

March 23, 2018

City of Aurora – Planning and Development Services  
Mr. Brandon Cammarata, Project Manager  
15151 E. Alameda Pkwy.  
Aurora, CO 80012

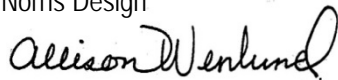
Re: Providence at the Heights – Response to Pre-Application Comments

Dear Brandon:

Thank you for your Pre-Application review comments which we received on December 13, 2017. We have reviewed all comments and addressed them in this letter.

Please feel free to contact me directly should you have any comments, questions and/or requests for additional information. We look forward to continuing to work with the City to make this new community a success.

Sincerely,  
Norris Design



Allison Wenlund  
Project Manager

### Overall Key Issues:

- **Subdivision Plat/ Street Frontage:** It is possible to subdivide the property as requested, but you'll need to comply with the zoning and subdivision ordinance requirements. The zoning code requires multifamily developments to have 90-feet of street frontage. The frontage requirement may be problematic for this site which currently does not have street frontage; however, extension of the drive-lane east of the church built to street standards may be an opportunity to address the frontage requirements as well as vehicular, utility, and pedestrian access requirements. We will work with you to explore the parameters for platting this parcel separately. Please see Planning's comments on page 5 for more information.  
*Response: The drive-lane to the east has been built per the City of Aurora Local Type 3 section standards as requested.*
- **Parking Requirements:** Parking requirements will be set by the multifamily standards per code. One critical item that your proposed plan is not meeting is the standard requirement of 35 percent garage parking, with at least 50 percent of those garages required to be attached to the residential structure. Planning has laid out other parking elements to analyze, please work with staff to coordinate a strategy for allocating the necessary parking and any potential waiver requests from code.  
*Response: Noted, variations to the parking requirements are requested. Please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.*
- **Public Improvements:** Public improvements for this development shall include a 10' detached sidewalk and tree lawn along Alameda Parkway.  
*Response: A 10' detached sidewalk has been added along Alameda Parkway.*
- **Floodplain:** Your site is adjacent to the FEMA Zone A floodplain for West Toll Gate Creek. The City of Aurora requires that the lowest point of any residential building lot to be a minimum of one foot above the 100-year flood elevation and the lowest floor of residential structures a minimum of two feet above the 100-year flood elevation. Please see Public Works comments beginning on page 17 for more information.  
*Response: The proposed building lot is a minimum of one foot above the 100-yr floodplain and the lowest floor elevation is a minimum of two feet above the 100-yr flood elevation.*
- **Looped Fire Lane:** You will need to provide a looped water main to this site in order to supply the fire suppression system and to provide the building frontage to public main.
 
  - In conjunction, you'll need to provide two points of access with new dedicated fire lanes connecting to the existing fire lane easements with the looped water supply (feed from two directions). One new fire hydrant within 100 feet of the FDC (fire department connection) will be required. Please see Aurora Water and Building/Life Safety comments beginning on page 15 for more information.  
*Response: Per discussion with Life Safety and Building Division, two points of access for fire lane has been provided. A looped waterline has been provided with two connection points to the water main within Alameda.*
- **Fire Access:** Because this building exceeds 30 feet in height above the lowest level of fire department vehicle access; it shall be provided with an approved 26'-wide fire apparatus access road capable of accommodating fire department aerial apparatus.  
*Response: A 26' wide fire lane adjacent to one side of the building has been provided.*

## STEP I – PLANNING PHASE

## PLANNING DEPARTMENT

### *Key Issues:*

- Meet minimum parking requirements with the provision of covered and attached parking spaces.  
*Response: Variations to the parking requirements are requested. Please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.*
- Improvements to the east access drive to meet lot frontage requirements and provide required pedestrian connections.  
*Response: Improvements to the east access have been made to meet frontage and pedestrian requirements.*
- Submit an Operations Plan defining all components of the development.  
*Response: An Operations Plan is included with the submittal.*
- Coordination of improvements and processes to effectively address both the new site and any modifications to the existing church site with any required shared or cross-access agreements.  
*Response: Noted.*

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

- Your property is zoned PCZD Multifamily.  
*Response: Noted.*
- The uses you propose, multifamily residential, is permitted by the current zoning, but subject to a Site Plan for Providence at the Heights, Site Plan Amendment for Aurora Alliance Church Site Plan and Plat approval. Please note "congregate living" would not be permitted on-site.  
*Response: Noted.*

### *Standards and Issues:*

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

Your property is zoned PCZD-MF (Planned Community Zone District, Multi-Family Subarea) and is located within the Tollgate Village General Development Plan (Case Number 1972-2061-28). If the proposal meets the definition of multi-family apartments it is permitted within the PCZD-MF Zone District, and subject to (R-4) High Density Multi-family Residential zoning regulations set forth in Article 5 of the Zoning Code. Please note "congregate living" is not permitted.

*Response: Noted.*

At the pre-application meeting, you identified that a separate platted lot is your preferred approach and these comments address that request. However, the site also lies within the approved Aurora Alliance Church Site Plan (Case Number 1980-4019-03). Although you are proposing a new lot for development, components of your proposal such as the second access off Alameda Parkway impact the Church's site plan and any required improvements outlined on the existing site plan need to be compliant. Any changes to the church's existing site may require an amendment to the Church's site plan. Please coordinate with planning staff as you refine your proposal to clarify how to approach the new site plan and any modifications to the existing site plan for the church.

***Response: Noted, both a Site Plan for the proposed platted lot and a Site Plan Amendment to the Aurora Alliance Church Site Plan are included with this submittal.***

1B. *Land Use and Associated Referrals.* All new residential development requires review and evaluation by Aurora Public Schools for any potential school fees. As part of the City's review process, a referral will be sent to Aurora Public Schools for their review. Park fees will also be assessed.

***Response: Noted.***

1C. Please submit a detailed operations plan and work with staff on the information to be included. Typically an operations plan will include, but may not be limited to, a description of your program and how your clients are selected and what is expected of them and how this is managed. The plan should also include what services and activities will occur on site and how living arrangements are set up.

***Response: Noted, coordination with staff has occurred and an Operations Plan is included with this submittal.***

## **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. The site is currently out of compliance with the approved Aurora Alliance Church Site Plan, which requires a 10' detached walk and 10' tree lawn along Alameda Parkway. The site will need to come into compliance with the approved plans.

***Response: A 10' detached walk and tree lawn have been added along Alameda Parkway.***

Development and extension of the drive lane east of the church to city street standards may be an opportunity to address frontage requirements as well as pedestrian and vehicular access requirements. These improvements should include on-street parking, a landscaped tree lawn, detached sidewalk and landscape buffer between the back of sidewalk and the church parking lot and extension of the drive lane to create required frontage to the new lot.

***Response: The street east of the church site has been modified to meet frontage requirements.***

## **3. Environmental Issues**

**Buckley AID:** Because this property is located within the Airport Influence District of Buckley Air Force Base (BAFB), the applicant must assure that an avigation easement has been conveyed to the City of Aurora for this parcel and that this easement has been recorded with the Arapahoe County Clerk and Recorder along with the first plat in accordance with Section 146-817 of the Aurora Zoning Code. The applicant will need to assure that an avigation easement has been conveyed to the city and this easement has been recorded with the Arapahoe County Clerk and Recorder. A copy of the recorded document must be submitted to the Case Manager

***Response: The avigation easement will be executed and submitted at a later date.***

The Permanent Parcel Identification (PPI) number and Book and Page where the avigation easement is recorded should be included on the avigation easement submitted to the Case Manager. The easement form is available on the City website at [www.auroragov.org](http://www.auroragov.org), Business Services, Development Center, Development Process, Forms & Applications. Development in the AID shall comply with height restrictions in the underlying zone district, which do not intrude into 14 CFR 77 surfaces for military airports.

***Response: The avigation easement will be executed and submitted at a later date.***

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be

subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact Porter Ingram at 303-739-7227 with any additional questions regarding the AID.

**Response: Noted.**

These requirements also require enhanced noise mitigation associated with building construction.

**Response: Per Aurora Municipal Code sections 800-822, the proposed project is located within the Airport Influence District of Buckley Air Force Base. However, the project is not located in the Special Noise Impact District, or the Noise Impact District. This property is in the Airport Influence District, which does not require additional noise mitigation measures per 146-811.**

#### 4. Site Design Issues

##### 4A. Density of Use.

The maximum density that is allowed on this site per the Tollgate Villages General Development Plan is 50 dwelling units per acre. The lot size you propose will need to be large enough to accommodate maximum density allowances as well as required or necessary design elements such as parking, landscaping and access.

**Response: Noted, the maximum density is not exceeded with this proposal. All other required and necessary design elements have been satisfied.**

##### 4B. Building Orientation

The Subdivision Ordinance requires compliance with applicable zoning requirements. Table 5.2 of the zoning code requires multifamily developments to have 90-feet of street frontage. The frontage requirement may be problematic for this site which currently does not have street frontage. Development and extension of the drive-lane east of the church to street standards may be an opportunity to address the frontage requirements as well as pedestrian and vehicular access requirements. These improvements should include on-street parking, a landscaped tree lawn, detached sidewalk and landscape buffer between the back of sidewalk and the church parking lot and extension of the drive-lane as a private street to create required frontage to the new lot.

**Response: Required street frontage improvements have been made to the site; a waiver to the 90' frontage requirement is requested, please see Letter of Introduction and Site Plan Cover Sheet for further information.**

##### 4C. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.

The primary entrances of the multifamily buildings need to have a direct and continuous connection to adjoining public streets. The code will require the development of a pedestrian connection along the existing drive lane. Along the drive-lane, the pedestrian connection will need to be developed as a street sidewalk section, which is typically a 5.5' wide side and eight-foot tree lawn adjacent the entrance lane. The back of the sidewalk adjacent to the church parking lot should be developed with a landscape setback treating the private access as a private local street. The on-site pedestrian sidewalk network will need to tie into the improvements on the private drive lane.

**Response: A 5.5' sidewalk with 8' tree lawn has been provided. The sidewalk ties into the sidewalk along Alameda.**

As noted by Public Works the Alameda Parkway sidewalk will need to be developed to current standards which is a 10-foot wide detached sidewalk and 10-foot wide tree lawn landscaped as per city code adjacent to the church property. The sidewalk developed along the private drive will need to tie into the Alameda Parkway sidewalk.

***Response: A 10' sidewalk and tree lawn has been added along Alameda. A sidewalk that attaches to the sidewalk along Alameda has been added to the private drive.***

At the pre-application meeting, your team identified the potential of improving the informal trail along the west boundary. These improvements should be included with your application if proposed.

***Response: The proposed design improves the existing footpath with a 4' wide crusher fines walk that connects the PATH facility to Alameda. Three pods containing simple fitness apparatus have been placed along the path to bring health and therapeutic activities to the site.***

#### 4D. On-Site Vehicular Circulation

Please label vehicle circulation patterns on the Site Plan, including the required fire lane and public access easements. Two points of access will need to be provided for the multi-family dwelling site. A cross-access agreement is necessary.

***Response: Vehicle circulation patterns has been added to the Site Plan.***

#### 4E. On-Site Amenities and Use of Open Space

The site is required to have 45% landscaped area (Section 156-502, Table 5.2, Line 19). The landscape plan should integrate active areas such as playfields, playgrounds as well as gathering places that include formalized landscape features, hardscape, furniture, weather protection and pedestrian lighting.

***Response: The required landscaped area is met.***

#### 4F. Parking

Parking amount and parking lot design elements are included in Section 146-1500. Some critical aspects of this section are identified below and is not an all-inclusive list of requirements.

***Response: Noted, responses are provided below.***

The minimum amount of required parking for multifamily is described in Table 15.1, line 4 and include the following:

One space per efficiency unit; 1.5 spaces per one-bedroom unit; 2 spaces for each two-and three-bedroom unit; 2.5 spaces for each unit of 4 bedrooms or more. Any one-bedroom unit with den, office, or loft shall be classified as a two-bedroom unit for these purposes. One space per dwelling unit plus one space per 5 dwelling units is required for guest parking.

***Response: Variations to the parking requirements are requested. Please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.***

Your proposal identifies 40 1-bedroom units and 10 2-bedroom units and would require 90 parking spaces, which includes 10 guest parking spaces.

***Response: Variations to the parking requirements are requested. Please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.***

Parking Area Design Standards can be found in Section 146-1509(F) of the Zoning Code. Please revise your plan to reflect the standard requirement of 35 percent garage parking, with at least 50 percent of those garages to be attached to the residential structure. This equates to 32 garage spaces, 16 of which are attached to a residential structure.

***Response: Variations to the parking requirements are requested. Please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.***

Table 15.2 Schedule of Shared Parking, describes how parking can be utilized by both the church and the multifamily. If parking is allocated to or shared with the multifamily that is currently used by the church, then the uses associated with the church will be evaluated to assure minimum parking requirements are met.

***Response: At this time, the project is not proposing a shared parking agreement with the church. Any existing parking spaces that are disturbed by the proposed design will be replaced.***

Any reduction in the amount of required parking will require a Parking Reduction Report as described in Section 146-1505(B).

***Response: A parking study is included within the overall traffic impact study and includes the items outlined in Section 146-1505(B). The associated approval criteria are listed and responded to in the Letter of Introduction.***

The Planning Department recommends a robust and thoughtful approach to the provision of bicycle parking. The intended residents are likely to use bicycles at a higher rate than typical.

***Response: The building will include amenities for bicycles both inside and outside the building. We have proposed a bicycle storage room for residents inside the building at the ground floor. This secure room will offer high-density storage for a minimum of 50 bikes, as well as a repair station. It is located near the vertical circulation for convenience, and site circulation to/from it has been incorporated. There will also be bicycle racks located outside the building in well-lit, secure areas.***

Table 15.5 describes applicable parking lot design elements. Your current layout may require additional landscape islands as per city code. Also, sidewalk connections are necessary to the furthest extent of the parking lot which may require an extension of the proposed internal sidewalk to the new parking at the east end.

***Response: Sidewalk connections have been added to provide pedestrian circulation through the parking lot.***

#### 4G. 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. Pedestrian scaled lighting is encouraged in pedestrian areas such as plazas, patios and pathways

***Response: Please see Site Photometric Sheet. Pedestrian scale lighting has been incorporated for the landscape areas and an emphasis has been made on lighting design at the entry of the building. The project will employ lighting strategies that are mindful of the single-family residences to the South.***

#### 4H. Fencing.

Fencing in residential areas is limited to 6' in height, and must be open style type along Tollgate Creek per the special landscape buffer requirements. Fence standards can be found in Article 17 of the Zoning Code.

***Response: Fencing along Tollgate Creek is not proposed.***

### 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:

**General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found within Article 14 Landscape Ordinance of the City of Aurora Zoning Code 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.



**Response: Noted.**

Provide the necessary landscape tables for each of the required landscape treatments (i.e. street frontage, buffer tables, etc.) in order to demonstrate compliance with code requirements.

**Response: Noted. The required landscape tables have been included on the plans.**

**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: Noted.**

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be 24"x36" 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: Noted.**

- A. **Section 146-502 Residential Development Standards.** The following is not necessarily an all-inclusive list of the landscape requirements found within this section of the zoning code. The applicant is responsible for reviewing the zoning code and determining all applicable landscape conditions.

**Response: Noted.**

- For all residential uses within multi-family residentially zoned districts, a minimum of 45% of the site must be landscaped area.

**Response: Noted. The landscape area for the site is 45.5%**

- B. **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.

**Response: Noted.**

- **Elevation Christian Church Landscaping (Aurora Alliance Site Plan)**  
**Section 146-1460. Requirements for Sites with Existing Development (If Providence Heights is not platted as a separate lot)**

On sites with existing development where changes or additions are made to landscaping or existing parking areas or where proposed site changes involve a new increase in gross building area of 2,00 SF or more, current landscape standards shall be met. As part of the site plan approval process for Providence at the Heights, the church will need to bring their site into landscape compliance. A previous landscape plan was approved as part of a site plan amendment process in 2006 for the Aurora Alliance Church (currently operating as the Elevation Christian Church) and was never installed. This plan may be used as a starting point, but will require some revisions based upon changes in the proposed use and site layout reconfiguration which is different than the approved 2006 site plan.

**Response: Per the Site Plan amendment provided by the City the site has been brought into conformance.**



It may be possible to phase the installation of the church landscaping due to potential cost implications, but would need to be discussed with the Case Manager, the city's Landscape Architect as well as code enforcement staff who will be doing the inspections to ensure compliance with the approved landscape plan.

**Response:** *No phasing is proposed at this time.*

- **Administrative Site Plan Amendment – July 1998** – In July of 1998, the Aurora Alliance Church did a site plan amendment to add 57 parking spaces along the west site of the church. Part of that approval included the installation of trees and shrub beds surrounding the western and northern boundaries of the property in connection with the parking lot. The landscaping associated with that application will need to be installed in order to meet the site plan obligations for landscaping and to avoid future code citations for non-compliance.

**Response:** *Per the Site Plan amendment provided by the City the site has been brought into conformance.*

While the applicant is obligated to install landscaping, they may wish to work with the applicant's consultant team in particular the landscape architect to update the landscape plan or as an option, install the landscape that was approved with the 2006 site plan amendment for this same area.

**Response:** *Noted.*

- **Standard Right-of-Way Landscaping**  
Provide one shade/street tree per 40 linear feet of street frontage along East Alameda Parkway. Refer to Section 146-1451 (B) 2. Additional Requirements for Non-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 0.025 per square foot of sod area.

**Response:** *Noted. The required detached sidewalk, trees lawn, and street tree planting has been provided.*

- **Special Landscape Features.** Provide distinctive landscaping at the proposed site entrance off of Alameda Parkway. Distinctive landscaping 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 combined and used as part of any entry monumentation, if proposed.

**Response:** *Noted.*

#### Providence at the Heights Required Landscaping

- **Building Perimeter Landscaping.** Building perimeter landscaping shall be provided in accordance with Section 146.1450 (F) 3. Additional Requirements for Residential Development and 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 to a mature height of at least 6' and 80% a mixture of evergreen and deciduous shrubs.

**Response:** *Noted.*

- **Special Landscape Buffer.** A 25' wide special landscape buffer to include one tree and ten shrubs per 30 linear feet of frontage is required along the western property boundary adjacent to the Tollgate Creek trail. Reductions in special landscape buffer widths are not permitted. The 25' width shall be maintained for site design purposes and no buildings, structures or parking of any kind are permitted within the buffer. Refer to Section 146-1424 Special Landscape Buffers and Table 14.1 Special Buffers. Coordinate with the Parks Recreation and Open Space Department on  
*Response: Noted, the special landscape buffer requirements have been met.*

- **Non-Street Frontage Buffer -** A 10' wide non-street frontage landscape buffer is required along the eastern property boundary adjacent to the existing multifamily development while a 25' wide non-street frontage landscape buffer is required along the southern property boundary per Table 14.4 Standard Buffer Widths and Allowed Reductions for Multi-Family and Single Family Attached Townhomes and Table 14.2 Residential Buffers Between Uses. Buffer widths can be reduced through the use of xeriscape landscape incentive features. It is possible to reduce buffer widths from 10' to 4' and from 25' to 14' depending upon the buffer reduction feature chosen, however, a reduction in the buffer width does not permit a reduction in the required plant material quantities.  
*Response: Noted, the non-street frontage buffer requirements have been met.*

The southern buffer shall consist of 1 tree and 5 shrubs per 25 linear feet of buffer. Fifty percent of the trees shall be evergreen. The eastern buffer shall include 1 tree and 5 shrubs per 40 linear feet of buffer.

*Response: Noted, the non-street frontage buffer requirements have been met.*

- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to Section 146-1433.  
*Response: The project will not have any trash facilities outside the building. Dumpsters will be located inside a trash discharge room.*

- **Detention Pond Landscaping.** The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc.

*Response: Noted.*

Should the applicant chose to utilize a traditional detention pond, pond depths 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 sf above the 100 year water surface elevation. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.

*Response: Noted.*

- **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.

For irrigation design and submittal requirements, please contact Tim York in Aurora Water at (303) 326-8819.

**Response: Noted.**

## 6. Architectural and Urban Design

6A. *Residential Design Standards.* Building design and architectural standards for multi-family development can be found in Section 146-1303 of the Zoning Code, which includes a minimum requirement for masonry (i.e., brick, stone, stucco or a combination of these materials). The minimum percentage of masonry on the net façade area must be accomplished by utilizing one of the following options:

- 60 percent shall be clad in brick or stone; or
- 80 percent shall be clad in stucco; or
- 80 percent shall be clad in a combination of stucco and brick, or stucco and stone.

**Response: Noted, please refer to elevation sheets within the Site Plan for complete calculations.**

Your submission should include calculations demonstrating that you have met these requirements. Please include building elevations as part of your Site Plan, calling out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. 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. 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. If proposed, all air conditioning units should be flush with the exterior wall.

**Response: The building's exterior was informed by the principal of simple, yet rigorous study of geometric proportion. The base of the building is anchored with durable brick masonry, and the entrances and public areas are brought to life using the warmth of wood and the transparency of glazing, mated through thoughtful detailing. Our team elected to focus on large windows and a high percentage of fenestration to give the apartments and public areas a strong connection to the outdoors. Façade articulation is created by geometric shifts in plan, combined with roof/canopy elements, and finally, varied textures and colors of the cladding types. The cladding colors were directly informed by the natural colors found at Tollgate Creek and throughout the prairies and riparian zones of the Colorado foothills.**

6B. *Screening of Roof Top Mechanicals.* Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened in accordance with Section 146-1300 of the Zoning Code. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled "Roof-Mounted Equipment Screening" must be added to the general notes section of all Site Plans: (click here for the specific note)

**Response: The project will have two trash chutes, located near the Eastern end of the building. The project will also employ two rooftop air-handling units. Each of these items will be concealed with screening material. The proposed material is stucco to match the rest of the building.**

## 7. Signage

The total allowable square footage of signs for multi-family development is 96 sq. ft. All ground signs should be at least 10 feet back from the property line and 21 feet back from the flow line. Ground signs abutting 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.

**Response:** *A building sign reading "Providence at the Heights" will be located on the roof canopy at the primary building entry. The building signage is proposed to take 35 square feet and is located more than 10' away from the property line.*

#### **8. Waivers**

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

**Response:** *Noted, please refer to the Site Plan cover sheet and the Letter of Introduction for a complete list of waivers and justification.*

#### **9. Mineral Rights Notification Requirements**

Please fill out the Mineral Rights Affidavit / Severed Mineral Rights Notice and supply this documents to your Case Manager at the time of site plan submittal.

**Response:** *Noted.*

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

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

#### **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:** *Noted. The development team fully intends to hold neighborhood meeting(s) following the first submittal and review period.*

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

- Your Neighborhood Services Liaison is Meg Allen. She 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.

**Response:** *Noted.*

- 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.

***Response: Noted.***

- Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website.

***Response: Noted.***

## **PARKS, RECREATION & OPEN SPACE DEPARTMENT (PROS)**

### ***Population Designation:***

Population calculations for the development utilize a per-unit multiplier of 2.50 persons per unit. For PROS fees assessment, staff calculates an overall development population of 125 persons residing in 50 dwelling units.

***Response: Noted.***

### ***Land Dedication and Park Development Fees:***

To provide adequate parks equipped with appropriate facilities, the City Code enumerates requirements for park land dedication and park development fees. These allow the Parks, Recreation & Open Space Department to purchase land and to construct new facilities. When a development includes residential units, these requirements are applied.

***Response: Noted.***

### ***Explanation of Park Land Dedication Requirements:***

The City's park land dedication policy is set forth in Section 48(b) of Chapter 147 (i.e., the Subdivision Ordinance) of the City Code. It specifies that park land shall be dedicated in accordance with the following standards:

- 3.0 acres per 1,000 residents for neighborhood parks.
- 1.1 acres per 1,000 residents for community parks.
- No open space land dedication will be required because the subject development is designated as infill development and is exempt from the open space land dedication requirement.

***Response: Noted.***

Land dedication requirements and the proposed method of how they will be satisfied should be explicitly presented in the site plan submittal.

- Neighborhood Park Land Dedication - Neighborhood park land dedication for this project shall be provided with a cash-in-lieu payment. Based on a multi-family population projection of 125 for 50 dwelling units, the neighborhood park land dedication requirement will be 0.38 acres.

***Response: Noted.***

- Community Park Land Dedication –Community park land dedication for this project shall be provided with a cash-in-lieu payment. Based on a multi-family population projection of 125 for 50 dwelling units, the community park land dedication requirement will be 0.14 acres.

***Response: Noted.***

- Cash-in-Lieu Payments – For subdivisions qualifying as infill development, PROS allows as an incentive the use of a predefined per-acre value for cash-in-lieu payments based on the average cost for COA open space acquisitions. This value at the time of application (2017) is \$45,800 per acre. Total cash-in-lieu of land dedication for the Providence at the Heights is as illustrated in the following calculation:

***Response: Noted.***

Land dedication total acreage 0.52 acres x \$45,800 per acre = \$23,816.00

***Response: Noted.***

The cash-in-lieu payment for land dedication shall be paid at the time of first subdivision platting.

***Response: Noted.***

***Park Development Fees:***

Park development fees will be calculated per current City Code requirements. These fees are based on the park land area (land dedication acreage = 0.52 acres) required to serve new residents and a cost per acre for construction of facilities designated annually by City of Aurora PROS staff. Park Development Fees, combined for Neighborhood Park and Community Park, shall be \$85,667.13 or \$1,713.34 per dwelling unit. Park development fees shall be paid per unit at the time of building permit issuance.

***Response: Noted.***

***Special Landscape Buffer:***

All built improvements for the subject application must be set back 25' from the property line abutting the West Tollgate Creek trail corridor on the west side of the development. See Section 146-1424 of the City of Aurora Landscape Ordinance for further documentation regarding the Special Landscape Buffer.

***Response: As discussed in the pre-application meeting, the placement of community garden planters and fitness station along the western property boundary would be allowable improvements within the 25' special landscape buffer.***

***Trail Connections:***

All trail connections to the West Tollgate Creek regional trail must be designed and constructed interior to the subject property and must extend north to the bridge crossing located within the Alameda Parkway right of way.

***Response: The 4' wide crusher fines trail is proposed to be constructed within the property, and will connect to the bridge crossing at Alameda within the right of way.***

***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 time (current year 2017). 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: Noted.***

**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:***

- A separate irrigation meter will be required for the proposed multi-family use.

***Response: Noted.***

- A drainage easement and Inspection and Maintenance (I&M) plan will be required for the proposed Water Quality/Detention pond.

***Response: Noted.***

- A looped water supply is required to support any fire suppression and fire hydrants.  
*Response: A looped waterline has been provided with two connection points to the water main within Alameda.*

**Utility Services Available:**

- Water service may be provided by extending and looping public main into the site.  
*Response: Noted.*
- Sanitary sewer service may be provided from the 10-inch Ductile Iron pipe located to the west of the site.  
*Response: Noted.*
- The project is located on Map Page 09J.  
*Response: Noted.*

**Utility Service Requirements:**

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - All utility connections in the arterial roadway are required to be bores.*Response: Noted.*
- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).  
*Response: Noted.*

**PUBLIC WORKS DEPARTMENT**

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

**Key Issues:**

- A traffic study is required for the proposed project. See below for additional detail  
*Response: Noted, a traffic study is included with this submittal.*
- A public access easement is required for internal access to the public right of way  
*Response: Acknowledged, this will be added to the site.*
- Show all adjacent and opposing access points on the Site Plan.  
*Response: Noted.*
- The proposed access will be limited to right in / right out only.  
*Response: The new access from Alameda Pkwy. is no longer proposed.*



- Label the access movements on the Site Plan.  
*Response: The new access from Alameda Pkwy. is no longer proposed.*
- 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.  
*Response: Noted.*
- Add a note to the landscape plans regarding compliance with COA Roadway Specifications, Section 4.04.2.10  
*Response: Noted, the above note has been added to the plan.*

**ROW/Plat:**

- Designate a Public Access Easement internal to the site, connecting the proposed access to the rear and along the eastern side of the property.  
*Response: Noted.*

**Improvements:**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. 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.  
*Response: Noted.*
- Show the installation, by developer, "Right Turn Only" signs at the new proposed access. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.  
*Response: The new access from Alameda Pkwy. is no longer proposed.*
- 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.  
*Response: Noted.*
- Pending the results of the traffic analysis, the westbound left turn storage on Alameda Parkway may need to be lengthened by the project.  
*Response: Noted.*
- 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 of:
    - a. The new proposed access
    - b. The existing access / Joplin St at Alameda Parkway
  - 3) Include detailed reporting of existing and proposed queuing in all directions.
  - 4) Request existing signal timing from the Public Works Traffic Department

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

**Response: Noted.**

*Submitting the Traffic Study:*

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

**Response: Noted.**

- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.  
**Response: Noted.**

## **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 Issue:**

- Public improvements for this development shall include a 10' detached sidewalk and tree lawn along Alameda Parkway.

**Response: 10' detached walk and tree lawn along Alameda Pkwy. has been provided.**

**Improvements:**

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

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9.

**Response: Noted.**

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

**Response: Curb returns are proposed at the site entrance as required.**

- 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: Noted.**

- The maximum access drive slope may be 4% when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**Response: The drive entrance will match the existing layout – the slopes will be verified to be within acceptable tolerances.**

**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.
  - Utility easements shall be required the proposed water/sanitary sewer/public storm sewer.

- Public access/fire lane easement shall be required.

**Response:** *All easements will be dedicated via Subdivision Plat – separate documents will be provided for any easement vacations.*

#### **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 be required for this project.

**Response:** *Preliminary drainage report will be provided.*

- 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:** *SDI spreadsheet to be provided.*

- Water quality is required for this site and shall be incorporated on the site. Water quality volumes, release rate and other criteria shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision, and the Urban Drainage and Flood Control District's Urban Storm Drainage Criterial Manual, latest revision.

**Response:** *Water Quality onsite to be sized per City of Aurora requirements.*

- Under existing conditions, your site discharges directly to the adjacent West Toll Gate Creek. It should continue to do so under your proposed development of the site. Extend storm sewer and other drainage conveyance facilities through your site as needed to deliver flows to West Toll Gate Creek.

**Response:** *Site will discharge directly into West Tollgate Creek.*

- Your site is adjacent to the FEMA Zone A floodplain for West Toll Gate Creek. The City of Aurora requires that the lowest point of any residential building lot to be a minimum of one foot above the 100-year flood elevation and the lowest floor of residential structures a minimum of two feet above the 100-year flood elevation. As a condition for obtaining a Certificate of Occupancy, the City of Aurora requires an Elevation Certificate proving the above requirements are met for any residential lot hydraulically connected, touching or including a floodplain for which the proposed lowest floor is not shown on the grading plan as being greater than four feet above the 100-year flood elevation.

**Response:** *Noted.*

#### **FIRE/LIFE SAFETY COMMENTS - BUILDING DIVISION**

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

#### **Key Issues:**

- **Looped Water Supply and Fire Lane:** You will need to provide a looped water main to this site in order to supply the fire suppression system and to provide the building frontage to public main. In conjunction, you'll need to provide two (2) points of access with new dedicated fire lanes connecting to the existing fire lane easements with the looped water supply (feed from two directions). One (1) new fire hydrant within 100 feet of the FDC (fire department connection) will be required. Please see Aurora Water and Building/Life Safety comments for more information.

***Response: Noted.***

- Because this building exceeds 30 feet in height above the lowest level of fire department vehicle access; it shall be provided with approved 26'-wide fire apparatus access road capable of accommodating fire department aerial apparatus. (Must be located within 15 to 30 feet from the building and shall be positioned parallel to one entire side of the building).

***Response: The proposed building footprint is within the 15' to 30' requirement.***

***Address Directory Signs:***

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the Life Safety Plans Examiner, emergency response may be delayed due to the physical layout of the complex.

***Response: Addressing is underway and will be provided once ready.***

***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 responsible of the owner, occupant or any obtaining a building permit to place such number in the manner provided by the Aurora City Code of Ordinance Chapter 126 – Article VII – Numbering of Buildings.

***Response: Addressing is underway and will be provided once ready.***

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

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

***Response: Noted.***

***Civil Plans:***

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

- Fire Lane Sign Detail
  - o The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- Street Standards and Street Section Details

***Response: Noted.***

***Emergency Responder Radio Coverage:***

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

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

***Response: Noted.***

***Fire Department Access:***

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

- Designated Fire Lane
- Fire Lane Easement

***Response: Noted.***

***Fire Hydrants:***

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

***Response: Noted.***

***Fire Sprinklered Structures:***

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

***Response: The project will employ a NFPA 13 automatic fire sprinkler system installed in accordance with Chapter 9 of the IFC.***

***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.

***Response: A gated entry is not proposed.***

***Handicap Accessibility Requirements:***

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

- Residential

***Response: The project will be designed in accordance with the accessibility requirements referenced above.***

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

- Commercial

***Response: The project will be designed in accordance with the accessibility requirements referenced above.***

***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.

***Response: Noted.***

***Legend:***

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

***Response: The Site Plan Legend is provided on the Site Plan page for convenience.***

***Phasing Plans:***

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

***Response: No phasing is proposed.***

***Site Plan, Civil 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
- (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

***Response: A Site Plan notes page is included in the Site Plan sheet set.***

***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.

***Response: A completed data block has been included on the Cover Sheet.***

***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
- 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
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans

- License Agreement

**Response: Noted.**

Construction of fire lanes using alternative surfacing materials other than asphalt and concrete will require a license agreement though Real Property.

- No Parking is allowed within a Fire Lane Easement
- Pocket Utility Easements for Fire Hydrants
- Remoteness
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

**Response: Noted.**

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

**Response: IFC Section 304.3.3 Exception 1 states "Dumpsters or containers in areas protected by an approved automatic sprinkler system installed throughout in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3. This project proposes to employ an automatic fire sprinkler system in accordance with 903.3.1.1 (NFPA 13).**

**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 is currently platted but because of what you propose to do, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in the most current Subdivision Plat Checklist. These reviews of the plat can run concurrently with your other Planning Dept. submittals.

**Response: Noted.**

- 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 1st 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.

**Response: Per Real Property, an emailed PDF of the Plat will suffice in lieu of the pre-submittal meeting.**

**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.

**Response: Noted.**

**Separate Documents:**



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

***Response: Noted.***

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- Dedications Packet
- Easement Release
- License Agreement Packet

***Response: Noted.***

- **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.

***Response: Noted.***

- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

***Response: Acknowledged. Easement releases will be prepared and submitted directly to Real Property.***

- 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 r

***Response: Noted.***

## **STEP II – CONSTRUCTION DOCUMENT PHASE**

### **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:
  - o Fixture Unit Table and Meter Sizing Tables
  - o Water Service and Water Meter locations
  - o Sanitary Sewer Service Lines
  - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- 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.

***Response: Noted.***

#### ***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.

***Response: Noted.***

- 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.

***Response: CAD Data submittal will be made in accordance with City of Aurora standards.***

#### **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.

***Response: Noted.***

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control Plans.

***Response: Noted.***

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Alameda Parkway and not through the adjacent residential neighborhood(s).

***Response: Noted.***

#### **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.

***Response: Noted.***

- 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.

***Response: Noted.***

- 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.

***Response: Acknowledged, the drainage easement will be added to the plat.***

- 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 and 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.

***Response: Noted.***

**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.

***Response: All work within the City of Aurora's public right of way will be done in accordance with all City of Aurora Standards.***

- 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.

***Response: The primary fire lanes are all located on pavement. Secondary fire accesses will be designed in accordance with the City's adopted Fire Code requirements.***

**BUILDING DIVISION COMMENTS:**

*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.*

***Response: Noted.***

*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.*

***Response: Noted.***

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

***Response: Noted.***

***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
  - Master Multi-Family or Multi-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***

- Fire Alarm
- 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

***Response: The project will secure all required permits necessary.***

***Accessibility:***

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

***Response: The project will be designed in accordance with the accessibility requirements referenced above.***

***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

***Response: The project will be designed in accordance with:***

- ***2015 International Building Code and all applicable amendments.***

- 2015 International Fuel Gas Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Energy Conservation Code
- 2015 International Fire Code
- 2009 ICC/ANSI A117.1 Accessible Usable Buildings and Facilities
- 2014 National Electrical Code

***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.

***Response: Noted.***

***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.

***Response: Noted.***

***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:

- Emergency Alarm Systems - 2015 IFC, Section 908.
- Fire Alarm and Detection System – 2015 IFC, Section 907.
- Fire Pump - 2015 IFC, Section 913.
- Fire Sprinkler System - 2015 IFC, Section 903.
- Standpipe System – 2015 IFC, Section 905.

***Response: The project will be designed with a fire protection system including alarm, pumps, and automatic sprinklers in accordance with the International Fire Code.***

***Geographic Design Criteria:***

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

***Response: The project will be designed in accordance with the loading requirements listed in the geographic design criteria.***

***Occupancy Specific Building Code Requirements:***

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

- R-2 Occupancy – Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

***Response: The primary occupancy of the building is R-2. The building will also contain A-3 and B occupancies on the ground floor for resident amenity uses.***

***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.

*Response: Noted.*

**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.

*Response: Noted.*

## **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:** (Platted After January 1, 2017 / Platted Before January 1, 2017)

- 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 below:
  - Platted After January 1, 2017
  - Platted Before January 1, 2017

**Response: The fees will be paid as required.**

### **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 5.01.0.02 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.

***Response: A Private Development Pavement certification will be submitted prior to project completion.***

- 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.

***Response: All public improvements will be completed during the construction of the Providence at the Heights project. Any variance from this plan will be coordinated with the City of Aurora and all outstanding work will be documented and escrowed for.***

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - water quality facilities, including necessary structures
  - 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.

***Response: All public improvements will be completed as required by the City of Aurora.***

## **BUILDING DIVISION**

### ***Construction Permits:***

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

***Response: Noted.***

### ***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.

***Response: Noted.***

### ***Secondary Access Roadways during Construction:***

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

***Response: Noted.***