ Detailed Traffic Impact Study will be required. See below for additional information.

**Acknowledged. A traffic study has been provided.**

- ▶ Enhanced pedestrian crossing treatment will be required for an optimal crossing point of 42<sup>nd</sup> Avenue. Appropriate installation should be determined using the *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*, published by FHWA. Specifically, reference Table 1 for criteria establishing appropriate installations.

**As discussed in the traffic study, pedestrian crossing of 42nd is not recommended at this time.**

- Show all adjacent and opposing access points on the Site Plan.

**Acknowledged.**

- Label the access movements on the Site Plan.

**Acknowledged. Access movements are identified on the site plan.**

- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in 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](#).

**Add the following note landscape plans:** ‘All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10

**Acknowledged. Proposed landscape does not conflict with sight triangle requirements on the APS property.**

**Improvements:**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan: 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.

**Existing signs have been identified on the site plan documents. The requested note has been included on the drawings.**

- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at appropriate deceleration lanes and parking lot egress-only location(s). Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

**Existing and proposed signs have been identified on the site plan documents.**

- 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. Add a note to the Site Plan indicating this commitment.

**No changes to public street striping are proposed. Please see The Aurora Highlands Subdivision Filing No. 3 – Phase 1 for public street striping design.**

- A Detailed Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts including interim roadway network and The Aurora Highlands CSP 1 (full development of residential on south of 42<sup>nd</sup> Avenue between Aura Boulevard & N/S Collector, based on CSP TIS – 589 dwellings)
  - 2) Include detailed analysis of:
    - a) All school site access points and queuing analysis to determine if pickup/drop off queues are projected to spill over onto public streets.
    - b) Intersection operational analysis of the following intersections:
      - i) 42<sup>nd</sup> Avenue and Denali Boulevard (projected future signalization)
      - ii) 42<sup>nd</sup> Avenue and Fultondale Street
  - 3) Include discussion on parking needs and school circulation plan
    - a) Detailed plans showing circulation, queuing, and drop off / pickup locations shall be included with the study.
  - 4) Analysis of pedestrian connectivity, including analysis of a safe and appropriate crossing location between 42<sup>nd</sup> Avenue & Denali Boulevard and 42<sup>nd</sup> Avenue & Fultondale Street. Appropriate installation should be determined using the Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations, published by FHWA. Specifically, reference Table 1 for criteria establishing appropriate installations.

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 *Brianna Medema* at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Based on our review of the Traffic Impact Study, additional improvements may be required.

**Acknowledged. A traffic study has been provided.**

## **Engineering Division**

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

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

- ▶ Public improvements for this development shall be in conformance with the Public Improvement Plan (PIP). The improvements on Fultondale Street shall extend to the northern property line and provide an adequate turnaround.

**Acknowledged. Please see The Aurora Highlands Subdivision Filing No. 3 – Phase 1 for public road plans.**

- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance to the master drainage study and the preliminary/final drainage report for The Aurora Highlands Filing 3, when approved.

**Acknowledged, a preliminary drainage report is included with the submittal. Detention and water quality is addressed by the regional detention facility. Please see The Aurora Highlands Subdivision Filing No. 3**

- ▶ Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

**Acknowledged.**

### ***Improvements:***

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

**Please see The Aurora Highlands Subdivision Filing No. 3 – Phase 1 for public road plans.**

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

**Please see The Aurora Highlands Subdivision Filing No. 3 for curb ramps in the right of way.**

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.

**Acknowledged. No flared curb cuts are proposed. Please see The Aurora Highlands Subdivision Filing No. 3 – Phase 1 for public road plans.**

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

**Acknowledged.**

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

**Acknowledged.**

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the

**Acknowledged.**

- public street and up to 6% maximum when sloping up toward the public street.

**Acknowledged.**

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light

locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

**Street lighting is by Developer, and locations are reflected within the Advisory Site Plan sheets.**

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

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

**Acknowledged. Required easements will be dedicated by separate document.**

- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

**Acknowledged.**

- 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.

**Acknowledged. A meeting with Life Safety was held to discuss fire access and comments have been incorporated into the current design.**

***Drainage:***

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.

**Acknowledged. A preliminary drainage report is included with the submittal documents.**

- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

**Acknowledged. No MHFD studies or proposed improvements have been identified.**

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

**Acknowledged.**

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

**Acknowledged. Storm drain connections have been coordinated with the subdivision developer. Please see The Aurora Highlands Subdivision Filing No. 3 – Phase 1 for public storm improvements.**

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

**Acknowledged.**

**Fire/Life Safety Comments - Building Division**

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

**Addressing Requirements:**

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

**Acknowledged.**

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

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](#).

***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.

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#)
- [Combined Fire Lane and Pedestrian Sidewalks](#)
- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

**Acknowledged. The requested detail will be included on the civil plan submittal.**

***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.

**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](#)
  - 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.
  - 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.

**Acknowledged. A meeting with Life Safety was held to discuss fire access and comments have been incorporated into the current design.**

***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.

**Acknowledged. A meeting with Life Safety was held to discuss fire hydrant locations and comments have been incorporated into the current design.**

### 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:

- Commercial Cooking Equipment utilizing a Type I Hood will require a kitchen hood suppression system.
- The drive lane providing access to the fire department connection should reflect the ability to sustain an 85,000 lb.-imposed weight limit for a fire apparatus setting up adjacent to the fire department connection. This will ensure fire apparatus do not damage the road surface in this area. As such, a dedicated 23' fire lane easement will be required to provide fire apparatus the ability to access the fire department connection.

**Acknowledged. Fire lanes are designed for the required loads.**

### Gated Entry:

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

**Acknowledged. No gating system is proposed.**

### Accessibility Requirements:

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

- Commercial

**Acknowledged.**

### Knox Hardware:

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

**Acknowledged. Two Knox boxes will be provided and currently shown on the building elevations.**

### Legend:

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

**Acknowledged.**

### 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.

**Loading areas are identified on plan and do not encroach into fire lane easements.**

### Photometric Plan:

- Add the following note to the Photometric Site Plan:

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

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

**Parking lot and site lighting are shown on the Landscape Plan; a photometric plan will not be provided as per the Development Process Agreement.**

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

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

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

***Site Plan Data Block:***

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

**Acknowledged.**

***Special Design Considerations:***

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

- [Access to within 150 feet of Each Structure](#)  
**Acknowledged. Access is provided. A meeting with Life Safety was held to discuss access fire hydrant locations and comments have been incorporated into the current design.**
- The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.  
**Acknowledged. Access is provided. A meeting with Life Safety was held to discuss access fire hydrant locations and comments have been incorporated into the current design.**
- Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.  
**Acknowledged. Access is provided. A meeting with Life Safety was held to discuss access fire hydrant locations and comments have been incorporated into the current design.**
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)

- Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.

**Acknowledged. Fire lanes will be asphalt or concrete paved.**

- [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](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)

- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

***Trash Enclosure:***

Per the 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.

**Acknowledged.**

**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 [Subdivision Plat Checklist](#).

**Acknowledged.**

***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](#)

**Acknowledged. Required easements will be dedicated by separate document.**

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

**Acknowledged. No off site easements are anticipated.**

- 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.

**Acknowledged.**

- 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 allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

**Acknowledged.**