

September 16, 2019

City of Aurora
Planning & Development Services
15151 E. Alameda Pkwy
Aurora CO 80012

RE: Answers to Pre-Application Notes
 Project: **"Solar Decathlon Blackhawk Project"**
 Owner: **Elevation Community Land Trust ("ECLT")**
 ECLT as Sole Member of property ownership entity: ECLT Blackhawk Commons, LLC
 Which consists of two (2) vacant land parcels, immediately south of
 1965 Blackhawk Street, Aurora, Colorado 80011

- Parcel A (north lot): parcel #0182131302029
- Parcel B (south lot): parcel #0182131302028

To whom it may concern:

The following is a copy of the applicable Pre-Application Meeting Notes that have questions to be answered by the applicant for the above referenced project, the "Solar Decathlon Blackhawk Project."

The prior Aurora notes appear below in **blue font**, while our answers in are in blank font.

Meeting Notes dated May 17, 2019

Re: Elevation CLT: "Solar Decathlon / Indiedwell Houses Project" (#1363754)/Pre-Application Meeting held May 02, 2019

Key Issues:

► **Zoning and Land Use:** The Single-Family Detached homes on a "green court" you propose are not permitted in the R-A District because of the 1-acre per home requirement. This requires re-zoning in public hearings with the Planning Commission and with the City Council. The re-zoning recommended by the Planning Department for this property is the Sustainable Infill and Redevelopment (SIR) District.

In lieu of the SIR District, based on Aurora Planning and Development Services staff, we are now seeking a rezoning to the UDO's R-2 "Green Court Dwelling" Zone District. All material within these answers will be applicable to this zoning, and not to the originally contemplated SIR Zone District.

The Site Plan approval aspect of your project can be reviewed and approved administratively unless waivers from Code requirements are requested that exceed ten percent (10%). Such a waiver would

instead require approval in a public hearing with the Planning Commission.

We seek to have the site plan approval reviewed and approved administratively, as no waivers are being requested that exceed ten percent.

► **Utilities:** Extension of public mains will be required to serve this property. Separate water meters will be required for each structure and an irrigation meter for the common space. The land owner would be responsible for the irrigation meter. Aurora Water is viewing this as single family attached for purposes of connection fees. Please see Aurora Water comments on page 14 for more information.

We are in agreement with this.

► **Public Improvements:** Public Works requests that a sidewalk be installed from the site north to Montview Boulevard within the Blackhawk Street right of way.

Unfortunately, because we do not own the land nor right-of-way on either side of Blackhawk Street going back to Montview Ave, this is not possible. Additionally because the concept of this project is to produce affordable housing, requiring the property owner of these two “last to-be-developed” land parcels on the street to build a sidewalk the entire length of the street would be an unreasonable financial burden that would negatively affect the ability to produce affordable housing in this project.

► **Fire Access:** Due to the extension of Blackhawk, your site will be required to provide a fire apparatus turnaround within your site to accommodate emergency vehicles. See fire lane easement comments below and the Appendix D for examples of fire apparatus turnarounds. Note that an additional fire hydrant will be required at the northwest corner of you site, refer to Aurora Water comments regarding pressure and variance for a dead end line.

We are planning a fire apparatus turnaround within our site, as well as a new fire hydrant on the site (Refer to Site Plan).

STAFF COMMENTS - PRE-APPLICATION MEETING

STEP I – PLANNING PHASE

Planning Department

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

Key Issues:

- Architecture and Building Design
- Parking Layout and Quantities
- Site Connectivity

General Zoning Code Review of your Property:

- Your property is zoned Residential Agricultural (R-A).
- The Single-Family Detached homes on a “green court” you propose are not permitted in the R-A District because of the 1-acre per home requirement. This requires re-zoning in public hearings with the Planning Commission and with the City Council. The re-zoning recommended by the Planning Department for this property is the Sustainable Infill and Redevelopment (SIR) District.

In lieu of the originally proposed SIR District, since the zoning change is now occurring after adoption of the Unified Development Ordinance (UDO), however, we are now seeking a rezoning to the UDO’s Residential Medium-Density District (R-2) “Green Court Dwelling” Zone District. All material within these answers will be applicable to this zoning, and not to the originally contemplated SIR Zone District.

- Site Plan approval for the proposed use will be required within the SIR District.

We are currently applying for Site Plan approval.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - Rezoning
 - Site Plan

We are currently submitting for approval of both of these.

- You additionally must make the following plat amendment request to merge the two lots:
 - Subdivision Plat Amendment

We are currently submitting for the Subdivision Plat Amendment.

- The Site Plan approval aspect of your project can be reviewed and approved administratively unless waivers from Code requirements are requested that exceed ten percent (10%). Such a waiver would instead require approval in a public hearing with the Planning Commission. If submitted after the UDO adoption, this will be considered a Minor Site Plan and can be reviewed administratively.

We are seeking to have the Site Plan reviewed and approved administratively, and considered a Minor Site Plan, as it is now being submitted after adoption of the UDO.

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- The re-zone request will require a public hearing before the Planning Commission, with the ultimate decision made by the City Council at an additional public hearing.

We concur with this process.

- Your applications will be reviewed in a 16–18 week timeframe and will be processed electronically through our development review website, and can be processed concurrently.

We thank you in advance for your attention and assistance in helping to guide this project through Aurora's process, so that this unique project that the Mayor of Denver has been waiting to see come to fruition with the City of Aurora since the development was first conceived in the summer of 2018.

Standards and Issues:

1. Zoning and Land Use Issues

1A. Sustainable Infill and Redevelopment District

Article 7, Division 7 of the Zoning Code provides guidelines and standards for development in this zoning district. The purpose of this district is to allow a compatible mix of commercial, civic, and residential uses in developed areas of the City but outside of existing single-family residential neighborhoods, in order to support new businesses and maximize living choices. Specifically, the goals of this District are to:

- Emphasize high-quality and creative design to ensure that the infill area is competitive and economically valuable;
- Promote energy and resource efficiency;
- Provide pedestrian connections to the surrounding site and neighborhoods;
- Connect to new public spaces to attract people and increase the value of the infill area; and
- Streamline the review and approval process when SIR applicable standards and guidelines are met.

The Sustainable Infill and Redevelopment Design Handbook provides methods by which the development standards specified in the SIR Zoning District regulation can be achieved, including the siting of buildings and parking, connectivity, public places, energy and resource conservation, and architecture/building material requirements. Section 2.15 of the Handbook addresses "garden court" design standards.

SIR is no longer applicable.

1B. Aurora Places

Aurora Places, the Comprehensive Plan for the City of Aurora, defines the subject site as an Established Neighborhood Placetype. Recommended practices for Established Neighborhoods include:

- Integration of "water-wise" practices including xeriscape landscaping, low-impact development Best Management Practices, and water-efficient fixtures

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We plan to xeriscape much of the site once the four houses are in place, and the Solar Decathlon houses to be utilized for this development already have water-efficient fixtures and were constructed of low-impact development practices by the university students in the competition.

- Establishment of area character through the use of high-quality and innovative building design

As a result of the houses for this development being Solar Decathlon houses, they have already been built as high-quality and innovative buildings.

- Connection to the surrounding neighborhood with short, safe, highly-protected, and attractive pedestrian routes

A sidewalk will be installed on the perimeter of the "Green Court" open space leading to the street frontage. As this is a dead-end street, it has the quiet characteristic of a country road with little to no traffic other than from the four existing home owners on the street. The street currently operates more like a Woonerf street, where residents walk on it between houses and kids ride their bikes up and down the untrafficked roadway.

- Supporting inclusion in community gathering places

We envision the common are "Green Court" open space, along with a stamped concrete small gathering plaza where the firetruck turn-around will be located, both to be friendly gathering places for the entire neighborhood.

2. Traffic and Street Layout Issues

2A. Sidewalks

Section 146-735(C) of the Zoning Code and Section 1.4 of the Sustainable Infill and Redevelopment Design Handbook emphasize providing vehicular, pedestrian, and bicycle connections to the rest of the neighborhood. Please provide a sidewalk connection from the proposed development north along N. Blackhawk Street to E. Montview Boulevard, and any associated improvements as recommended by Public Works and Life Safety.

Because we do not own the land nor right-of-way on either side of Blackhawk Street going back to Montview Ave, this is not possible. Additionally because the concept of this project is to produce affordable housing, requiring the property owner of these two "last to-be-developed" land parcels on the street to build a sidewalk the entire length of the street would be an unreasonable financial burden that would negatively affect the ability to produce affordable housing in this project.

Elevation CLT is currently trying to buy the vacant piece of property on the other side of the fence running along the eastern side of Blackhawk Street. If they are successful with this land acquisition, then a sidewalk along Blackhawk Street would be installed at that time.

2B. Drive/Road Access

The proposed roadway connection to Blackhawk Street shall conform to the requirements in the

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Roadway Design and Construction Specifications, as per Section 146-1511(A). Please note that this may limit the back-out of vehicles into the roadway.

The Blackhawk Street roadway connection design conforms to the Aurora standards.

3. Environmental Issues

The City of Aurora has no environmental records on this site. As our records may be incomplete, please contact the Environmental Health Division of the Tri-County Health Department at 303-220-9200, and the Colorado Department of Public Health and Environment (CDPHE) at (303) 692-2000 for more information.

A Phase I Environmental Assessment is currently underway for the two subject land parcels; this will be supplied to Aurora Planning and Development Services as soon as the completed report is received. However, according to the title report, these two land parcels have always been vacant land, and so no environmental issues are anticipated.

4. Site Design Issues

4A. Parking

A single-family detached residential use requires two spaces per unit and two additional spaces per unit for guests. Section 146-1302(C) of the Zoning Code mandates that dwelling units must include one parking space on the same lot as the unit. Section 146-1504(E4) stipulates that guest parking spaces may be located within 200 feet of the dwelling unit's entrance on a private street, parking lot, garage, motor-court, or loop lane. Accessible spaces (Section 146-1507, Table 15.4) shall also be provided, along with ADA requirements governing handicap van spaces, accessible routes, and ramps. Any reduction should be justified via a report citing at least three other comparable instances of similar land uses in comparable settings. A comparable setting is one where the surrounding neighborhood, use and availability of public transportation, and neighborhood quality are similar to the setting of the proposed use.

Per meetings with Jacob Cox and Juliana Berry, this project now requires only 9 parking spaces for the proposed R-2 "Green Court Dwelling" development. This is the number that we have provided, along with one space being handicapped accessible.

As per Section 146-1509, the layout must accommodate the safe and convenient movement of the intended motor vehicle users, no parked vehicles can overhang a public ROW or sidewalk nor on required landscaping, and slope shall not exceed eight percent. Every off-street parking space shall have direct access to a drive aisle, and parking shall be set back from the sidewalks/property lines and screened.

As designed, the proposed parking spaces for this development do not over hand ROW or sidewalks, and their slope does not exceed eight percent. Additionally, screening bushes will be part of the landscaping plan.

The UDO would require 2 parking spaces per "green court" dwelling unit.

Staff recommends that the lot layout meet minimum landscape screening requirements, setbacks, and access widths while providing adequate parking spaces.

Yes, the proposed development provides 2 parking spaces per "Green Court" dwelling unit. And in front of the parking spaces will be adequate landscape screening as requested by Kelly Bish.

4B. Fencing

Please comply with the following Zoning Code sections regarding perimeter fencing:

- [Section 146-1730](#)- construction standards for fencing, including materials, post sizes, and spacing.
- [Section 146-1731](#)- location requirements including not creating a traffic hazard or obstructing fire hydrants.

Parameter wood fencing will be provided per the UDO standards. None will create a traffic hazard, no obstruct the new fire hydrant.

- [Section 146-1741](#)- height maximums, setbacks, and style criteria depending on whether it's screening the front, side, or rear yard (if all units front on the green court, then the fencing along the property boundaries would be within the rear and side yards).

This is the case in this proposed development.

- [Section 146-1743](#), Table 17.2, & Figure 17.3- additional design and material requirements for "all other fences", substitute materials, and plastic fencing.

Generally, depending on height and post size/ spacing, permitted materials include wood, brick, stone, wrought iron, and masonry.

Not applicable.

4C. Pedestrian Circulation and Connectivity

Sections 1.2 and 1.4 of the [Sustainable Infill and Redevelopment Design Handbook](#), and [Section 146-735\(C\)](#) of the Zoning Code, underscore the need for pedestrian connectivity and circulation paths around the site and to the rest of the neighborhood. Provide and label any handicap accessible routes from accessible parking spaces to the buildings and to the public right-of-way.

Not applicable.

4D. On-Site Vehicular Circulation

Please show the planned internal traffic pattern on the plans, including for emergency response vehicles, and conform to [Section 146-735\(C\)](#) of the Zoning Code.

A fire lane and turn around will be provided onsite for life safety purposes.

4E. Site Lighting

[Section 146-1509](#)(H2, H4–H7) of the Zoning Code govern the design of parking lot lighting, including style, color, and pole location and height.

Please illustrate typical details of lighting on the plan and/or building elevations.

Site lighting cut sheets provided.

5. Landscape Design Issues

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

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

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with the landscape standards found within [Article 14](#) and the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. The landscape plan shall include the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.

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

We have met with Kelly Bish and Jacob Cox to review the current site plan and related landscape plans, and have made changes as were requested. It should all comply with the Aurora UDO standards.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be prepared on 24"x36" sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

These have been prepared per the requested format, and are included in the Site Plan/SDP package submitted to the city.

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

Pdf plans have been created.

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

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requirements.

- **Front yard Landscape requirements for Single Family Detached Residences.** All new single family detached residences shall provide front and side yard (corner lots) and tree lawn landscaping in accordance [Section 146-1450](#) Additional Requirements for Residential Development (E) and in accordance with Tables 14.3A and 14.3B Home Yard Landscaping Turf and Xeric Options. Shrub quantities vary depending upon the lot size. Landscaping shall be completed prior to issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1st through October 31. This front yard landscaping can be accommodated within the “green/garden” court open space area.

This proposed development has the “Green Court” open space as the house’s front yard landscaping, as noted above.

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

Where possible, xeriscaping landscaping will be utilized surrounding this development’s four houses.

- **Parking Lot Landscaping and Screening.** Exterior parking lot landscaping is required and shall follow the parking lot landscape requirements as described herein. Given the location of the proposed parking spaces relative to the homes, the perimeter of the parking lot should be screened to avoid headlight glare shining on the fronts of the homes. Perimeter landscaping shall be provided using one or a combination of methods shown in [Section 146-1440](#).

Shrubs must reach a height of 3’ at maturity. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting to offset the horizontal lines of a typical shrub bed.

Agreed, a landscape buffer per the standards has been provided.

- **Detention, Retention and Water Quality Ponds.** Should an on-site detention pond be required as well as water quality, the city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.

Low impact development principles are deployed in the design of the proposed detention/water quality onsite facilities as shown on the civil and landscaping drawings provided.

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Vegetative
Swale



Porous
Pavement



Rain Garden

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

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100 year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. Landscaping shall be provided in accordance with [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

All detention facilities will not exceed 6' in depth, and will be designed as per the UDO standards.

- **Irrigation.** Refer to [Section 146-1430](#). Aurora Water is willing to work with the applicant regarding the implementation of a z-zone application whereby a three year temporary water allocation is provided for the establishment of native seed areas. Once the three year period has lapsed, the water allocation is adjusted to reflect only the permanent areas to be irrigated. In general, all developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding z-zone and general irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

An irrigation system will be provided to implement a 3 year temporary water establishment period for native landscaping. We include water conserving, non-water conserving, and non-irrigated areas as part of our landscape submittal.

6. Architectural and Urban Design

6A. Garden Court Design

Section 2.15 of the [Sustainable Infill and Redevelopment Design Handbook](#) explains that “garden court” single-family dwellings must be situated on a single lot with the common open courtyard as the predominant feature that the units front on. The “garden court” should be open to the street or parking too, and be at least 20 feet wide. Additionally, in order to ensure that the residences have sufficient separation and the common green space is not in constant shadow, please call out a distance of at least 40 feet between the units.

The SIR zoning is no longer applicable here.

Describe how the “garden court” will function in terms of outdoor recreation and/or gathering space features, such as benches, tables, sports, gazebo, etc.

The “Green Court” includes a central gateway space for both lawn area and a hardscaped area for resident and guest gatherings, family events, picnics, barbecues, and outdoor dining. Benches and tables are expected to be provided by the residents.

Section 2.15 also notes that the design standards in the Zoning Code for single-family dwellings will apply to these four units.

6B. Design Standards

[Section 146-736](#) of the Zoning Code stipulates that exterior materials must be durable in the SIR District, and that building articulation and enhanced roof design be utilized. [Section 146-1301\(A\)](#) also highlights durable, energy-efficient, architecturally well-designed homes. Finally, Sections 2.15, 2.22, and 2.24 of the [Sustainable Infill and Redevelopment Design Handbook](#) stress that the units must be of high-quality design, with unique architecture elements continued on all four sides of all buildings open to view and that only durable materials be used. Building elevations will need to be included as part of the site plan, and should call out dimensions, exterior finishes, and color schemes. Color and material samples should be part of the initial submittal.

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SIR zoning is no longer applicable here. The Solar Decathlon modular houses being used for this development are pre-constructed and as such their unique designs and materials are already pre-determined. These designs are depicted in the elevations, as well as materials, and roof profiles are provided.

Section 146-405(F8) of the Zoning Code maintains that the site plan should establish the aforementioned high quality of design, while demonstrating compatibility with adjacent development and surrounding urban design elements as well as internal consistency of design and a clear relationship between mass and space to provide aesthetic and functional buildings and landscapes.

Specifically, Section 146-1302(F) requires that the net façade area shall have durable siding materials, and Section 146-1302(G) mandates that an average of no less than 15% of the net façade area shall consist of masonry. Section 146-1302(H) prohibits windowless elevations.

It is not expected that either the Solar Decathlon or indieDwell dwelling units will meet the masonry and material requirements for Single-Family Detached Residential Building Design in Section 146-1302; Section 146-1301(C), however, allows that evaluation of building design will be on each's own merits, and Section 146-1302(I, J, and Tables 13.1, 13.2, & 13.3) offer a weighted point system with minimum points for architectural features and conservation/indoor air quality features; extra conservation points can be credited towards architectural points. Adherence to other standards in the Zoning Code and Sustainable Infill and Redevelopment Design Handbook will help keep any waivers below the ten percent threshold.

As mentioned above, these Solar Decathlon houses are each individually designed and built houses and as such have unique architectural and design features. Although the Solar Decathlon and IndieDwell modular houses will not meet the standards for the masonry exterior materials, the houses contain many other components and amenities that should allow this development from needing any waivers above the ten percent threshold.

6C. Energy Efficiency and Resource Conservation Strategies

Please use the Letter of Introduction to list the green infrastructure options utilized by the proposal that will enhance the energy and resources' efficiency of this infill development, as mandated by Chapter Four of the Sustainable Infill and Redevelopment Design Handbook and Section 146-737(A) in the Zoning Code:

- Passive Solar
- Renewable Energy
- Water Conservation and Sustainable Stormwater Management Systems
- Heat Island Effect Reduction
- Local Food Production Strategies
- Other Creative Approaches

Please refer to the Introductory Letter for a description of the strategies to be included in this development.

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7. Waivers

If you decide to request any waivers, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in [Section 146-405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. If the waivers requested are greater than a 10 percent (10%) variance from Code requirements, a public hearing at the Planning Commission will be necessitated as opposed to administrative approval by the Director of Planning.

No waivers are currently being sought to the best of our knowledge.

8. Mineral Rights Notification Requirements

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

This document has been uploaded to the system.

9. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Pre-submittal Meeting:

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

Already done.

Community Participation:

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

We will willingly hold one or more community meetings if this small project requires it; the results of the letter sent to the neighborhood groups and adjacent property owners will determine the extend necessary.

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Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Susan Barkman. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

Parks, Recreation & Open Space Department (PROS)

Project Characterization:

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

- Your proposal includes 4 single family detached homes
- Your proposed site is considered infill and therefore no open space land dedication is required.

Population Impact:

For single-family homes, population calculations for the project are based on an average household size multiplier of 2.65 persons per unit, resulting in an overall projected population of 11 persons residing in 4 units.

Land Dedication:

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

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

The resulting acreage required is as follows:

	<u>4 Single Family Units</u>
Neighborhood Park Land	0.03 acres
Community Park Land	0.01 acres
Total Land Dedication	0.04 acres

Cash-in-Lieu Payment –

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

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

4 Units

\$1,784.00

Park Development Fees:

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. The current per-unit fee of \$1,900.64 would apply if permits for construction of the residential units are pulled in 2019, and the total paid under either scenario would be as follows:

4 Units

\$7,602.57

PROS Requirements Caveat:

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

Such fees will be addressed when the invoice is received from Planning and Development Services

Forestry

Although there are trees on this property, they are in such poor condition that there will be no required tree mitigation.

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:

- ▶ Separate water meters are required for each structure. An irrigation meter is required for the common space. The land owner would be responsible for the irrigation meter.
- ▶ Aurora Water is viewing this as single family attached for purposes of connection fees.
- ▶ Based on the need for a fire hydrant at this property a variance will need to be requested on the plans from Section 5.02.4 of the Aurora Standards and Specifications for Water, Sanitary Sewer, and Storm Drainage Infrastructure. Please follow variance procedures shown in Section 5.01 of the same manual.
- ▶ A fire hydrant on a dead end longer than 150-feet will require pressure calculations showing a residual pressure of 20 psi under max day + fire flow.
- ▶ A domestic allocation agreement will be required starting in 2019 for connections 2" and larger.

A fire hydrant is provided for and located on site, see grading and utility plans and architectural site plan.

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Utility Services Available:

- Water service may be provided from extension of the main in Blackhawk.
- Sanitary sewer service may be provided from extension of the main in Blackhawk.
- The project is located on Map Page 04G.

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 \(Utility Manual\)](#).

All shown on civil grading and utility plan (sheet 5) (Note: preliminary and final construction drawings will be in the next phase of review (the building permitting phase).

Utility Development Fees:

- A portion of The Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional storm drainage fees may be required and are based on the amount of impervious surface created by the 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](#).

All fees will be addressed once the invoice is received.

Public Works Department

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

Key Issue:

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.

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Based on the above, done was done.

- Show all adjacent and opposing access points on the Site Plan.

Main access point to the property will be from the Blackhawk Street extension. All other property borders will be fenced.

- No sight triangles are anticipated as part of this project, but include the note on the landscape plans.
 - Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13 In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

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

Agreed, however site triangles do not enter into the design for this site because it is a dead-end street condition.

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the site plan: Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.
- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

Parking is striped and the public street extension shall meet Aurora standards for signage and striping.

Engineering Division

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

Key Issues:

- Public Works requests a sidewalk installation from the site going north to Montview Boulevard, located within the Blackhawk Street right of way.

Because we do not own the land nor right-of-way on either side of Blackhawk Street going back to Montview Ave, this is not possible. Additionally because the concept of this project is to produce affordable housing, requiring the property owner of these two "last to-be-developed" land parcels on the street to build a sidewalk the entire length of the street would be an unreasonable

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financial burden that would negatively affect the ability to produce affordable housing in this project.

Elevation CLT is currently trying to buy the vacant piece of property on the other side of the fence running along the eastern side of Blackhawk Street. If they are successful with this land acquisition, then a sidewalk along Blackhawk Street would be installed at that time.

Improvements:

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

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

Shown, as necessary, on the submitted 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.

Not applicable to this project.

- 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.

Keystone retaining wall is shown at NW corner of the property—refer to Sheet 5

- 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.

No gates included as part of this development plan

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.

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A subdivision filing #1 plat is included and has been uploaded. It provides for:

- Water meter easements
- Utility easements (including Xcel)
- Fire hydrant easement
- Fire lane easement
- Drainage easement (final design will be forthcoming)

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.

Submitted.

- 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.

Preliminary drainage report included.

- 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.

Provided

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

Included in the preliminary drainage report which has been submitted.

- 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.

Agreed, plans take this into consideration.

- 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.

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Agreed, included in the plans.

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Storm sewer line extends south through the site.

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:

- Due to the extension of the Blackhawk, your site will be required to provide a fire apparatus turnaround within your site to accommodate emergency vehicles. See fire lane easement comments below and the Appendix D for examples of fire apparatus turnarounds.

Provided for.

- An additional fire hydrant will be required at the northwest corner of you site.

Provided for.

- During the pre-application meeting it had been discussed that a cross-access agreement with the site to the south could be beneficial in removing the fire apparatus turnaround needed for the dead-end public street condition. If the cross-access agreement is obtained, then a gating or barrier system will be needed to restrict private access between sites. The fire lane, public access and utility easement will need be constructed to extend to the property southern line, and the gating or barrier system will need to be placed solely on this property.

Fire lane and turn around is included on owner's property, therefore a cross-access agreement is not required.

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.

Agreed, this will be done.

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](#).

Understood.

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Civil Plans:

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

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

Civil engineering construction documents will provide these details.

Fire Department Access:

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

- [Fire Lane Easement](#)
 - o Due to the extension of the Blackhawk, your site will be required to provide a fire apparatus turnaround within your site to accommodate emergency vehicles.

Provided.

- o During the pre-application meeting it had been discussed that a cross-access agreement with the site to the south could be beneficial in removing the fire apparatus turnaround needed for the dead-end public street condition. If the cross-access agreement is obtained, then a gating or barrier system will be needed to restrict private access between sites. The fire lane, public access and utility easement will need be constructed to extend to the property southern line, and the gating or barrier system will need to be placed solely on the property.

Not applicable.

- o See fire lane easement comments below and the Appendix D for examples of fire apparatus turnarounds.

Reviewed.

Fire Hydrants:

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

- An additional fire hydrant will be required at the northwest corner of you site.

An additional fire hydrant is provided—the advised location was discussed in meetings, and determined that the best location is in the NE quadrant of the site.

Fire Sprinkled Structures:

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

2015 IFC does not require /Aurora does not require for single family homes.

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General Comments:

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

Flag Lots:

A flag lot is considered a parcel of land that is entirely dependent upon an adjacent property for access to a public street and to a public water supply. A flag lot can create an area of land that is undevelopable unless a dedicated means of access and water is established at the time of the subdivision of the site.

- Note: By providing a fire apparatus turnaround on-site, the flag lot concern will be avoided.

Agreed.

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.

- During the pre-application meeting it had been discussed that a cross-access agreement with the site to the south could be beneficial in removing the fire apparatus turnaround needed for the dead-end public street condition. If the cross-access agreement is obtained, then a gating or barrier system will be needed to restrict private access between sites. The fire lane, public access and utility easement will need be constructed to extend to the property southern line, and the gating or barrier system will need to be placed solely on your property.
- 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.

A gating system is not provided nor a part of the development plan.

Handicap Accessibility Requirements:

Note: No accessibility requirements are needed for the four proposed IRC R-3 single family homes being proposed.

Understood.

Knox Hardware:

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

- Knox hardware is only needed where a gating or barrier system is utilized.

No gating or barrier system is provided for in this development.

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.

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Understood.

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](#)
- [\(Plat Note\) If Plat Contains Designated Fire Lane Corridor](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Agreed.

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.

Date block is provided.

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. – N/A
- [Access to within 150 feet of Each Structure](#) - Done
- [Fire Apparatus Access Road Specifications](#) - in final docs
- [Combined Fire Lane, Public Access and Utility Easements](#) - Done
- [Construction of Fire Lane Easements and Emergency Access Easement](#) – Provided
- [Dead-end Fire Apparatus Access Roadways](#) - Provided
- [Dead-End Public Streets](#) - Done
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#) - Understood
- [Grade](#) - Done
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#) - Done
- [License Agreement](#) – Not applicable – No gating system
 - Construction of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- [Motor Courts](#) - Where motor Courts and Looped Lanes are utilized please provide a dedicated Fire Lane Easement within the required width of each drive aisle (23' for Motor Courts and 18' for Looped Lanes) as depicted in [Aurora Building and Zoning Code, Section 146-1108](#). – N/A
- [No Parking is allowed within a Fire Lane Easement](#) – Understood, and agreed
- [Private Streets Constructed to Public Street Standards](#) - Agreed
- [Pocket Utility Easements for Fire Hydrants](#) - Done
- [Public Street Systems Adjacent to Site](#) - Done

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- [Speed Bumps](#) – N/A – Dead-end Street
- [Snow Removal Storage Areas](#) - Done
- [Width and Turning Radius](#) - Done

Real Property Division

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

Subdivision Plats:

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

Plat subdivision filing provided

- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

Completed

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](#).

Done.

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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)

Thank you.

- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

No off-site easement dedications are anticipated.

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

Re-plat subdivision combining 2 lots into 1 lot.

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

No encroachments