



Office of Development Assistance
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August 9, 2019

Greg Saia - gsaia@tollbrothers.com
Toll Brothers
10 Inverness Dr, Suite 125
Englewood, CO 80112

Re: Murphy Creek Filing No. 7 (#1369193)/Pre-Application Meeting held May 23, 2019

Dear Mr. Saia:

I would like to take this opportunity to thank you for considering the City of Aurora for the Murphy Creek Filing No. 7 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:

► **Infrastructure and Public Improvements:** Additional adjacent improvements may be required with this development. This includes improvements to South Flatrock Trail, Yale Avenue and Jewell Avenue. There are also requirements for a second point of access using the Warren Street alignment to Harvest Road, to Jewell Avenue. It is understood by city staff that it was your plan to work with the developers of Murphy Creek East for installation of much of this infrastructure. If the Murphy Creek filing 7 is built before the Murphy Creek East project, it will be filing 7's responsibility to install these improvements. Also, please see the Life Safety Division's comment regarding secondary access on page 18.

► **Utilities:** The utility layout provided shows sewer line sizes that do not match the current Master Utility Study, which is what this layout was based on. If this filing wishes to change sewer line size it must submit an amendment or use the amendment currently being reviewed for Murphy Creek East.

► **Trail Connections:** The Murphy Creek Regional Trail is partially built within the Murphy Creek development and is proposed to be a major north south connection throughout the site. The GDP shows the regional trail running adjacent to your site on the south end with connections from the

residential development directly to the trail. Although the final alignment of the trail is not yet determined, please be aware that you may be responsible for the development of connections to the trail as well as a portion of the regional trail.

Response: Comment acknowledged.

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

Response: Comment acknowledged.

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.

Sincerely,



Mark Geyer
Project Manager

cc: Michael McGoldrick - mmcgoldrick@atwell-group.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.
- Unless there are changes to the current plat, a Subdivision Plat will not be needed.

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

Laura Rickhoff
303.739.7585
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Planning

Zoning and Plan Review
Elizabeth Fuselier
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Landscape Design
Kelly Bish, RLA, LEED AP
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Parks, Recreation & Open Space

Planning Design and Construction
Michelle Teller
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Forestry
Jacque Chomiak
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Aurora Water

Casey Ballard
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Cballard@auroragov.org

Public Works

Traffic Division
Brianna Medema
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bmedema@auroragov.org

Drainage and Public Improvements
Engineering Division
Kristin Tanabe
303.739.7306
ktanabe@auroragov.org

Life Safety and Building Division

Mike Dean
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mdean@auroragov.org
Real Property Division
Andy Niquette
303-739-7325

Neighborhood Services

Neighborhood Support
Scott Campbell
303.739.7441
scampbel@auroragov.org

Aurora Public Schools

Joshua Hensley
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jdhensley@aurorak12.org

jchomiak@auroragov.org

aniquett@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:

- ▶ This site plan must be reviewed by the Murphy Creek Design Review Board for conformance with the architectural design standards.
Response: Comment acknowledged.
- ▶ Provide a trail connection to the planned Murphy Creek Trail, which will follow the west bank of Murphy Creek.
Response: A 10' wide concrete trail has been added in Tract J to connect to the regional trail.
- ▶ Street furniture, subdivision identification signage, and fencing all have special design requirements as outlined in the Murphy Creek GDP.
Response: Subdivision identification signage, PVC Screen 'Springfield' Fence adjacent to Public Right-of-way, PVC Open Style / Golf Course / Interior Lot Line Fence and dog station are shown on Landscape Plans.
- ▶ Off-site public improvements may be required based on the timing of adjacent development. This includes the construction of a second access point at East Warren Avenue, which would connect to South Harvest Road to the east of the development.
Response: Acknowledged. This is currently being submitted under that assumption that Flatrock Trail will be completed prior to the construction of Filing 7.

General Zoning Code Review of your Property:

- Your property is zoned General Development Plan (GDP) – Murphy Creek. There will be no change to the zoning with the anticipated adoption of the Unified Development Ordinance (UDO).
Response: Comment acknowledged.
- The use you propose, single family residential, is permitted by the current zoning, but subject to a Site Plan approval. A plat for the site was approved in 2005.
Response: Comment acknowledged.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - [Site Plan](#)
Response: The Application includes a Site Plan.
- Your project will require approval in a public hearing before the Planning Commission.
Response: Comment acknowledged.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - City of Aurora [CAD Data Submittal Standard](#)
 - [Air Influence Districts](#)
 - Design Standards for Title 32 Metro Districts
 - [Fence Ordinance](#), City Code Chapter 146, Article 17
 - Floodplain Ordinance
 - [Landscape Reference Manual](#)
 - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
 - [On-Line Application](#)

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- [On-line Application and Plan Submittal Guide](#)
- Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
- Residential Masonry and Quality Construction Standards Ordinance [22-133]
- Murphy Creek Design Guidelines
- [Site Plan Manual](#)
- [Southeast Area Transportation Study](#) (SEATS)
- Street Standards Ordinance [[126-1](#)] and [[126-36](#)]
- Street Standards, Roadway Cross Sections
- Xeriscape Plant List (see Landscape Manual)
- Zoning criteria for each land use approval requested

Standards and Issues:

1. Zoning and Land Use Issues

This site is part of the Murphy Creek General Development Plan (GDP), and is subject to standards set forth in the GDP. As such, the proposed homes must comply with the Murphy Creek Design Guidelines, and all site amenities must comply with the design program set forth for the Murphy Creek neighborhood.

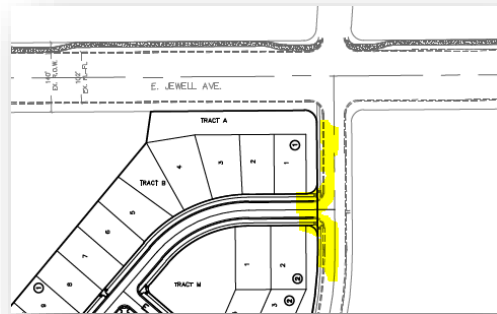
[Response: Comment acknowledged.](#)

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.

[Response: All streets have been labeled and have been designed with detached walks and tree lawns.](#)

The site's street network is set forth by the existing plat. Off-site street construction and/or improvements are required for access to the site; therefore, additional street improvements outside of the Site Plan area must be addressed. During the pre-application meeting, a second point of access was discussed. Due to the uncertain timing of adjacent development, construction of Warren Avenue connecting to Harvest Mile Road may be required.



At the pre-application meeting the possible closure or modification of the north access point was discussed. The zoning code calls for pedestrian and vehicle connectivity throughout the site and the closure of that roadway will have a negative impact on circulation. A right-in, right-out solution is recommended by Planning. However, the Traffic Engineer' has commented the configuration of this intersection will be determined based on the Traffic Letter analysis.

[Response: Acknowledged. A small island is proposed to prevent left turns.](#)

3. Environmental Issues

Your property falls within an Airport Influence District. An [avigation easement](#) has been conveyed to the city by any person subdividing lands or initiating construction of any structure on already subdivided lands within the airport influence area.

Response: Comment acknowledged.

4. Site Design Issues

4A. *Density of Use.* The proposed density must comply with the GDP, including defined lot sizes. Any variation from the GDP may require a GDP amendment.

Response: Comment acknowledged.

4B. *Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.* It is important that the project connect to the planned network of trails within Murphy Creek. As required by the GDP, a future trail connection from the southern portion of the subdivision should be provided to the planned trail along the west side of Murphy Creek. That trail will connect to Murphy Creek North through a pedestrian underpass.

Response: This will be added.

4C. *On-Site Vehicular Circulation.* Comments were made regarding potential changes in traffic demands for Flat Rock Trail and the northernmost access to Filing 7. Due to the fact that connectivity is required, a right-in, right-out solution should be considered.

Response: Comment acknowledged, response above.

4D. *On-Site Amenities and Use of Open Space.* Since the site was platted previously, no changes are anticipated to amenities. This site will share in the off-site Murphy Creek amenities.

Response: Comment acknowledged.

4E. *Site Lighting*

Show typical details of street and pedestrian lighting on the plan and/or building elevations. Please keep in mind that Murphy Creek has its own design standards regarding pedestrian and street lighting. Please refer to the General Development Plan for further detail.

Response: Comment acknowledged.

[Section 146-918](#) governs the design of site lighting in the E-470 area. In general, sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one foot-candle on the walking surface, except in Low Density Residential subareas. On-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall. Fixtures shall be of a downcast type.

5. 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:

5A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found in the approved Murphy Creek General Development Plan – Amendment #1 (GDP), the City of Aurora Zoning code, [Article 14](#) Landscape Ordinance as well as 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.

Response: Comment acknowledged.

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, any landscape requirements not covered by the FDP, would be subject to the new zoning code standards. The proposed zoning code can be found on line using this link:

https://www.auroragov.org/UserFiles/Servers/Server_1881137/Image/Planning/1.%20Aurora%20UDO%20Public%20Hearing%20Draft%2010-9-18%20--%20clean.pdf

Response: Comment 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.

Response: Comment acknowledged.

- **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.

Response: “Not For Construction” has been added to the Landscape Plans.

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.

Response: Landscape Plans have been prepared on 24”x36” sheets that include plant symbols, plant labels with quantities and a Plant Schedule.

- **PDF Plan 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 PDFs. 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 PDFs.

Response: Comment acknowledged.

- **Sight Triangles** – Include sight distance and sight 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.

Response: All Sight Triangles are shown and labeled and no plant material taller than 26” are placed within the Sight Triangles..

5B. Murphy Creek GDP

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the GDP. Any variation from these standards may require a GDP amendment or waiver. The applicant is responsible for reviewing this document and determining all applicable landscape requirements.

- A 25’ setback is required along all arterial and collector streets. This includes landscape buffers. Reductions are possible with incentive features.

Response: All arterial and collector streets have a 25’ landscape buffer.

- The perimeter of all sites should be buffered with landscaped areas. Minimum buffer areas shall be measured from a site’s property line and not from the edge of a sidewalk or curb.

Response: The perimeter of the site is buffered with landscape areas.

- Detention, retention and water quality ponds shall be landscaped with one tree and ten shrubs per 4000 square feet of tract area.

- *Response: All detention, retention and water quality ponds are landscaped with 1 tree and 10 shrubs per 4,00 sf of tract area.*

- Common open space tracts shall be landscaped with one tree and ten shrubs per 4000 sf of tract area.
Response: All common open space tracts are landscaped with 1 tree and 10 shrubs per 4,000 sf of tract area.
- Front yard landscaping shall comply with Article 14, Landscape Code requirements.
Response: A typical lot landscape for both standard and corner lots has been included which comply with Article 14, Landscape Code requirements.
- Street trees are required at a ratio of 1 tree per 40 linear feet of public or private right-of-way.
Response: Street trees are placed at a ratio of 1 tree per 40 linear feet of public or private right-of-way except for areas with sign and utility easement locations.
- 45% of residential site plans shall be landscaped areas. Landscape areas include private landscape areas, playgrounds, recreation areas and plazas. It includes interior circulation used exclusively by pedestrians. Public rights of way are not included in the calculation.
Response: Comment acknowledged.
- Jewell Avenue shall have 10' wide tree lawns along the north and south sides of the street.
Response: Future improvements by others allow area for a 10' wide tree lawn along the North and South sides of the street.
- Except as otherwise noted in the GDP, all city of Aurora ordinances in effect at the time of site plan approval shall be applicable to the development of this property.
Response: Comment acknowledged.

5C. **Article 14 Landscape Ordinance Requirements.** The following bullet points are not necessarily, and all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

- **Standard Right-of-Way Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along all streets. Refer to [Section 146-1450](#) (B). Additional Requirements for Residential Development. 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. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider the installation of shrubs, perennials and ornamental grasses at a ratio of one five gallon plant per 40 square footage of sod.

Response: All requirements as stated above have been met by the proposed landscape plan.

- **Front Yard Landscape requirements for Single Family Detached and Duplex Residences.** All new single family detached, two family and single family attached duplex residences shall provide front and side yard (corner lots) and tree lawn landscaping in accordance [Section 146-1450](#) Additional Requirements for Residential Development (E) and in accordance with Tables 14.3A and 14.3B Home Yard Landscaping Turf and Xeric Options. Shrub quantities vary depending upon the lot size. 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 1st through October 31.

Response: Comment acknowledged.

Builders may want to consider the new xeric front yard landscape option as a tap credit of \$1,000.00 per lot is issued for each front yard utilizing these new requirements. Contact Aurora Water, Tim York at (303) 326-8819 for the specific landscape requirements.

Response: Comment acknowledged.

- **Private Common Open Space** – Developers are required to landscape lands that have been disturbed during construction and will be preserved and protected from future development for non-public active and passive recreation, trails, wildlife habitats and view corridors with landscaping. This includes all areas not defined as street buffers. Landscaping shall consist of 1 tree and 10 shrubs per 4,000 sf of area or tracts. Refer to [Section 146-1425](#) Private Common Open Space.

Response: Landscaping of private open space is proposed as stated above.

- **Special Landscape Features**. 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. Refer to Section 146-1451 Additional Requirements for Non-Residential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any.

Response: Specialty landscaping has been provided at the entries.

- **Detention, Retention and Water Quality Ponds**. Should an on-site detention pond be required as well as water quality, 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 or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMPs 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 Vern Adam, Engineering Services Manager at Vadam@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.

Response: Landscaping of the detention ponds is proposed as stated above. The ponds will not exceed 6' in depth.

- **Irrigation.** Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 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.

Response: Comment acknowledged.

6. Architectural and Urban Design

6A. *Residential Design Standards.* This site is subject to the Murphy Creek Design Review Committee. An approval letter from the Committee should be provided with the initial submission.

If your application will include specific single-family detached home models, your models will need to follow the styles and level of quality and detail shown in your approved GDP. Be sure that your CSP street layouts and lotting plans have been properly sized and configured to easily accommodate the typical home designs and other design requirements of your approved GDP. Please also ensure that the homes meet the masonry standards either outlined in the GDP and/or city code.

7. 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. In non-residential areas, ground signs abutting

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arterial streets may be up to 12 feet high; ground signs abutting other streets and areas are limited to 8 feet in height. Please refer to [Article 16](#) of the Zoning Code for complete regulations. Based on the information you have supplied us, your total sign area should be limited to 96 square feet. A monument sign for the Murphy Creek neighborhood is planned at the entrance of Flat Rock Trail and was noted on the previously-approved site plan. It is the expectation that this sign will be included with this submittal as well.

8. Waivers Requesting waivers is discouraged. If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in [Section 405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

9. Mineral Rights Notification Requirements

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

10. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard 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.

Response: Comment acknowledged.

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.

Response: Comment 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.

Response: Comment acknowledged.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Scott Campbell. He has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling 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.
- 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 155 single family detached units within the existing Murphy Creek General Development Plan
- Your proposed density is within the approved density for this area, therefore no additional land dedication is required.

Trail Connections

The Murphy Creek Regional Trail is partially built within the Murphy Creek development and is proposed to be a major north south connection throughout the site. The GDP shows the regional trail running adjacent to your site on the south end with connections from the residential development directly to the trail. Although the final alignment of the trail is not yet determined, please be aware that you may be responsible for the development of connections to the trail as well as a portion of the regional trail. The GDP defines this trail as being a 10' wide hard surface concrete trail which meets PROS standards. Please work with PROS to coordinate trail construction and timing as finalization of the trail alignment continues.

Response: Comment acknowledged.

Drainage onto Murphy Creek Golf Course

The Murphy Creek Golf Course has received nuisance flows on site due to an existing outfall that may need to be updated. Please provide documentation and work with PROS and Public Works to ensure that no nuisance storm flows are draining onto the golf course and disrupting use of the site.

Response: Nuisance flows will be eliminated to the extent practical. The proposed WQ ponds will collect drainage from the streets and the majority of the lot areas, leaving only the rear of some lots which drain directly to the golf course.

Fencing

This development property is located directly adjacent to the Murphy Creek Golf Course, a City of Aurora property managed by the Golf Division of Parks, recreation and Open Space Department. Residential developments adjacent to park or open space property are required to install open style PVC fence in white which may include wire mesh and a maximum height of 4'.

Response: Comment acknowledged.

Golf Course Waiver and Property Owner Notification

In accordance with the Golf Course Development Agreement, all purchasers of property within 1,000 feet of the Murphy Creek Golf Course shall be informed of the risks commonly associated with the ownership of property adjacent to a golf course. Purchasers shall also provide the City of Aurora and the Golf Course Enterprise with a release from liability from said purchasers, successors and assigns from risks and hazards associated with the golf course in a form acceptable to the City and the Golf Course Enterprise. The release shall be deemed a covenant running with the land and shall be recorded in real property records of the Arapahoe County Clerk and Recorder and with the City of Aurora. No certificate of Occupancy shall be issued for any residential unit until a release of liability is delivered to the City of Aurora and the Golf Course Enterprise.

Response: Comment acknowledged.

Golf Fees

Each dwelling unit within the Murphy Creek South subdivision shall be assessed golf development fees in accordance with past golf course agreements as follows:

Single-family Dwelling Unit - \$600/DU

Response: Comment acknowledged.

Park Development Fees

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Per the requirements of Annexation Agreement 85-251 recorded for the Murphy Creek subdivision, the applicant shall pay \$300 per dwelling unit for Park Development Fees payable at the time of building permit issuance.

Response: Comment acknowledged.

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.

Response: Comment acknowledged.

Aurora Water

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

Key Issues:

- ▶ The Master Utility Study for Murphy Creek is currently under amendment review. This amendment includes filing No. 7 but does not increase any water demands or sewer loading. Any development of this filing should conform to this amendment. This should be handled through a conformance memo.
Response: Comment acknowledged.
- ▶ The utility layout provided shows sewer line sizes that do not match the current MUS, which is what this layout was based on. If this filing wishes to change sewer line size it must submit an amendment or use the amendment currently being reviewed for Murphy Creek East.
- ▶ *Response: Plans will match the MUS.*
- ▶ A domestic allocation agreement will be required starting in 2019 for connections 2” and larger.
Response: Comment acknowledged.

Utility Services Available:

- Water service may be provided from South Flatrock Trail.
Response: Comment acknowledged.
- Sanitary sewer service may be provided from the 18-inch extension on the northwest corner of the property.
Response: Comment acknowledged.
- The project is located on Map Pages: 14V & 13V.
Response: Comment 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 necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
- *Response: Comment acknowledged.*

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

Utility Development Fees:

- A portion of the 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 the project.
Response: Comment 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.
Response: Comment acknowledged
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).
Response: Comment acknowledged

Public Works Department

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

Key Issues:

- ▶ Traffic Letter of Conformance to the Master Traffic Study will be required. See below for additional information.
Response: This is being provided.
- ▶ Construction of the roadway network surrounding your site and to support your site will be required. Coordinate with other departments on status of adjacent developer improvements/status.
Response: Acknowledged. This submittal assumes that Flatrock will be operational prior to development.
- ▶ Site access shown onto Flatrock Trail may need to shift south or be turned into a cul-du-sac pending results of the intersection analysis of Flatrock Trail & Jewell.
Response: A right-in/right-out intersection is proposed.
- ▶ Signal Escrow will be required. See below for additional information.
Response: Comment acknowledged.
- ▶ Pedestrian connection to the Cart Path on the northwest side of the development would facilitate a safe crossing of Jewell Ave prior to signalization.
Response: Comment acknowledged.
- Show all adjacent and opposing access points on the Site Plan.
Response: Comment acknowledged.
- Label the access movements on the Site Plan.
Response: Comment acknowledged.
- 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’

Response: This note has been added.

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ROW/Plat:

- Designate a Public Access Easement along all private roadway and alleys.
- 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.
Response: Comment acknowledged.
- 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.
- 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.
- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The Master Traffic Impact Study is Murphy Creek Ranch Traffic Impact Analysis, prepared by LSC, Inc in November 2000, which is available through the City's Open Record Request Process (https://www.auroragov.org/city_hall/public_records/records_requests). The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
 - Trip Generation from the site and Conformance with the Master Traffic Impact Study
 - Site Circulation Plan
 - Interior intersection control (all-way warrant if any all-way stops are proposed)
 - 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.
 - Analysis of pedestrian connectivity/ trail system /crossing locations.

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.

- Based on our review of the Traffic Letter, additional improvements may be required.

Engineering Division

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

Key Issues:

- ▶ Additional adjacent improvements may be required with this development. This includes improvements to South Flatrock Trail, Yale Avenue and Jewell Avenue.
Response: Comment acknowledged.
- ▶ Sidewalk widths will need to be updated 5.5' to meet current standards for local streets. Where the sidewalks are outside existing right of way, sidewalk easements will be required.
Response: Comment acknowledged.
- ▶ This application will be a referral to Urban Drainage Flood Control District.
Response: Comment acknowledged.

Improvements:

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

Response: Comment acknowledged.

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
Response: Comment acknowledged.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
Response: Comment acknowledged.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
Response: Comment 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.
Response: Comment acknowledged.
- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the *Roadway Design & Construction Specifications*, October 2016 edition.
- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Street lights are required along adjacent roadways. Please refer to the Draft Street 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. The street lighting plan shall be included with the Civil Plan submittal.

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.
 - 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.

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- 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. The site plan will not be approved until the preliminary drainage report is approved. Detention and water quality shall be in conformance with the previously approved Master Drainage Study for Murphy Creek.

Response: Per the Master Drainage Study for Murphy Creek, Water Quality (EURV) is being provided. Detention was not a requirement of the Master Study for this site so it is not being included.

- 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.

Response: Comment acknowledged.

- 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.

Response: Per the Murphy Creek Master Drainage Plan, detention is not being provided.

- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision.

Response: Comment acknowledged.

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

Response: Comment acknowledged.

- Special storm drainage facilities for this site: Given the proximity to Murphy Creek, this application will be referred to Urban Drainage Flood Control District for comment. Additionally, further coordination with the Golf Course may be required to address concerns regarding outfalls from the property.

Response: Comment 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.

Response: Comment acknowledged.

Key Issue:

- During the pre-application meeting it had been mentioned that the adjacent developer to the east may be delayed in starting construction of needed roadway infrastructure that would provide your site with a second point of public and emergency vehicular access. The Fire/Life Safety group within the Building Division will work with you at time of CSP submittal to determine options in establishing

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the required second point of emergency access to each phase of this sites construction. The fire lane easement requirements listed below will address one of the possible options for this site.

Response: Acknowledged. This site plan is being submitted with the assumption that Flatrock will be completed by others prior to construction of this project and will provide Life Safety Access. It is understood, that other accommodations would be necessary if Flatrock is not constructed.

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

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](#)

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 includes both internal site areas and abutting public street systems.

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

Fire Sprinkled Structures:

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

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

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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.

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.

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.

Phasing Plans:

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

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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
- [\(Site Plan Note\) Alternative Fire Lane Surfacing Materials.](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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

Special Design Considerations:

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

- [Access to within 150 feet of Each Structure](#)
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
- [Fire Apparatus Access Road Specifications](#)

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- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [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 though Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

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.

Key Issues:

- ▶ Easements and ROW Dedications, according to needs mentioned above, will be done by separate document.
Response: No ROW is anticipated as the site has already been platted.
- ▶ Any encroachments on easements may require a Master License Agreement
Response: Comment acknowledged.
- ▶ Possible improvements for Flat Rock Trail, Jewell Avenue, and Yale Avenue will require ROW dedications.
- ▶ Tracts are to be Private, expect Tract E&G which are public access, utility, and drainage with a fire lane.

Subdivision Plats:

- A subdivision plat is not required at this time.

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.

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- **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.
- 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 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.
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- 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.
- The project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the City. These are legal documents and must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Real Property, it takes about 4-6 weeks to complete the process. These documents must be complete and ready to record before Real Property will record the site plan.
- Real Property may require a Monumented Field Survey but we are unable to determine that until we have our 1st review.
- If street lighting is identified during the review process, this may be an opportunity to partner with our cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303-739-7901 for additional details and contact information.

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 Christopher Eravelly at 303.739.7457. 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
 - Street Plan and Profiles
 - Area Grading Plans
 - 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.
 - Cross Connection Control Devices are required for:

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- Fire Service Lines
- Commercial and Domestic Water Service Lines.
- 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.
- 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 Jewell Avenue, via Gun Club Road to the south or 6th Avenue to the north and not through the adjacent residential neighborhood(s). Note that Gun Club Road north of connection to SH 30 / 6th Ave to Gun Club Road is not a dedicated haul route.

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

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- 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.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the [“City’s Roadway Design and Construction Specifications”](#) latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- 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.

Building Plans

Building Division Comments:

Building Plan Review

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

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

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

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

Permit Types:

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

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

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

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

- Gating Systems across Fire Apparatus Roads
- Knox Box
- Knox Box Rapid Entry

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.

Response: Comment acknowledged.

Adopted Codes by the City of Aurora:

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 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.

Day-Night Sound Level (LDN or DNL):

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

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.

- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.

Previously Approved Single-Family Master Plans for new Subdivisions:

Master plans approved for one subdivision cannot be approved for another subdivision. The Building Division will require a new master plan for each building type within a new subdivision.

Request for Modification or Alternative Material:

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 Schedule](#).

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.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and

Re: Murphy Creek Filing No. 7 (#1369193)/Pre-Application Meeting held May 23, 2019

bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- 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.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - major and minor arterials
 - collector streets
 - local streets
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - median construction
 - 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 meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

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 call the Building Department at 303-739-7420.

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

PRE-APPLICATION CONFERENCE

TO: Greg Saia
FROM: Scott Campbell
DATE: Thursday, May 23, 2019
SUBJECT: Murphy Creek Filing No 7
LOCATION: SWC Jewell Ave and Flatrock Trl

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 and 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: Murphy Creek Filing No. 7 (#1369193)/Pre-Application Meeting held May 23, 2019

SWC Jewell Ave and Flatrock Trl

Report Ran On Thursday, May 23, 2019

#	ORGANIZATION	CONTACT	PHONE
397	MCGC Neighbors	MARGARET A. "MARGIE" SOBEY 1403 SOUTH ADDISON COURT AURORA CO 80018 MSOBEY@MCGCNEIGHBORS.ORG	(303)881-2682
343	MURPHY CREEK MASTER ASSN	IRENE BORISOV 4950 S YOSEMITE ST F2-506 GREENWOOD VI CO IRENE@SAMMGT.COM	(303)459-4919
405	THE PARKWAYS @ MURPHY CREEK	SUMMIT MGMT 14901 E HAMPDEN AVE AURORA CO 80014 EHUBBARD@CCHOAPROS.COM	(303)693-2118

343-Murphy Creek Master Assoc.
 397-Murphy Creek / Gun Club Neighbors
 404-Murphy Creek Metro Dist 1-4
 405-The Parkways at Murphy Creek

Murphy Creek Filing No 7

