



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

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January 18, 2019

Please see our responses to your numbered comments. Our responses are highlighted in yellow.

Mike Gerber - [mgerber@mglpartners.com](mailto:mgerber@mglpartners.com)  
Mgl Partners  
1936 W 33rd Ave  
Denver, CO 80211

**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

Dear Mr. Gerber:

I would like to take this opportunity to thank you for considering the City of Aurora for the Mt Nebo Phase 3 project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

***Key Issues:***

- ▶ **Waiver Requests:** Staff will examine the parking waiver request/study to reduce the number of parking spaces for the development. Include justification specifics related to requirements for deficient parking spaces, garage parking and attached garage parking.
- ▶ **Parks and Schools:** Park dedication (or cash-in-lieu), and park development fees are detailed beginning on page 12. School District land dedication (cash-in-lieu) is detailed on page 14.
- ▶ **Public Improvements:** Public improvements for this project are identified in the Public Works Department portion of the notes beginning on page 19.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7588 or [mgeyer@auroragov.org](mailto:mgeyer@auroragov.org).

Sincerely,

A handwritten signature in black ink that reads "Mark Geyer". The signature is written in a cursive, flowing style.

Mark Geyer  
Project Manager

cc: Harsh Parikh - [harsh@parikhstevens.com](mailto:harsh@parikhstevens.com)

Development Review Team  
File



## City of Aurora

### Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

#### Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved at a public hearing.
- A Subdivision Plat is approved administratively during the same time line.

#### Step II - Construction Document Phase

**Civil Engineering Plans:** Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

#### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

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

Please do not hesitate to contact **Mark Geyer, ODA Project Manager**, who assembled these notes.

### Contact Information

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

#### **City Manager's Office**

Office of Development Assistance  
Mark Geyer  
303.739.7588  
[mgeyer@auroragov.org](mailto:mgeyer@auroragov.org)

#### **Aurora Water**

Casey Ballard  
303.739.7382  
[Cballard@auroragov.org](mailto:Cballard@auroragov.org)

#### **Neighborhood Services**

Neighborhood Support  
Meg Allen  
303.739.7258  
[mkallen@auroragov.org](mailto:mkallen@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Stephen Rodriguez  
303.739.7186  
[srodrigu@auroragov.org](mailto:srodrigu@auroragov.org)

#### **Public Works**

Traffic Division  
Brianna Medema  
303-739-7336  
[bmedema@auroragov.org](mailto:bmedema@auroragov.org)

#### **Aurora Public Schools**

Joshua Hensley  
303.365-7812  
[jd hensley@aurorak12.org](mailto:jd hensley@aurorak12.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

#### **Parks, Recreation & Open**

##### **Space**

Planning Design and Construction  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Life Safety and Building Division**

Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### **Real Property Division**

Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

#### *Key Issues:*

- ▶ Mt. Nebo GDP/MU-FBAD Zoning adherence
- ▶ Parking waiver
- ▶ Pedestrian connections
- ▶ Building elevations

#### *General Zoning Code Review of your Property:*

- Your property is currently zoned Open Space (by error) as part of the original Aurora Zoning Code and is scheduled for City Council for the rezoning process (MU-FBAD) on January 28, 2019. The rezoning will require two hearings at the City Council.
- The use you propose, multi-family residential is permitted by the MU-FBAD zoning, but subject to a Site Plan and Plat approval.

#### *Type of Application(s):*

- As part of your application, you will need to make the following land use requests:
  - [Site Plan](#)
  - [Subdivision Plat](#)
  - [Subdivision Plat Checklist](#)
- Your project will require approval in a public hearing before the Planning Commission and will be processed through our electronic digital submission process. The Subdivision Plat will be approved administratively.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
  - City of Aurora [CAD Data Submittal Standard](#)
  - AutoCAD Template
  - Batch Checker Batch Standards Checker Tool and Users Guide
  - [Fence Ordinance](#), City Code Chapter 146, Article 17
  - [Fitzsimons Boundary Area District Ordinance](#) [Chapter 146, Sections 708 - 712]
  - [Landscape Reference Manual](#)
  - [Landscape Ordinance](#) [Chapter 146, Article 14]
  - [On-Line Application](#)
  - [On-line Application and Plan Submittal Guide](#)
  - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
  - [Site Plan Manual](#)
  - Street Standards Ordinance [[126-1](#)] and [[126-36](#)]
  - Street Standards, Roadway Cross Sections
  - [Subdivision Plat Manual](#)
  - [Subdivision Plat Checklist](#)

**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

- Subdivision Ordinance [[Chapter 147](#)]
- Xeriscape Plant List (see Landscape Manual)
- Zoning criteria for each land use approval requested

***Standards and Issues:***

**1. Zoning and Land Use Issues**

1A. Currently, staff is addressing the rezoning error for the subject property. The rezoning to MU-Fitzsimons Boundary Area District is underway and will be completed in the very near future.

Site has been rezoned to FBA-1

1B. The Mt. Nebo General Development Plan (GDP) - If the GDP remains silent on specific standards, then the MU-FBAD regulations would apply. Acknowledged.

1C. The proposed density of the project is still under the maximum density permitted (970) in the Mt. Nebo GDP and exceeds the minimum density of 10 du/ac. Please provide a density matrix for this project and all previous site plans. Provided. Please see Site Stats sheet.

1D. Per the Mt. Nebo GDP, consolidated Open Space for the site is required to be a minimum size of 1/3 of an acre. Please designate the size of the area and list this in your data block on the cover sheet. List the development site as Parcel S. Done. Please see site stats and site plan.

1E. Staff will examine your parking waiver request/study to reduce the number of parking spaces for the development. Include specifics related to requirements for garage parking and attached garage parking. Please see site stats and also see separate waiver request.

1F. Show the bus stop location along Peoria Street. Coordinate with RTD if the bus stop location moves from its present location. Bus stop is shown on sheet 3. It essentially remains where it is.

**2. Traffic and Street Layout Issues**

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. City design standards call for detached sidewalks and tree lawns.

Private streets in the development shall adhere to the street cross section referenced in the Mt. Nebo GDP. 13<sup>th</sup> Avenue and 11<sup>th</sup> Avenue are required to follow city standards although the width of 13<sup>th</sup> Avenue will need to be determined. The Peoria Street frontage shall match what is north along Peoria Street in a previous phase, that is, a 16' sidewalk and tree wells, street and pedestrian lights, directional curb ramps at curb returns. See *Engineering* comments to follow.

**3. Site Design Issues**

3A. *Density of Use.* The proposed density of 30.8 du/ac. exceeds the minimum density ratio required in the Mt. Nebo GDP. Compliance Acknowledged.

3B. *Building Orientation.* The GDP requires the building(s) to be oriented towards the streets, whether they are public or private. Please clearly show this on the site plan and identify what the units directly north of the *dog run area* front onto.

The building that fronts the dog run complies with the spirit of the GDP. The fronting requirement of the GDP was installed to prevent the placement of parking between buildings and public/private streets and to create a strong build-to lines where public/private streets occurred. Building Type 1 achieves all the objectives of the GDP. There is no parking between it and a public street, it fronts a public amenity area (we expect pet owners to favor this building), it shields the ball fields from the view of the parking, and it provides eyes-on defensibility to the ball field area which is susceptible to unsavory uses during late hours.

3C. *Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.* Per the GDP, The pedestrian network is intended to overlay the vehicular network and the private pedestrian circulation needs to tie into the public sidewalk system. This appears to be present in the sketch plan, however, east of the play area where the parking on the curve will be eliminated, the pedestrian network/sidewalk needs to be continued. Show this on the site plan.

Suggested changes have been made.

3D. *On-Site Amenities and Use of Open Space.* Please list the percentage of on-site open space provided for this phase of the development. This shall be listed in the data table on the cover sheet.

Please see sheet 2 which has all the site stats.

### 3E. *Parking*

On-Site parking is required by [Section 1504](#) of the Zoning Code. The number of parking spaces required for your project will be determined based on your final unit count. Remember that guest spaces are required in addition to the regular parking requirement. Bicycle parking is also required and will help in reducing the number of required parking spaces.

Please see sheet 2 which has all the site stats including parking.

Please clearly state in your parking reduction request the percentage of deficient parking, the percentage of garage parking and the percentage of attached garages to the residential structures.

Please see separate waiver request.

### 3F. *Site Lighting*

[Section 146-1509\(H\)](#) governs the design of parking lot lighting. Show typical details of lighting on the plan and/or building elevations. Fixtures shall be of a downcast type.

For pedestrian lighting, please match the type that was used in the northern phase of the Edgepoint development. See the Mt. Nebo GDP for specific height requirements and lighting types.

Please see sheets 26 and 27.

## 4. **Landscape Design Issues**

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

**A. General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found within the Mt. Nebo Redevelopment: An Urban Master Plan, [Article 14](#) of the City of Aurora Zoning Code, the Uniform Fitzsimons Boundary Area Public Realm Design Standards as well as the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as the project specific comments.

Please be advised the city is in the process of adopting a new zoning code that includes updated landscape standards. The adoption process is tentatively scheduled to be completed in early to mid 2019. Should an updated site plan be submitted after the adoption process, the proposed application would be subject to the new zoning code standards. The proposed zoning code can be found on line using this [link](#).

Acknowledged.

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with the landscape standards found within [Article 14](#) 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. The landscape plan shall include the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided 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.

- **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 prepared on 24"x36" sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

Acknowledged.

- **PDF Creation Process:** Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF's. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re-upload corrected pdf's.

Acknowledged.

**B. Mt. Nebo Redevelopment: An Urban Master Plan (GDP)**

- Parking Frontage Restriction along Peoria Street: If any on-grade parking is located within 50' of the Peoria Street frontage, it shall be screened from Peoria Street using a low wall that is located along the established build-to-line.
- Wall materials shall consist of brick, concrete, masonry, steel or iron and shall be compatible with the architectural character of the adjacent buildings.
- Parking lot design shall utilize buildings, walls, berms or landscaping to minimize the visual impact of surface parking lots from public streets.
- Landscape design for Mt. Nebo is governed by Article 14 or the current landscape code in force at the time of site plan application.

Proposed design complies with all of the above.

**C. Uniform Fitzsimons Boundary Area Public Realm Design Standards**

- Street trees shall be installed at a ratio of 1 tree every 30 linear feet along all street frontages.
- Street trees installed within tree openings shall be 5'x10' and accompanied by understory plantings.
- Refer to the Standard Right-of-Way landscaping requirements below for urban versus suburban tree installation requirements.

Proposed design complies with all of the above.

**D. Article 14 Landscape Ordinance Requirements**

The following bullet points are not necessarily an 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 conditions.

- **Standard Right-of-Way Landscaping.** Provide one shade/street tree per 30 linear feet of street frontage in accordance with the Uniform Fitzsimons Boundary Area Public Realm Design Standards as noted above along Peoria Street, 13th Avenue and 11th Avenue. An urban, or attached 16' wide sidewalk is required along Peoria Street. This will continue the aesthetic previously established by the development to the north. Detached sidewalks are required along E. 13<sup>th</sup> and E. 11<sup>th</sup> Avenues in accordance with Public Works street cross section requirements. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. In lieu of standard sod, consider a more xeric approach and install shrubs, perennials and ornamental grasses at a ratio of 0.025 shrubs/ornamental grasses per square foot of sod area. All plant material substituted for tree lawn shall be installed at 5 gallon size. Refer to [Section 146-1450](#) Additional Requirements for Residential Development (B).

Proposed design complies with all of the above.



- Landscape Street Buffers.** A 15' wide landscape street frontage buffer is required along 11<sup>th</sup> and 13<sup>th</sup> Avenues. All buffers are measured inward from the back of walk or from the right-of-way if no walk is provided. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. Street frontage buffers may be reduced to 9' when landscape incentive features are implemented in accordance with Table 14.4 Standard Buffer Widths and Allowed Reductions for Multi-Family and Single Family Attached Townhomes as well as Table 14.2 Residential Buffers Between Uses. Buffers may be reduced to 14' with the use of specific landscape incentive features. Buffer plant material shall be provided at a ratio of 1 tree and 5 shrubs per 25 linear feet of buffer, fifty percent of the trees shall be evergreen species. The city will consider working with the applicant regarding the buffer along the western property boundary adjacent to the open space/undeveloped parcel, however the buffers adjacent to the school recreational fields shall be met.
- Non Street Frontage Landscape Buffers.** A non-street frontage landscape buffer is required along the western and southern property boundary lines. Refer to Table 14.4 Standard Buffer Widths and Allowed Reductions for Multi-Family and Single Family Attached Townhomes as well as Table 14.2 Residential Buffers Between Uses. Buffers may be reduced to 14' with the use of specific landscape incentive features. Buffer plant material shall be provided at a ratio of 1 tree and 5 shrubs per 25 linear feet of buffer, fifty percent of the trees shall be evergreen species. The city will consider working with the applicant regarding the buffer along the western property boundary adjacent to the open space/undeveloped parcel, however the buffers adjacent to the school recreational fields shall be met.
- Building perimeter Landscaping.** Refer to [Section 146.1450](#) (F) 3. Additional Requirements for Residential Development. Building perimeter landscaping shall consist of an average landscape bed width of 8' with a minimum of 1.25 plants per five linear feet of unit perimeter footage, Five percent shall be a mixture of evergreen and deciduous trees, 15% tall shrubs and 80% a mixture of evergreen and deciduous shrubs. Provide a building perimeter landscape table that breaks down the quantities provided by the required percentages listed above. See example table below. Landscaping shall be completed prior to issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1<sup>st</sup> through October 31.

Proposed design complies with all of the above.

Proposed design complies with all of the above.

Proposed design complies with all of the above.

Building Perimeter Landscape Table

Building	Building Perimeter Landscape Description	Length	Trees Required	Trees Provided	Tall Shrubs Required	Tall Shrubs Provided	Regular Shrubs Required	Regular Shrubs Provided
1	Building 1 Elevation	207 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				8	8		
	80% Other Shrubs						42	42
2	Building 2 Elevation	238 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				9	9		
	80% Other Shrubs						48	48
3	Building 3 Elevation	208 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				

- Detention, Retention and Water Quality Ponds.** Should an on-site detention pond be required in order to meet water quality objectives, the city encourages all applicants to utilize LID (Low Impact Development) principles 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, landowners 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.



Vegetative  
Swale



Porous  
Pavement



Rain Garden

Applicants may propose their own BMPS's or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc. The City of Aurora Water Department has recently completed a study and produced a manual entitled "Low Impact Development Techniques for Urban Redevelopment in Aurora". Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Jonathan Villines at [jvilline@auroragov.org](mailto:jvilline@auroragov.org). The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 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. Landscaping shall be provided in accordance with [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

Proposed design complies  
with all of the above.

- **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 Department 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) 326-8819 in Aurora Water regarding

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

Proposed design complies with all of the above.

## 5. Architectural and Urban Design

The elevations provided shall be consistent with the site plan building footprint and comply with the Mt. Nebo GDP architectural standards applicable to all buildings regardless of use. The standards include a materials palette, colors palette, building articulation and roof type, to lend a pedestrian friendly and human scale to the building facades. The City standards for masonry shall apply to the development.

[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 as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, “high quality of design” usually means that architectural details should be continued on all four sides of all buildings open to view.

Staff suggests 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. Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance.

Proposed design complies with all of the above.

## 6. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 10 feet back from the property line and 21 feet back from the flow line. Please refer to [Article 16](#) of the Zoning Code for complete regulations.

Acknowledged.

## 7. Waivers

From the material you supplied us, it appears that waivers of development standards are involved. With the proper parking study being provided along with justification for the reduction, staff is very likely to support related parking waivers.

Regarding 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.

Waiver request is listed on the cover sheet. Please also see separate waiver request.

## 8. 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. **Acknowledged.**

## 9. 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 are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Acknowledged.

## Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019

### ***Pre-submittal Meeting:***

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule. **Acknowledged.**

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

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

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

- Your Neighborhood Services Liaison notes listing the registered group and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns. **We have participated in about 8 neighborhood meetings since 2005 as part of this larger development. We are opting to not have yet another neighborhood meeting prior to the Site Plan submittal. If significant neighborhood comments are received as part of the referral process, we will certainly schedule a meeting.**
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

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

### ***Project Characterization:***

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposal includes 350 multifamily units **Its actually 340.**
- Your site is considered infill and therefore no open space land dedication is required

### ***Population Impact:***

For multi-family homes, population calculations for the project are based on an average household size multiplier of 2.5 persons per unit, resulting in an overall projected population of 875 persons residing in 350 units.

### ***Land Dedication***

To ensure that adequate park land and open space areas are available to meet the needs of the population introduced into the city by the new dwelling units, Section 147-48(b) of City Code specifies that land shall either be dedicated on-site within the project's limits or a cash payment in-lieu of land dedication shall be paid. The required dedication acreage is computed by applying the following standards to the projected population for the project:

- 3.0 acres for neighborhood park purposes per 1,000 persons
- 1.1 acres for community park purposes per 1,000 persons

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The resulting acreage required is as follows:

	<b><u>350 Multifamily Units</u></b>
Neighborhood Park Land	2.63 acres
Community Park Land	0.96 acres
Total Land Dedication	3.59 acres

**Cash-in-Lieu Payment –**

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land.

Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the financial burden of PROS' requirements for infill. The current per-acre value of \$44,600 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

**350 Units**  
\$160,114.00

***Park Development Fees:***

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. The current per-unit fee of \$1,793.06 would apply if permits for construction of the residential units are pulled in 2019, and the total paid under either scenario would be as follows:

**350 Units**  
\$627,570.30

***PROS Requirements Caveat:***

The monetary calculations presented herein are estimates based on park construction costs and a per-acre value for infill development at this point in time (current year 2019). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-related obligations. Furthermore, if aspects of your project change, such as the number of dwelling units proposed, the park land dedication requirements may also change.

Acknowledged. All numbers need to be updated based on 340 units anyway.

**Forestry Division**

There are several trees on this property that may be impacted by development. However, they may not be in a condition that will require tree mitigation. That assessment will be made when the project is submitted.

Acknowledged.

***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.



***Forestry's Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal.
- 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. **Acknowledged.**

**Aurora Public Schools**

The school land dedication requirement for the 350 apartments in the Mount Nebo Phase 3 proposal is 1.1454 acres in accordance with Section 147-48 of the Aurora City Code. Aurora Public Schools will accept cash-in-lieu of land for this obligation. Market value of zoned land with infrastructure in place is determined for the value of all cash-in-lieu of school land requirements, and it should be paid at platting.

**Its actually 340 units.**

## Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019

AURORA PUBLIC SCHOOLS - STUDENT YIELD  
1/3/2019

### Mt Nebo Phase 3 - Pre-application

Dwelling Type	Units	Yield Ratio	Student Yield
SFD		0.7	0
MF-LOW		0.3	0
MF-HIGH	350	0.145	51
<b>TOTAL</b>	<b>350</b>		<b>51</b>

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	0	0.2	0	0
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	26	0.04	14	40	0.03	11	51
<b>TOTAL</b>		<b>26</b>		<b>14</b>	<b>40</b>		<b>11</b>	<b>51</b>

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	26	0.0175	0.4594
MIDDLE	14	0.025	0.3500
HIGH	11	0.032	0.3360
<b>TOTAL</b>	<b>51</b>		<b>1.1454</b>

MTNeboPhase3\_Jan2019  
1/3/2019

## 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:**

- ▶ One (1) water meter per building is required. Also a separate water meter is needed for irrigation purposes.
- ▶ The total hard surface square footage is to be shown on the civil plans.
- ▶ An on-site water loop is required. Water should be looped from Peoria Street using the existing 24-inch steel line (Zone 2). This is due to pressure concerns for the third floor.
- ▶ The on-site water loop pipe should be 12-inch in diameter as a minimum.
- ▶ An additional connection to the Zone 1 waterline in 11<sup>th</sup> Avenue is required as well and is to include a check valve. This is to provide redundancy should the Zone 2 line need to be shut off. **Acknowledged.**

### **Utility Services Available:**

- Water service may be provided from the mains in Peoria Street and 11<sup>th</sup> Avenue.
- Sanitary sewer service may be provided from the mains in Peoria Street and 13<sup>th</sup> Avenue.
- The project is located on Map Pages 05D.

***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
  - 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).

***Utility Development Fees:***

- The Storm Drainage Development fee of \$1,242 per acre is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.
- The Water Transmission Development Fee, the Sanitary Sewer Interceptor Fee, and a portion of the Stormwater Development 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.
- 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 and Subdivision Plat for review and comment.*

Traffic Study is being  
submitted herewith.

***Key Issues:***

- ▶ A detailed Traffic Impact Study will be required. See below for additional information.
- ▶ Traffic Signal Escrow will be required for the newly constructed signal at 13<sup>th</sup> Avenue & Peoria Street. See below for additional information.
- ▶ The existing RTD stop along Peoria Street needs to be accommodated on the Site Plan. Coordinate with RTD if the bus stop is anticipated to be relocated.
- ▶ Review pedestrian crossing locations & ramps.
  - No east/west pedestrian ramps for the midblock access point along Peoria Street (E/W pedestrian crossing points at 11<sup>th</sup> & 13<sup>th</sup> at the signals only).
  - Review north/south pedestrian ramps for the west access point along 13<sup>th</sup> Avenue. One north/south ramp for this access point may be supported by Traffic Engineering when appropriate pedestrian crossing enhancements have been reviewed and applied.
- ▶ Sight triangle for access point along 13<sup>th</sup> Avenue will be important to review with building, plant & potential sign placement. The curve in this location will create a larger sight triangle area.
- ▶ Ensure fencing/wall around recreation area is outside of clear zones (13<sup>th</sup> Avenue).

Acknowledged.

- Show all adjacent and opposing access points on the Site Plan.
- The Traffic Division is concerned with potential conflicts head in parking along the curve of the internal drive. Please remove or otherwise rework this area to minimize this conflict point.

Head-in parking along the  
curve has been eliminated.



**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

- The access onto 13<sup>th</sup> Avenue shall align with the opposing street to the north (previous Mt Nebo development). **Acknowledged.**
- Label the access movements on the Site Plan. **Done, see sheets 3 and 4**
- 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](#). **Acknowledged.**

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

***ROW/Plat:***

- Designate a Public Access Easement along internal drives. **Plat is being submitted separately**
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.
- ROW dedication maybe required for an additional future right turn lane along Peoria Street, if auxiliary lane criteria are met as determined by the Detailed Traffic Impact Study.
- A traffic signal easement shall be required at the intersection of 13<sup>th</sup> Avenue and Peoria Street to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

***Improvements:***

- The developer is required to construct a left turn bay on Peoria Street to accommodate a left into the development.
- 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.
- 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.
- The intersection of 13<sup>th</sup> Avenue and Peoria Street was a potential candidate for a future traffic signal if and when signal warrants are met, warrants have been met an signal construction is ongoing. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

**Acknowledged.**

- (Applicant/owner name, address, phone) shall be responsible for payment of 25% of the traffic signalization costs for the intersection of 13<sup>th</sup> Ave and Peoria St, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
  - 2) Include detailed analysis (including auxiliary lane analysis – SB right turn lane needed for access along Peoria St?, queuing & turn lane recommendations) of:
    - a) All site access points
    - b) Intersection of 13<sup>th</sup> Ave at Peoria St
    - c) Intersection of 11<sup>th</sup> Ave at Peoria St
  - 3) Analysis of pedestrian connectivity, Pedestrian LOS.
  - 4) Site Circulation Plan, pedestrian & vehicular, typically accomplished with a map/figure especially accessible route to accessible parking
  - 5) Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox may include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane.

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. **Acknowledged.**
- Based on our review of the Traffic Impact Study, additional improvements may be required.
- If a parking waiver is sought, a Parking Reduction Study will be required for this site which will include addressing the following items:
  - Waivers from the City of Aurora Code.
  - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
  - Site comparison to a minimum of three Comparable Sites. Comparable Sites shall be similar in use and surrounding environment.
  - Parking Reduction Factors, which may include parking management strategies, site specific uses, proximity to local transit modes, and bicycle facilities.

- Calculations Page showing Parking Reduction Calculations.

Submitting the Parking Reduction Study:

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

**Engineering Division**

*The Engineering Division reviews the 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 require for this development are as follows:
  - Peoria Street: Continue urban section with 16' sidewalk and tree wells, street and pedestrian lights, directional curb ramps at curb returns;
  - 13<sup>th</sup> Avenue: Detached sidewalk – width to be determined with future staff discussion based on Complete Streets Program, tree lawn, street lights, directional curb ramps at curb returns;
  - 11<sup>th</sup> Avenue: 5.5' detached sidewalk, tree lawn, street lights, directional curb ramps at curb returns
- ▶ The release rate for the detention pond is restricted to 0.5 cfs/acre. **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.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
- 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. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- 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.
- 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.
- 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.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

- Street lights and pedestrian lights (on Peoria Street) are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10. See Section 2.12 for Street Lighting Plan submittal requirements. 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. The street lighting plan shall be included with the Civil Plan submittal.

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

- The dedication of a 25-foot lot corner radius is required at the intersections of Peoria Street and 13<sup>th</sup> Avenue and 11<sup>th</sup> Avenue. **Acknowledged.**
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

***Drainage:***

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. Full spectrum detention is required for this project.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.
- The detention pond requirements and release rate shall be 0.5 cfs.
- 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.
- 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.

- 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](#).

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.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

#### **Emergency Responder Radio Coverage:**

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

Acknowledged.

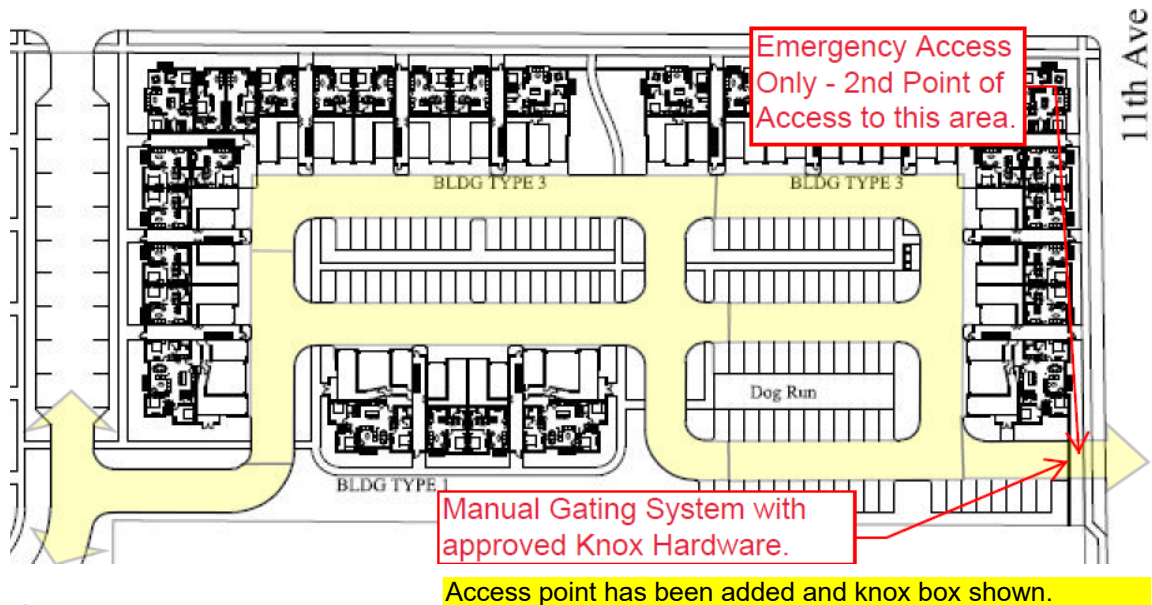
- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 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.

**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 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.
- Note: The southern portion of the site will require a second point of emergency access to East 11<sup>th</sup> Avenue.



**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

- Along with the internal fire hydrants needed to support the site, please include one additional fire hydrant on the west side of Peoria Street near the center of the property between 13<sup>th</sup> Avenue and 11<sup>th</sup> Avenue.

Acknowledged.

**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.

- IBC R-2 Apartment Complex. A heated fire riser room with an exterior door will be required. A Knox box will be required on the right side of the entrance to the fire riser room. A fire control panel or unit that is tied into a master fire alarm panel will be required within the fire riser room.

**Remote Annunciators Alarm Panel for Multi-Family Complexes**

Acknowledged.

**Gated Entry:**

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

- As discussed in the pre-application meeting, one manual gating/barrier system will be provided at the entrance to the site off of 11<sup>th</sup> Avenue.

Acknowledged.



***Handicap Accessibility Requirements:***

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

- [Residential](#)

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 or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

Acknowledged.

***Legend:***

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

***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.

Acknowledged.

***Phasing Plans:***

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

***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 EGRESS 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.

Acknowledged.

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221](#) (Note: The reference to HB-1221 will not apply to this site.)
- [\(Site Plan Note\) 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](#)

Required notes have been added.

**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 or public street has to be removed or relocated for any reason, the roadway must be replaced using the current fire lane specifications of the Public Works Department
- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structures may utilize a 200 foot reach criteria in place of the 150 foot standard requirement.
  - 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.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

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.

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.*

#### ***Subdivision Plats:***

- The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current [Subdivision Plat Checklist](#). The review of the plat can run concurrently with your other Planning Dept. submittals.
- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat. **Plat is being applied for separately.**

#### ***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.
- 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](#)
  - [License Agreement Packet](#)
- **Off-site easement dedications** may be required in order 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 [Dedication 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.
- 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.

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

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

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Call at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Signing and Striping Plan
  - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

### [Aurora Water](#)

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.

## **Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

- Cross Connection Control Devices are required for:
  - o Fire Service Lines
  - o Commercial and Domestic Water Service Lines.
  - o These devices are required to be located within the building or within a heated and drained vault after the water meter.

### ***Construction Stormwater Quality Requirements:***

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

## **Public Works Department**

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

### **Traffic Division**

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

### **Engineering Division**

#### ***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports.

**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

***Roadway Design and Construction Specifications:***

- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer.

<b>Building Plans</b>
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**Building Division Comments:**

Building Plan Review

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

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

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

## Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019

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

### ***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Commercial Permits](#) (Club House)
  - [Master Multi-Family or Multi-Family Permits](#) (Apartments)

*Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*

- [Modular, Construction Trailer, Mobile Home](#)

### ***Fire***

- [Fire Alarm](#)
  - [Remote Annunciators Alarm Panel for Multi-Family Complexes](#)
  - [Fire Sprinkler & Standpipe Systems](#)
  - [Gating Systems across Fire Apparatus Roads](#)
  - [Knox Box](#)
  - [Knox Box Rapid Entry](#)
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
    - Automatic Fire-Extinguishing System and Standpipes
    - Emergency Responder Radio Coverage Systems
    - Fire Alarm and Detection Systems and related equipment

### ***Key Issue:***

- It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

### **Accessibility:**

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

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

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

### **Building Division General Comments:**

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

**Checklist for Plan Review Submittals:**

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

**General Fire Protection System Requirements:**

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

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group A.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

**Request for Modification or Alternative Material: (select “Plan Review Services”)**

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

**Real Property Division**

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

## STEP III – CONSTRUCTION PHASE

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

### Aurora Water

#### Utility Connection Fees:

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

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

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

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.



**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - transit passenger facilities
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - water mains, hydrants and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

**Building Division**

***Key Issue:***

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

**Construction Permits:**

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

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

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please click the hyperlink provided.

**Secondary Access Roadways during Construction:**

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





**City of Aurora**

Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

**PRE-APPLICATION CONFERENCE**

TO: Mike Gerber  
FROM: Meg Allen  
DATE: Thursday, January 3, 2019  
SUBJECT: Mt Nebo Phase 3  
LOCATION: SWC 13th and Peoria

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

**Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019**

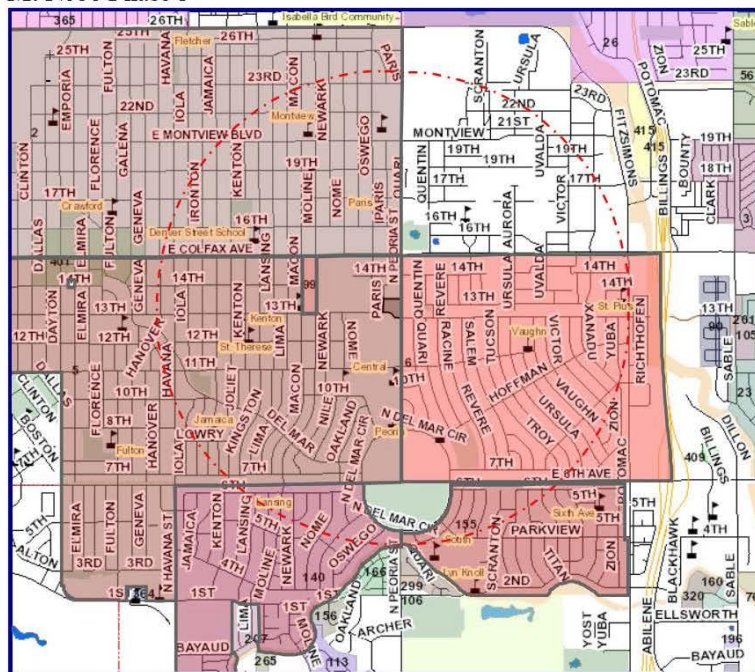
SWC 13th and Peoria

Report Ran On Thursday, January3, 2019

#	ORGANIZATION	CONTACT	PHONE
5	DEL MAR NEIGHBORHOODS UNITED	JONATHAN WOODWARD 1195 FLORENCE STREET AURORA CO 80010  JWOODWARD0322@GMAIL.COM	(303)809-9151
140	HIGHLAND PARK EAST	KATE TAUER 481 OAKLAND ST AURORA CO 80010  KATETAUER@GMAIL.COM	(303)367-1427 (303)366-8538
155	LYN KNOLL	STELLA MALESKY 303 TOLEDO ST AURORA CO 80011  STELLA.MALESKY@GMAIL.COM	(970)310-8042
2	NORTHWEST AURORA NBHD ORGANIZATION	NADINE CALDWELL 2065 FLORENCE ST AURORA CO 80010  BNTHDNTH@COMCAST.NET	(303)364-2859 (303)364-2859

Re: Mt Nebo Phase 3 (#1339022)/Pre-Application Meeting held January 03, 2019

Mt Nebo Phase 3



140-Highland Park East NBHD Assoc.  
 155-Lynn Knoll Neighborhood Assoc.  
 2-Northwest Aurora NBHD Org.  
 5-Del Mar Parkway NBHD Org.  
 6-Hoffman Hgts./Jewel Hgts. NBHD Assoc.  
 99-Macon-Moline Partnership