



Office of Development Assistance  
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July 14, 2022

Harvey Alpert - [HBAlpert@msn.com](mailto:HBAlpert@msn.com)  
Murphy Creek LLC  
9335 E Harvard Ave  
Denver, CO 80231

**Re: South Flatrock Trail Roadway Construction - Library Time (#1637221)/Pre-Application Meeting held June 30, 2022**

Dear Mr. Alpert:

I would like to take this opportunity to thank you for considering the City of Aurora for the South Flatrock Trail Roadway Construction - Library Time 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:**

- ▶ **Master Plans:** The Murphy Creek GDP and Murphy Creek East GDPs straddle this proposed roadway. The Master Plans describe land use locations, road layouts, lighting, and landscaping (including tree lawn landscaping requirements). As this road is effectively the border between these Master Plans, any future change to the layout of the roadway will need to be shown in the Master Plans through master plan amendments.
- ▶ **Utilities Coordination:** Please coordinate with the master developer as related to the Yale Road alignment. There has been ongoing discussion of Yale Road being realigned and any movement of the road will have impacts to the existing utilities in both Yale Road and South Flatrock Trail.
- ▶ **Traffic Engineering:** Roadway improvements shall be consistent with those identified in approved Traffic Impact Studies. Please note, a roundabout has been identified at the S Flatrock Trail and Yale Avenue intersection. In addition, traffic calming elements shall be provided along S Flatrock Trail adjacent to the school/park areas.
- ▶ **Improvements:** Improvements to South Flatrock Trail shall meet current City of Aurora standards.

- ▶ **Mile High Flood District (MHFD):** This application will be referred to Mile High Flood District (MHFD) for review and comment.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7044 or [cdancy@auroragov.org](mailto:cdancy@auroragov.org).

Sincerely,



Cesarina Dancy  
Project Manager

cc: Richard Lyon - [RLyon@atwell-group.com](mailto:RLyon@atwell-group.com)



## 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 administratively.
- The Subdivision Plat is not required at this time.

### Step II - Construction Document Phase

**Civil Engineering Plans:** This 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.

*Submitted as a Drainage Letter. All surrounding subdivisions have PDR/FDR's describing the drainage conditions related to this stretch of roadway.*

**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 **Cesarina Dancy, 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  
Cesarina Dancy  
303.739.7044  
[cdancy@auroragov.org](mailto:cdancy@auroragov.org)

Megan Weikle  
303.739.7357  
[mweikle@auroragov.org](mailto:mweikle@auroragov.org)

#### **Planning**

Zoning and Plan Review  
Erik Gates  
303.739.7132  
[egates@auroragov.org](mailto:egates@auroragov.org)

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

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

Planning Design and Construction  
*Not represented at meeting*

#### **Aurora Water**

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

#### **Public Works**

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

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

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

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

#### **Housing and Community Services**

Community Engagement  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)

#### **Oil and Gas Division**

Jeffrey Moore  
303.739.7676  
[jsmoore@auroragov.org](mailto:jsmoore@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

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

#### *Key Issues:*

- ▶ Master Plans: This proposed roadway is shown on both the Murphy Creek and Murphy Creek East GDPs. Changes to this road must be reflected on those documents.
- ▶ Landscaping: Ensure tree lawn landscaping, street trees and landscaping material is compliant with the Murphy Creek and Murphy Creek East GDPs
- ▶ Multi-Modal Use: A sidewalk and bike lanes on both sides of the roadway will be required.

#### *Project Overview:*

- Zoning: Murphy Creek Planned Development (PD) & Residential – Medium Density (R-2)
- Character Area: Subarea C
- Proposed Use: Roadway
- Permitted Use: Yes

#### *Type of Application:*

- Site Plan (Subarea C)
- [Deferral of Public Improvements](#)

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.

#### *Important Links:*

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

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***Standards and Issues:***

**1. Zoning and Placetype**

*1A. Zoning*

*PD*

The purpose of the planned development zone is to use new and imaginative concepts in urban design and land development to promote and improve the health, safety, and general welfare of the citizens of the city. The intent is to create distinct neighborhoods with unique urban design, commercial areas, employment centers, and amenities beyond those otherwise required by this UDO. Use of this zone district is intended primarily to facilitate mixed-use developments that provide high levels of public features or amenities of benefit to the city or the citizens of Aurora.

*R-2*

The purpose of the R-2 district is to promote and preserve various types of medium density housing with adequate amounts of usable common space and amenities. Development pursuant to a Small Residential Lot option is allowed in Subarea C. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. The district generally prohibits commercial activity except for home occupations and typical neighborhood services. Other uses are as shown in Table 3.2-1 (Permitted Use Table).

*1B. Overlay Districts*

*Avigation Easements*

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Karen Hancock at 303.739.7107 or [khancock@auroragov.org](mailto:khancock@auroragov.org) with any questions you may have.

*1C. Placetype*

*Emerging Neighborhood*

An Emerging Neighborhood placetype is a newer largely residential neighborhood in previously undeveloped areas. They are neighborhoods that have typically been built in the past 25 years and represent an opportunity to further diversify neighborhood choices. This placetype is more than just an isolated residential subdivision but is instead a complete neighborhood with mixed residential housing types and pedestrian and bicycle infrastructure. This makes it walkable and well-connected throughout the neighborhood and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood.

*1D. Master Plan*

*Murphy Creek GDP & Murphy Creek East GDP*

The Murphy Creek GDP and Murphy Creek East GDP (Hereafter referred to as the Master Plans) straddle this proposed roadway. Taken together, the Master Plans describe land use locations, road layouts, lighting, and landscaping (including tree lawn landscaping requirements). As this road is effectively the border between these Master Plans, any change to the layout of the roadway will need to be shown in the Master Plans as well through master plan amendments.

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**2. Land Use**

*2A. Historic Land Use*

This site is currently vacant.

**3. Development Standards**

*3A. Dimensional Standards*

Not applicable, roadway only.

*3B. Subdivision Standards*

Per the UDO, all subdivisions shall have an integrated system of streets, sidewalks, and trails to provide efficient movement of all traffic. The construction of this roadway should avoid sensitive natural areas such as wetlands, steep slopes, and rock outcroppings. Because this is part of the greater road network shown in the Master Plans, changes to this road's layout will need to be reflected in those plans. Coordination with other ISP applications for the Master Plans areas is also required.

*3C. Common Space and Amenities*

Not applicable with no structures proposed.

*3D. Access and Connectivity*

As a collector road, remember that no more than two local streets may be used to reach any individual lot when leaving this or another collector/arterial roadway. The Murphy Creek GDP describes a general road cross section for a 70' roadway. As shown in this cross section and the plans provided for this pre-application, the roadway should have detached sidewalks on both sides with a tree lawn that complies with the landscaping standards of the UDO and both Master Plans. Bike lanes are also needed on the roadway as has been shown.

*3E. Parking, Loading, and Stacking*

No parking is proposed as part of the scope of this ISP.

**Murphy Creek 7 shows the landscaping for Trail on the west side. Murphy Creek East should show landscaping on the east side scope would be redundant.**

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

General Landscape Plan Comments

**Prepare the landscape plans** in accordance with the city's Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

Landscape Plan Preparation

Please label all landscape sheets "Not for Construction". **Landscape construction drawings are not required** and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

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

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Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

**Sight Triangles**

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface.

**Section 146-4.7 Landscape, Water Conservation, Stormwater Management**

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

**Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a.**

Street trees and curbside landscaping shall be included with the Infrastructure Site Plan. Street trees are required at a ratio of one street tree per 40 linear feet along all street frontages. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. A xeric landscape would consist of shrubs and ornamental grasses being provided in a minimum five-gallon size at a ratio of one shrub per 40 sf. of curbside landscaping. Curbside landscapes 10' or greater in width may have sod, if desired.

**Section 146-4.7.3. C. Irrigation**

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

**3G. *Building Design Standards***

Not applicable as no buildings are proposed in this application.

**3H. *Exterior Lighting***

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan. Street lighting should be downcast, and the light source shielded from view of future residential properties.

**3I. *Signs***

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans.

**4. Adjustments**

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not

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guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**5. Submittal Reminders**

*5A. CAD Data Submittal Standards*

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

*5B. PDF Requirements*

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

*5C. Mineral Rights Notification*

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

***Pre-Submittal Meeting:***

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

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

***Community Participation:***

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

***Community Engagement Coordinator:***

- *Scott Campbell* is the Community Engagement Coordinator for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and

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procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

### **Oil and Gas Development**

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

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

Currently there is a horizontal well drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. The operation of the well is not anticipated to impact your surface development. In the future, additional horizontal wells may be drilled underneath your site. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

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

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

No comments from this department.

### **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:***

- ▶ Additional hydrants can be wet tapped off of the main.
- ▶ Please coordinate with the master developer in regard to Yale alignment. There has been discussion of this road being realigned and any movement of the road will have impacts to the existing utilities in Yale Road and South Flatrock Trail.
- ▶ Please note, Aurora Water is processing a non-functional turf ordinance which will limit the amount of cool-weather turf allowed in all developments. Please find the ordinance [here](#) under Item 5. Please plan to incorporate these requirements in your future submittals.
- ▶ Connection fees are those effect at time of payment
- ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger.

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

- Water service may be provided from: Existing Water Mains
- Sanitary sewer service may be provided from: Existing Sanitary Mains
- Project is located on the following Map Pages:13V and 14V

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**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
  - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

**Acknowledged. All existing utilities are shown on the plan set.**

**Utility Development Fees:**

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- 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.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**Public Works Department**

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

**Key Issues:**

- ▶ Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.
- ▶ Roadway improvements shall be consistent with those identified in approved Traffic Impact Studies.
  - A roundabout has been identified at the S Flatrock Trail and Yale Avenue intersection.
- ▶ Traffic calming elements shall be provided along S Flatrock Trail adjacent to the school/park areas.

- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).  
**Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'**

**Acknowledged. We have been instructed by the City to show the intersection as presented for the time being while Murphy Creek East Filing sorts out the roundabout issue.**

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- 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 not to the Site Plan:
  - 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. 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.

**ROW/Plat:**

- Designate ROW along all Flatrock Trail and Yale Avenue.

**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:***

- ▶ Improvements to South Flatrock Trail shall meet current City of Aurora standards. The Yale Avenue realignment needs to be resolved prior to submittal of the ISP.
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the updated master drainage study.
- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment.
- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

***Improvements:***

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- 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. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

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**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.
  - 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.

**Addressed earlier.**

**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.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- 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. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- **Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.**
- Per City of Aurora Storm Drainage Design and Technical Criteria Manual, detention may be used only as a last resort and must be approved if all other options are exhausted. If a development chooses to propose underground detention, they are doing so at-risk or significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.
- Release rate for the detention pond shall be based upon the "[Storm Drainage Design and Technical Criteria](#)" Manual, latest revision.

**Water quality and detention is provided via Pond C on Murphy Creek East Filing No. 3 and is to be designed by Redland Engineering as a part of that filing.**

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- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

**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 Issue:***

- ▶ Fire/Life Safety comments will be focused on the forthcoming ISP and master plan submittals. The focus of our groups review will be the establishment of two points of emergency access, internal site connectivity and a looped water supply to the overall site. More specific comments will follow at the time of CSP and Civil plan submittals.

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015/2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

**Phasing Plans:**

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

***No phasing with this plan.***

**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 Issue:***

- ▶ All portions of the road must be built within dedicated right of way, if portions of road fall outside what was previously dedicated then additional right of way can be dedicated by separate document. If portions of sidewalk are outside of dedicated right of way, then this can be covered by a sidewalk easement.

***Subdivision Plats:***

N/A

***Site Plans:***

N/A

***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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- 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/ISP when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Dedications Packet](#)
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with 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 Gaylor* 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 or [ceravell@auroragov.org](mailto:ceravell@auroragov.org). Civil Plans and Reports are required for this pre-submittal review. Also copy of the pre-application meeting notes is required 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. The engineer shall fill out the checklist and submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan **Acknowledged.**
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Signing and Striping Plan
  - Street Lighting Plan

➤ *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

**Aurora Water**

**General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables

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- 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:
  - 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 Engineering**

- The Construction Documents shall include a 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 is 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 designated truck routes, via Yale Avenue and not through the adjacent residential neighborhood(s).

**Engineering Division**

***General Requirements:***

**Acknowledged.**

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) 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.
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the

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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 an access easement that ties to public right of way for access to the facilities. These easements 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. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as 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 with the signature set of civil plans and must be approved 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).
- 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 end of the project or as directed by the City Engineer.
- *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 Marshal) 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.

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

- ▶ No building division comments.

### **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: **Addressed earlier.**
  - 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 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

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ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - collector streets
  - 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
  - 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:***

- ▶ No Building Division comments.

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## Pre-Application Conference

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

To: Harvey Alpert  
From: Scott Campbell  
Date: June 30, 2022  
Subject: South Flatrock Trail Roadway Construction  
Location: SEC of E Jewell Ave and S Old Tom Morris Rd

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. 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 Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us), [www.douglas.co.us](http://www.douglas.co.us), and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting.

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 registered neighborhood groups and the result of such meetings.

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

The neighborhoods within 5280 feet of your proposed developments are:

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**List of Neighborhood Associations**

Location: SEC of E Jewell Ave

Record Id	HOA #	Organization	Contact	Phone
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
17-1307329-000-00-NA	423	E-470 Neighbors	MARGARET A. "MARGIE" SOBEY 1403 S ADDISON CT Aurora, CO 80018 MSOBEY@E470NEIGHBORS.ORG	(303) 881-2682
13-661787-000-00-NA	397	MCGC Neighbors	MARGARET A. "MARGIE" SOBEY 1403 SOUTH ADDISON COURT AURORA CO 80018 MSOBEY@MCGCNEIGHBORS.ORG	(303) 881-2682
04-135985-000-00-NA	343	MURPHY CREEK MASTER ASSN	Cianna Herselius 5225 N Academy Blvd., Suite 200 Colorado Springs CO 80918 CHerselius@associacolorado.com	719-330-5709
12-634511-000-00-NA	404	MURPHY CREEK METRO DIST 1-4	MARGIE SOBEY 14901 E HAMPDEN AVENUE, SUITE 320 AURORA CO 80014 MSOBEY@E470NEIGHBORS.ORG	(303) 693-2118
12-634539-000-00-NA	405	THE PARKWAYS @ MURPHY CREEK	ELIZABETH HUBBARD 14901 E HAMPDEN AVE AURORA CO 80014 EHUBBARD@CCHOAPROS.COM	(303) 693-2119
20-000021-NAM	438	Townhomes at Murphy Creek	Robert Gaiser 1812 S Buchanan Cir Aurora CO 80018 bobgaiser4arapahoe@gmail.com	(720) 352-4538

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343 Murphy Creek Water Assoc.  
357 Murphy Creek / Gun Club Weighs  
404 Murphy Creek Water Dist #4  
405 Murphy Creek Water Dist #4  
423 Murphy Creek Water Dist #4  
438 Murphysville at Murphy Creek  
441-OLEAN

