



March 10, 2021

City of Aurora  
Planning & Development Services  
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Aurora, Colorado 80012  
Ph: 303.739.7186

## **Re: TransPort Colorado Water Tank Site Plan (#1480282)**

### **Response to Pre-Application Comments**

### **Submittal #1**

We have reviewed the Pre-Application Comments for the Transport Colorado Potable Water Tank and our responses to relative comments are as follows:

#### **Key Issues:**

- ▶ **Tank Construction:** Please note that any change to the previously approved tank construction will require additional information and coordination with Aurora Water executive staff prior to approval. As discussed in the meeting, staff will coordinate with the Transport team on further meetings regarding the parameters of the tank construction. **Acknowledged.**
- ▶ **Public Improvements and Drainage:** The adjacent public improvements (included in the first Transport Infrastructure Site Plan) shall be completed prior to the issuance of a Certificate of Occupancy. A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage study. **Acknowledged.**

## **Planning and Development Services Department**

#### **Key Issues:**

- Screening/Fencing
- Water Tower Height
- Landscape Plan

#### **Project Overview:**

- Zoning: I-2 (Industrial District)
- Character Area: Subarea C
- Proposed Use: Minor Utility-Water Tank
- Permitted Use: Yes

#### **Type of Application:**

- Final Plat
- Site Plan (Subarea C)



## **Standards and Issues:**

### **1.Zoning, Character Area and Placetype**

#### **1A. Zoning**

This property is zoned I-2 (Industrial District) which provides locations for all industrial uses that are not permitted in the I-1 (Business/Tech District), while mitigating impacts on surrounding areas to the extent practicable. It also includes certain public facilities that are needed to serve this district and nearby neighborhoods.

**RE: Acknowledged.**

#### **1B. Character Area**

The subject property is located within Sub-Are C Character Area, which generally includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora.

**RE: Acknowledged.**

#### **1C. Placetype**

The Aurora Places Comprehensive Plan designates this area as Industry Hub placetype. This includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas.

**RE: Acknowledged.**

#### **1D. Master Plan**

This project will be subject to the standards listed in the recently amended Transport Master Plan. The Master Plan includes specific standards including, but not limited to, building materials and colors, fencing and lighting standards, and landscape design. Please note that the standards in the Master Plan are intended to supplement the Unified Development Ordinance (UDO).

**RE: Acknowledged.**

#### **1E. Landscape Plan**

Staff will require a note on the Site Plan which states that the landscaping for the site will be deferred until such time that city water service is available to the site. Staff will determine an acceptable period for the deferral to be in place in order to give the city the ability to trigger landscape installation if the water tank becomes more of a permanent rather than temporary structure.

**RE: Acknowledged.**



## 2. Development Standards

### 2A. Dimensional Standards

Dimensional standards for this project are outlined in Section 146-4.2.2. The front setback is 50- feet, the rear setback is 5-feet, and the side setback is 10-feet. The maximum building height is 100-feet. Per Section Table 4.2-10 in Section 146-4.2.4, water tanks are exempt from a maximum height limit.

**RE: The front setback should be 25'-0" for a Collector per Table 4.2-4 of the UDO.**

### 2B. Landscape, Water Conservation, Stormwater Management

#### General Landscape Plan Comments

A landscape plan is required with the site plan to address required buffers. During the review process, city staff will determine if phasing of the landscaping is necessary and how that may be completed. Landscape plans shall be prepared in accordance with Section 146-4.7 Landscape, Water Conservation, Stormwater Management of the Unified Development Code (UDO) and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. For additional information, please feel free to contact our Principal Planner/Landscape Architect, Kelly Bish, PLA, LEED AP.

**RE: Acknowledged.**

#### Irrigation:

Refer to UDO Section 146-4.7.3.C. 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 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. Irrigation plans may be submitted as part of the phased landscape installation. Coordination with Timothy York at (303) 326-8819 in Aurora Water regarding phasing of irrigation plan submittals and application fees will be necessary. An irrigation permit is required prior to the installation of an irrigation system.

**RE: Acknowledged.**

#### Water Quality Measures:

In order to meet water quality objectives, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. Applicants may propose their own BMPs or work with Aurora Water / Public Works. Aurora Water recently completed a study and produced a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora." Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques.

**RE: Acknowledged.**



## 2C. Fencing

Fences and walls shall be made of high-quality durable materials that require low maintenance. The proposed fence is required to adequately screen the equipment and buildings from view. No fence or wall shall exceed a maximum height of nine feet. Examples of opaque high-quality durable fences are brick, stone, concrete masonry (CMU), and closed-style wood or stockade fencing. Please include a fence detail in your plans.

RE: Acknowledged. 8' Height chain-link security fence specified.

## 2D. Industrial Building Design Standards

Section 146-4.8.10 of the UDO contains specific standards for the design of industrial structures. These standards mainly focus on typical industrial buildings and uses. The proposed buildings will be required to meet requirements for permitted exterior building materials and incorporate four-sided building design.

RE: Acknowledged.

## 2E. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

RE: Acknowledged. No additional lighting currently proposed at site.

## 2F. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any planned signs on the plans and indicate the location of wall-mounted signs on the building elevations.

RE: Acknowledged. No additional signage currently proposed at site.

## 3. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

RE: Acknowledged.

## 4. Submittal Reminders

### 4A. 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.

RE: Acknowledged.



#### 4B. 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. **RE: Acknowledged.**

#### 4C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

**RE: Completed**

#### **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.

**RE: Completed**

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.

**RE: Completed**

#### **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.

**RE: Acknowledged.**

#### Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Scott Campbell. Since there are no registered neighborhoods within a one-mile radius of this site plan area, there is no neighborhood referral list. However, this project will be referred to the adjacent property owners as well as it will be listed on our website [www.aurora4biz.org](http://www.aurora4biz.org) where residents can make comments throughout the project review. Should there turn out to be substantive comments on this project, Scott can assist with the meeting planning.

**RE: Acknowledged.**

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

**RE: Acknowledged.**

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



RE: Acknowledged.

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

No comments from this department. RE: Acknowledged.

## **Aurora Water**

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

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

- ▶ Continue to work with Aurora Water regarding the Water Use Agreement.

RE: If applicable, TransPort will continue to work with Aurora Water on the Water Use Agreement.

- ▶ Continue to work with Aurora Water regarding the Interim Facilities Agreement.

RE: If applicable, TransPort will continue to work with Aurora Water on the Interim Facilities Agreement.

- ▶ Any change to the previously approved tank construction will require additional information and coordination with Aurora Water executive staff prior to approval.

RE: Acknowledged

A domestic allocation agreement will be required for connections 2" and larger.

RE: TransPort acknowledges water service will be provided, and applicable fees will be payable, in accordance with the terms of the amended and restated interim facilities agreement.

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

Water service may be provided per the approved Master Utility Study and Water Use Agreement.

RE: Acknowledged.

Sanitary sewer service may be provided per the approved Master Utility Study.

RE: Acknowledged.

The project is located on Map Page 02AL.

RE: Acknowledged.

### ***Utility Service Requirements:***

A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines



- Fire Hydrants necessary to service your development.
- All utility connections in the arterial roadway are required to be bores.

RE: 32<sup>nd</sup> Ave is a collector in this area. Proposed utilities are indicated per the site plan and will connect to the stubbed locations at the edge of ROW.

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).

RE: Acknowledged.

#### **Utility Development Fees:**

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

RE: TransPort acknowledges the storm drainage development fee will be payable in accordance with applicable city regulations and the terms of the amended and restated interim facilities agreement.

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.

RE: TransPort acknowledges the water connection fee will be payable in accordance with applicable city regulations and the terms of the amended and restated interim facilities agreement.

For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

RE: Acknowledged.

#### **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.

RE: Acknowledged.

Gates are required to be setback from Public road flowline a minimum of 35-feet or longest expected vehicle. If the gating system swings, it shall swing into the site.

RE: Site gate is set at 38' from flow line and is designated to swing in towards Water Tank site.

Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along all arterials.

- Conduit
  - Conduit material shall be Schedule 80 HDPE (or similar).
  - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
  - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.



- Pull Box
  - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
  - City conduit shall be installed into City Pull Boxes.

RE: 32<sup>nd</sup> Ave is a collector. Conduit and Pull Boxes will be installed if required.
- Show all adjacent and opposing access points on the Site Plan.

RE: There are no adjacent or opposing access points at this time.
- Label the access movements on the Site Plan.

RE: Access movement will be labeled.

Objects and structures shall not impede vision within the 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.

RE: Sight triangles added per 30 MPH designation.

**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'

RE: Completed

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.

RE: The note is included on the Cover Sheet.

### **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:**

- The adjacent public improvements (included in the first Transport Infrastructure Site Plan) shall be completed prior to the issuance of a Certificate of Occupancy.

RE: Acknowledged.
- A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage study.

RE: A drainage report will be included.





### 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.

**RE: Acknowledged.**

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

**RE: Acknowledged. No curb ramps are anticipated for this site.**

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.

**RE: Traffic movement and parking spaces are minimal and do not require curb returns. As such, a flared curb cut is being used to access the site.**

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.

**RE: No instances of 30" separation or 3:1 grading. No railings are required.**

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

**RE: No retaining walls are located on site.**

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

**RE: Entrance grading requirements are met.**

If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

**RE: Site gate is set at 38' from flow line and is designated to swing in towards Water Tank site.**

### 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.

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

**RE: The drainage and slope easement around the site ties into public ROW per Filing 1 plans.**



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

RE: Utility stubs are within easements that tie into public ROW.

- 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.

RE: We will coordinate with life safety on fire lane easements as required.

#### **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.

RE: Acknowledged. Preliminary drainage report and plan will be submitted with Planning Department application submittal.

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.

RE: Acknowledged. SDI Design Data will be completed and uploaded to the web portal before Civil Plan approval.

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.

RE: Acknowledged. The design is in accordance with City criteria.

Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision.

RE: Acknowledged. Release rates for ponds will meet city criteria.

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.

RE: Acknowledged. Storm water from concentrated points of discharge will be piped or conveyed through swales without flowing over sidewalks.



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.

**RE: Drainage for the site follows the historic flow path and drainage patterns set forth by Transport ISP-1. Please refer to Water Tank Site drainage report for additional information.**

## **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:**

The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

**RE: Acknowledged, the current code series will be utilized.**

Determination of which department will conduct the structural review of the 1.5-million-gallon water storage tank and accessory structures needs to be decided between the Aurora Building Division and Aurora Water. In the pre-application meeting, it was discussed that Aurora Water would assume this role.

**RE: Acknowledged.**

### **Addressing Requirements:**

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

**RE: Acknowledged.**

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

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

**RE: Setbacks from 2015 International Building and Fire Code have been utilized.**

### **Civil Plans:**

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

- Alternative Fire Lane Surfacing Material
- Alternative Fire Lane Surface Signs
- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- Gated Entry for Fire Department Access utilizing a 4' Manway Gate
- Grading Plan
- Sign Package



- Signature Block

RE: Acknowledged.

#### Fire Department Access:

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

- Fire Lane Easement

RE: We will coordinate with life safety on fire lane easements as required.

#### Fire Hydrants:

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

- Note: One fire hydrant was shown within the proposed site plan during the pre-application meeting at the entrance to the site. This single fire hydrant is adequate to support this site.

RE: There is a fire hydrant across the street from the proposed site.

#### Gated Entry:

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

RE: Gate has been designed to be offset a minimum of 35' or one vehicle length.

- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction, please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

RE: Acknowledged.

- The location of the gating systems presented during the pre-application meeting are acceptable to Fire/Life Safety where there is not an internally dedicated fire lane easement within the site. Please consider that Fire/Life Safety's acceptance of the gate locations can be overridden by another department's requirements.

RE: Acknowledged.

**Hazardous Materials:**

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

RE: Acknowledged.

**Knox Hardware:**

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

RE: Acknowledged. If a key box is required, one will be provided.

**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.

RE: Legends are included on the sheet plans

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

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

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Addressing
- (Site Plan Note) Alternative Fire Lane Surfacing Materials.
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

RE: Notes have been included on the cover

**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.

RE: Data Block has been included on the cover

**Special Design Considerations:**

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

- Abutting Fire Lane or Public Access Easement to Property
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- Access to within 150 feet of Each Structure

- Aerial Fire Apparatus Access Roads
- Alternative Fire Lane Surfaces
  - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Cul-De-Sac's
- Dead-end Fire Apparatus Access Roadways
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.
- No Parking is allowed within a Fire Lane Easement
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius

### **Real Property Division**

The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

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

The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current Subdivision Plat Checklist. Plat review may run concurrently with your other Planning Department submittals.

**RE: Acknowledged. The site will be subdivided.**

A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

**RE: Acknowledged. A pre-submittal meeting has been held.**



#### 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.

RE: Acknowledged.

#### Separate Documents:

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

RE: Acknowledged.

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

RE: Acknowledged

If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

RE: Acknowledged

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 **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

RE: Acknowledged

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 Gaylord* at 303.739.7901 for additional details and contact information.

RE: Acknowledged.

If you require additional information or have any or have any questions about our submittal items, please do not hesitate to call or e-mail me (303) 734-1777 or [jcarpenter@laidesigngroup.com](mailto:jcarpenter@laidesigngroup.com). We look forward to working with the City in completing this process in order to contribute to the City of Aurora.



Sincerely,

A handwritten signature in black ink that reads "Jennifer Carpenter". The signature is fluid and cursive, with a small, light-colored circular mark to the right of the name.

Jennifer Carpenter  
Principal