



October 27, 2017

Gary Sandel  
City of Aurora  
Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, CO 80012

**RE: 096648000 – 470 Storage**

Dear Mr. Sandel:

Thank you for the comments on October 2, 2017 for the above-mentioned project. In an effort to address your comments concisely and simplify your review of the utility plans, we have summarized your comments and our responses below.

## COMMENT RESPONSE LETTER

### PRE-APPLICATION MEETING

#### Key Issues:

1. Buckley Air Force Base: This property is located the Accident Potential Zone (APZ I-S). Details regarding the development of the site are outlined in Section 146-807. The proximity to the flight path of Buckley Air Force Base aircraft means this location is in an area with restrictions to reduce hazards in an area characterized by high noise levels and a significant accident potential resulting from aircraft operations. BAFB has received a referral regarding this application. They have requested additional information regarding the height of the proposed light poles.
  - *Response: Acknowledged; information relative to the proposed light poles is provided on the CSP Photometric Plan*
2. Street Vacation: The Parks, Recreation, and Open Space and Public Works Department do not support your proposal to vacate Rome Way adjacent to your property.
  - *Response: Acknowledged*
3. South Rome Way: An additional 8' of right-of-way is required to be dedicated along your frontage for South Rome Way. Required improvements to South Rome Way include the full street section along your frontage where the road is adjacent to the Plains Conservation property. A cul-de-sac is required at the end of the existing Rome Way right-of-way per City Standards and shall be offset on to the development property. In addition, a minimum of 24' wide pavement section shall be constructed for the intervening section of roadway, as the existing pavement does not likely meet current City of Aurora standards.
  - *Response: Acknowledged; The 8' ROW Dedication and 24' wide street improvements to Rome Way have been provided as part of our project and is shown on the provided plans.*
4. Water and Sewer: A looped water system is preferred, and extensions of water and sanitary sewer mains are required from the north. See Aurora Water comments below for more information.

- *Response: Acknowledged*
- 5. Drainage Outfall: The drainage outfall from the site will need to be coordinated with E-470 and an authorization letter shall be included in all drainage reports in order to utilize the outfall you have shown.
  - *Response: Acknowledged; we have been working on obtaining the Authorization Letter from E-470 for several weeks. Per Chuck Weiss ([cweiss@e-470.com](mailto:cweiss@e-470.com)) with E-470, this project requires a construction permit from E-470 before an authorization letter can be issued. In order to issue a construction permit, the project needs to be reviewed and approved by the City of Aurora.*
  -
- 6. Access: It has been agreed upon by city staff that the limited use of self-storage and recreational vehicle storage will be allowed one point of access off of Rome Way with the provisions for future fire lane interconnectivity with
  - *Response: Acknowledged; future connectivity to the unplatted property to the north has been shown on the provided plans.*

## STEP 1- 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:

1. A Framework Development Plan (FDP) is required in addition to a Contextual Site Plan (CSP), and Subdivision Plat
  - *Response: Acknowledged; FDP, CSP & Plat are provided as part of the initial submittal.*
2. Outdoor Storage Screening (wall and landscaping)
  - *Response: Acknowledged; fencing shown on provided plans with applicable details shown in the CSP package.*
3. Accident Potential Zone
  - *Response: Acknowledged*

General Zoning Code Review of your Property:

1. Your property is zoned E-470 Buckley Research and Development Subarea. The site is located within the Buckley Accident Potential Zone, which has special requirements regarding allowable land uses.
  - *Response: Acknowledged*
2. The use you propose, RV storage, is permitted by the current zoning but subject to a Framework Development Plan (FDP), Contextual Site Plan (CSP), and Subdivision Plat approval. The FDP, CSP, and Subdivision Plat may be reviewed concurrently.
  - *Response: Acknowledged*

Type of Application(s):

1. As part of your application, you will need to make the following land use requests: Contextual Site Plan, Framework Development Plan, Subdivision Plat.  
 ■ Response: *Acknowledged*
2. Your FDP and CSP can be reviewed and approved administratively and will be processed through our digital submission process. Your subdivision plat will be processed administratively.  
 ■ Response: *Acknowledged*
3. If a Street/ROW Vacation is pursued, a decision would be made at City Council. This would require a 1st reading, and a final reading. After the final reading, there is a 30-day period until the ordinance becomes official and a recordation number is generated. With that said, staff is not supportive of a Street/ROW Vacation at this time.  
 ■ Response: *Client is no longer pursuing a ROW Vacation, but accepts the 8' ROW Dedication.*

## Standards and Issues:

1. Zoning and Land Use Issues
  - A. The property is located within the E-470 Buckley Research and Development Subarea. This subarea is intended to encourage the development of high-quality research and development centers that relate to and take advantage of the close proximity to the Buckley Air Force Base. Noise contours associated with military activity at Buckley AFB prohibits residential development in this subarea. R&D development is encouraged to take the form of low-scale, campus-oriented developments, with large amounts of open space as part of the site. Small-scale office development is allowed to complement the preferred R&D land uses. Limited and supporting retail and commercial services are also allowed. The use proposed, RV storage, is a permitted use.  
 ■ Response: *Acknowledged*
  - B. The site is located within the Accident Potential Zone (APZ). Details regarding the development of the site are outlined in Section 146-807. The proximity to the flight path of Buckley Air Force Base aircraft means this location is in an area with restrictions to reduce hazards in an area characterized by high noise levels and a significant accident potential resulting from aircraft operations. The development may not release into the air any substance that would impair visibility or otherwise interfere with the operation of the aircraft, produce substantial light emissions, or produce emissions that would interfere with aircraft communication systems or navigational equipment. Storage of materials which are explosive or flammable is prohibited in an APZ.  
 ■ Response: *Acknowledged*
  - C. Motor Vehicle (RV) storage is subject to restrictions as outlined in Section 146-1262. These restrictions include appropriate screening from adjacent properties by landscaping, decorative walls, fencing, or other approved treatments. Loading areas should be screened from view from E-470. Your site must be surfaced with concrete, asphalt, or any other approved dust-free surfacing approved by the city engineer.  
 ■ Response: *Acknowledged; the appropriate screening has been provided on all sides of the property. We are proposing crushed asphalt, or the equivalent, for all paved areas.*

- D. A Framework Development Plan (FDP) is required for all property over five acres in an E-470 zone district. The purpose of the FDP is to define the design standards and infrastructure requirements for the site. Section 146-408 explains the required elements that must be included in the FDP when submitted. This can be submitted concurrently with the Contextual Site Plan (CSP).

- Response: *Acknowledged*

- E. An operations plan is required at time of submittal including hours of operation, operations to be conducted on-site, number and types of vehicles and trips to be made on-site, etc.

- Response: *Acknowledged; submitted as part of the TIS.*

## 2. Traffic and Street Layout Issues

- A. All proposed streets, whether public or private, need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. City design standards call for detached sidewalks and tree lawns for any roadways constructed along Rome Way.

- Response: *Proposed improvements to Rome Way are provided on our plans. The client would like to defer the associated improvements (curb and gutter, sidewalk, etc.)*

## 3. Environmental Issues

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

Janice Napper, City Clerk and Recorder  
15151 East Alameda Parkway  
Aurora, Colorado 80012

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

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact Porter Ingrum at 303-739-7227 with any additional questions regarding the AID.

APZ I: This property is located the Accident Potential Zone (APZ I-S). BAFB has received a referral regarding this application. They have requested additional information regarding the height of the proposed light poles.

65 Ldn subarea: The proposed development is also located within the Ldn 65 subarea around Buckley AFB. Any structures where the public is received must provide and include noise level reduction measures in the design and construction in accordance with the requirements in Section 146-808 of the zoning code.

■ *Response: The aviation easement has been included with this submittal by separate document.*

- B. The site is located adjacent to the Plains Conservation Center. This preserve is dedicated to provide a natural Western Plains environment for wildlife. Screening of the operations visible from the Plains Conservation Center will be required. Please contact the Colorado Department of Wildlife prior to site planning and construction to ensure appropriate steps are taken to protect or relocate any wildlife on your property and how to protect your property from wildlife encroachment after the site is developed.

■ *Response: Acknowledged; the appropriate screening has been proposed between this property and the Plains Conservation.*

#### 4. Site Design Issues

- A. Use Issues. The intensity and type of the use is appropriate in the Accident Potential Zone and the E-470 zone district. When you submit your Contextual Site Plan, please also indicate the number of employees working on site.

■ *Response: There will not be any employees on site. Each customer will be able to access their space through the gate on their own.*

- B. Phasing. Please show any and all future proposed buildings, uses, and infrastructure phasing on the FDP and CSP. This will allow you to build the additional buildings and pursue additional uses without needing to amend your site plan (if the footprint remains unchanged) and outline the master planned architecture, landscaping, and parking.

■ *Response: Not applicable; there will not be any buildings for the site that is currently being developed.*

- C. Site Access. A paved ingress/egress fire lane is required throughout the site per Life Safety requirements.

■ *Response: Acknowledged; the fire lane is shown on the site plans.*

- D. On-Site Amenities and Use of Open Space. The Plains Conservation Center is located directly to the west of your site. This space should remain undisturbed throughout construction and operation of your property at all times.

■ *Response: Acknowledged*

- E. Parking. On-site parking is required by Section 146-1504 of the Zoning Code. Developments such as this are required to provide one space for each 1.5 employees plus three spaces located at any proposed on-site office location. One handicap accessible parking space will be needed in addition to these requirements. At this time you have shown no office or registration area.

- *Response: Not applicable; no parking spaces have been provided as there will not be any on-site employees.*

- F. Site Lighting. Section 146-918 governs the design of site lighting for Contextual Site Plans in the E-470 zone. In general, sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one foot candle on the walking surface. On-site parking areas shall be lit with full cutoff, downcast type lighting fixtures no more than 25 feet tall.

- *Response: Acknowledged*

- G. Fencing / Screening. Section 146-1741 contains the design standards and allowable materials for fences. A maximum of 9 feet in height is allowed for fencing in this zone district. Stacking of any materials on the site against any fencing structures is not permitted and materials cannot be visible over the top of the fence.

Section 146-1743 Table 17.2 contains a summary of fence design and material standards. Please note that any fencing that screens outdoor storage must be opaque. Although wood is allowed, it is strongly recommended that you upgrade to a fencing type that is more durable (i.e. composite or masonry). Chain link fences are not permitted for screening.

Section 146-1711 States that 'fence permit shall be required prior to the installation of any new fence, or to extensions or additions to an existing fence, over six feet in height.'

Masonry Columns Section 146-1743 Table 17.2 states all fence types along arterial and collector streets shall incorporate masonry columns every 60 feet on center, around corners and at fence termination points. The columns must have a minimum cross-section of 18 by 18 inches. For brick, stone, stucco, CMU, composite wood, or pre-cast concrete fences: Columns shall be placed at all fence corners, points of transitions to other fence styles along a run of fence; intersections of rear and side yard fences and rear and side lot lines where such fences are adjacent to a street.

- *Response: Acknowledged*

- H. Trash Enclosures and Dump Stations. Screening of trash enclosures and dump stations is required. Enclosures should be constructed of materials that complement the building materials and finished on all four sides with opaque gates. Show location(s) of proposed enclosure(s) on the site plan in area that convenient to access and does not interfere with the business operation. The sharing of trash facilities is encouraged.

- *Response: Acknowledged; the trash enclosure and dumps station locations/details are included as part of the CSP set.*

## 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. Prepare your landscape plans in accordance with the requirements found within the E-470 Research and Development (R&D) guidelines, the City of Aurora Zoning Code, specifically Article 14 Landscape

Ordinance as well as the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as the City's project specific comments.

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

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.

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

■ Response: *Acknowledged*

B. The E-470 Buckley Research and Development Subarea (R&D). The following comments are not necessarily and all-inclusive list of the landscape requirements found within the E-470 standards and the R&D subarea requirements. The applicant is responsible for reviewing the E-470 Zoning standards as well as the R&D subarea section of the zoning code and determining all applicable landscape conditions. Refer to Article 9.

- i. All developments required to have an FDP shall have an entryway feature that meets the following requirements: The feature shall be at least five feet high and contain only the name, address and project logo.
- ii. Parking areas shall be located to minimize negative visual impacts, particularly as viewed from E-470, arterial, or collector frontage and from residential use areas. All applicable requirements of Article 15 Parking Ordinance shall be met.
- iii. Service Area and Loading Dock Screening – On-site storage yards shall be fully screened from view from all public and private rights-of-way by walls or fences. The screen height shall be of a sufficient height to hide vehicles, materials etc. but in no case shall exceed ten feet. Chain link fences with or without slats are not permitted for screening purposes. Fences or walls shall be constructed of brick, decorative masonry, stucco, composite, or decorative metals.

■ Response: *Acknowledged*

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



Landscape Street Buffers. A 10' wide landscape street buffer is required along S. Rome Way. A buffer reduction to 4' is possible with the use of specific landscape incentive features as outlined in Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Developments. Buffers shall be measured inward from back of walk. Landscaping shall consist of 1 tree and 10 shrubs per 40 lf. One tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls. When over lapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the more restrictive requirements shall be implemented. Refer to Section 146-1422.

Non-Street Frontage Landscape Buffers. A 10' wide non-street frontage landscape buffer is required along the northern property boundary line per Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Developments. Buffer widths can be reduced through the use of specific xeriscape landscape incentive features. It is possible depending upon the incentive feature chosen, to reduce the buffer width from 10' to 4'. Buffers shall consist of 1 tree and 5 shrubs per 40 linear feet of buffer. Proposed buffers shall be located on the exterior sides of proposed or existing fencing. Refer to the landscape ordinance Section 146-1451 Additional Requirements for Non-Residential Development (B) 3. B for further clarification on non-street frontage buffers.

Special Landscape Buffer. A 25' wide special landscape buffer is required along the western, eastern and southern property boundary lines per Section 146-1424 and Table 14.1 Special Buffers. Reductions in the buffer widths are not permitted next to public parks, trails and/or open space. The western and southern buffers are adjacent to the Plains Conservation Center a publicly accessible open space area. Landscaping shall consist of one tree and ten shrubs per 25 lf of frontage. The applicant should coordinate with the Parks Recreation and Open Space Department regarding the plantings provided within the buffer as they administer this code. Contact Chris Ricciardiello at (303) 739-7154.

The proposed 25' wide buffer along the eastern boundary is required due to its adjacency to E-470. This buffer may be reduced to 9' in accordance with Table 14.1 Special Buffers and is dependent upon the landscape incentive feature chosen. In accordance with Section 146-1424, special landscape requirements are required for buffers adjacent to the E-470 Multi-Use Easement. Landscaping includes the installation of both large deciduous shade and evergreen tree species. At least 50 percent of the required trees shall be evergreen species and shrubs may consist of both tall evergreen and deciduous species planted a minimum of 5' on center.

Outdoor Storage Screening. Per Section 146-1451 A 4. Additional Requirements for Non-Residential Development, truck or rail loading docks facing a view corridor, drainage, public open space or public right-of-way shall be screened from view. In addition, accessory features, parking lots and outdoor storage shall be screened from view.



**Parking Lot Landscaping and Screening.** If worker or consumer parking is associated with either the self-storage or RV storage proposed uses, then interior and perimeter parking lot landscaping is required. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in Section 146-1440. The landscape street frontage buffer above, may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap.

Screening shall consist of a berm between 2 feet 6 inches and 3 feet high with a maximum slope of 4:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between 2 feet 6 inches and 3 feet tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between 2 feet 6 inches and 3 feet tall in combination with landscaping.

Shrubs must reach a height of 3' at maturity and large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed.

Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. No more than an average of 10 parking spaces are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in Section 146-1431 Section 146-1431 Living Material Requirements.

**Service Areas and Trash Enclosures.** Service areas such as dump stations, trash enclosures, etc. visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Section 146-1433 Service Areas and Trash Enclosures.

**Special Landscape Features.** Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-1451 Additional Requirements for Non-Residential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any.

**Building Perimeter Landscaping.** Currently, no buildings have been shown on the sketch plan provided. However, the applicant should be made aware of the requirement to provide building perimeter landscaping for any proposed buildings that face public rights-of- way, residential neighborhoods, public open space, or have an entrance door. Service and or garage doors are not considered for landscape purposes.

Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Landscaping provided within parking lot islands that fall within 20' of the building face may count toward the required building perimeter landscaping. Refer to Section 146-1451 (D) Additional Requirements for Non- Residential Development.

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

Should the applicant chose to utilize a traditional detention pond, pond depths shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 sf above the 100-year water surface elevation. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.

Irrigation. Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 739-8819 in Aurora Water regarding irrigation

■ Response: *Acknowledged*

6. Architectural and Urban Design

If any commercial buildings, including but not limited to maintenance sheds, RV washing stations, or garages are proposed the following shall apply:

A. Design Standards

Section 146-405(F)8 of the zoning code establishes the approval criteria for building architecture and urban design. Section 146-915 requires four-sided design and prohibits intense, bright, or fluorescent colors from being used as a primary building material. Metal is prohibited as a primary exterior surface material on industrial, manufacturing, storage, distribution, or assembly buildings; metal may be used as trim material covering no more than 10 percent of the façades of such building.

■ Response: *Not applicable; no proposed buildings.*

B. Screening of Roof Top Mechanicals.

Code section 146-1300 requires you show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the

equipment it hides. Section 146-915 also outlines specific requirements related to rooftop equipment and screening, be sure to comply with these requirements.

■ Response: *Not applicable; no proposed buildings.*

**C. Architectural Features**

Staff suggests that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs and changes in parapet height to improve the façade and create an inviting and attractive street presence. Emphasis should be placed on pedestrian-oriented design. Ground floor designs should provide visual interest. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance.

■ Response: *Not applicable; no proposed buildings.*

**7. Signage**

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 4 feet from the back of sidewalk or 21 feet back from the flow line. Ground signs abutting local streets and non-street frontages are limited to eight feet in height. Please refer to Article 16 of the Zoning Code for complete regulations. You will be allowed up to five individual signs, including one monument sign, and up to 80 square feet of signage. The maximum height of eight feet shall apply to all signage. Please remember that a monument sign counts as one individual sign but the square footage on both sides counts toward your maximum allowable square footage.

■ Response: *Acknowledged; sample sign provided in Tab 10 of the FDP submittal.*

**8. Waivers**

From the material supplied to us, it appears that the plans are not sufficiently detailed to determine whether any design standard waivers are involved.

If it is decided to request any waivers, these must be clearly listed in your Letter of Introduction and justify them according to the criteria listed in Section 146-405 of the Zoning Code. Any waivers must also be listed on the cover sheet of the Site Plan or other drawings on which they occur.

■ Response: *Acknowledged; waivers are not anticipated.*

**9. Mineral Rights Notification 10. New CAD Standards**

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

■ Response: *Acknowledged; will submit as part of the approved package at a later date.*

**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.

**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.

**Neighborhood Services Liaison:**

Your Neighborhood Services Liaison is Margee Cannon. A report is 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)  
Plains Conservation Center**

The subject property is located immediately adjacent to the Plains Conservation Center, a City of Aurora, Parks, Recreation and Open Space Department natural area. No encroachment shall be allowed on PCC property. No construction access shall be permitted on PCC. If utility connections are proposed for PCC existing utilities, the applicant must pursue ordinance clearance through Colorado Department of Public Health and Environment.

**PROS Access to PCC**

The Open Space and Natural Resources Division of the Parks, Recreation and Open Space Department currently maintains a gated access across South Rome Way for management purposes for the Plains Conservation Center. With new development at the southern end of S Rome Way, PROS-OSNR will relocate the gate along the south western end of S Rome Way. The gated access into PCC will be required in perpetuity by OSNR.

**South Rome Way ROW Vacation**

PROS is not in support of the vacation of the South Rome Way right-of-way. In the future, PROS will require increased use of the South Rome Way right-of-way for access into the Plains Conservation Center from the southern end of South Rome Way and will require the right of way in place and unobstructed.

**Special Landscape Buffer**

All built improvements for the subject application must be set back 25' from the property line abutting Plains Conservation Center on the west and south sides of the development. See Section 146-1424 of the City of Aurora Landscape Ordinance for further documentation regarding the Special Landscape Buffer.

**Fencing**

Provide fencing similar to the fencing used in the nearby storage facility to screen storage area from Plains Conservation Center. Fencing must be approved by COA PROS.

### **The Bald Eagle and Golden Eagle Protection Act**

The subject application is located within ½ mile of an active bald eagle nest along the stream corridor within the Plains Conservation Center. Follow all provisions of the act and permitting regulations as applicable to allow for no interference or impact to the eagle population's health and welfare.

*The Bald and Golden Eagle Protection Act (16 U.S.C. 668-668c), enacted in 1940, and amended several times since then, prohibits anyone, without a permit issued by the Secretary of the Interior, from "taking" bald eagles, including their parts, nests, or eggs. The Act provides criminal penalties for persons who "take, possess, sell, purchase, barter, offer to sell, purchase or barter, transport, export or import, at any time or any manner, any bald eagle ... [or any golden eagle], alive or dead, or any part, nest, or egg thereof." The Act defines "take" as "pursue, shoot, shoot at, poison, wound, kill, capture, trap, collect, molest or disturb."*

*"Disturb" means: "to agitate or bother a bald or golden eagle to a degree that causes, or is likely to cause, based on the best scientific information available, 1) injury to an eagle, 2) a decrease in its productivity, by substantially interfering with normal breeding, feeding, or sheltering behavior, or 3) nest abandonment, by substantially interfering with normal breeding, feeding, or sheltering behavior."*

*In addition to immediate impacts, this definition also covers impacts that result from human-induced alterations initiated around a previously used nest site during a time when eagles are not present, if, upon the eagle's return, such alterations agitate or bother an eagle to a degree that interferes with or interrupts normal breeding, feeding, or sheltering habits, and causes injury, death or nest abandonment.*

*A violation of the Act can result in a fine of \$100,000 (\$200,000 for organizations), imprisonment for one year, or both, for a first offense. Penalties increase substantially for additional offenses, and a second violation of this Act is a felony.*

### **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 Issue(s):**

For this development, a looped water main is preferred. This may be created by extending the 8" water line on Rome and creating a second 8" extension from the 24" line that is located in E470's multi-use easement. The proposed 8" waterline on the subject property should be internally looped.

Alternatively, Aurora Water will consider the use of a single 12" dead-end water line extended from the from the 24" line that is located in E470's multi-use easement, provided that all hydraulic flow and residual pressure requirements are met for the multiple hydrants that will be supplied by the 12" line.

The 8" sanitary sewer should be extended southwards on Rome Way, and provision could be made for the onsite RV's to safely dispose of their sanitary wastes into the public sewage collection system.

### **Utility Services Available:**

Water service may be provided from the 8" line on Rome Way and the 24" line in E470's multiuse easement.

Sanitary sewer service may be provided from the 36" sewer located near Rome way, approx. 2400' north of the subject property.

The project is located on Map Pages 13S and 14S.

**Utility Service Requirements:**

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

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- Grease Interceptors are required for commercial kitchens
- Sand/Oil Interceptors are required for vehicle maintenance facilities
- All utility connections in the arterial roadway are required to be bores.

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).

**Utility Development Fees:**

The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.

The Water Transmission Development Fee has been combined into the water connection fee and is 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 below:

- Platted After January 1, 2017

**Public Works Department**

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

**Key Issue(s):**

A traffic letter is required, see below for additional details.

1. Show all adjacent and opposing access points on the Site Plan.
  - Response: *All access points relative to the proposed property have been shown.*
2. Label the access movements on the Site Plan.
  - Response: *Acknowledged*
3. Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail



TE-13 In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

■ Response: *Sight Triangles shown on plans.*

4. Add note to the landscape plans: 'All proposed landscaping within the site triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

■ Response: *Acknowledged*

#### ROW/Plat:

1. ROW dedication is required for the full width of Rome Way.

■ Response: *Acknowledged*

#### Improvements:

1. Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

■ Response: *Acknowledged*

2. The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

■ Response: *Not applicable; no intersection present at proposed project site.*

3. A Traffic Letter is required for this site which will include addressing the following specific items:

A. Trip Generation

B. Operations plan for the site

C. Signal Warrant Analyses of Rome Way and Jewell Ave

- i. Analysis shall include two scenarios; 1) buildout of this site, 2) full buildout of the Pioneer Hills vacant parcels

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

■ Response: *Acknowledged; information provided as part of TIS*

4. Submitting the Traffic Letter: The Traffic Letter shall be sent directly to Victor Rachael at vrachael@auroragov.org as soon as possible. The Traffic Letter shall also be uploaded with the rest of the submittal.

■ Response: *Acknowledged*

#### 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:

1. Public Works does not support the vacation of Rome Way.

■ Response: *Acknowledged*

2. Public improvements for this development include improvements to Rome Way. A minimum of 24-foot-wide pavement section shall be constructed from the existing end of Rome Way to the north. The existing asphalt does not likely meet current City of Aurora standards for public streets. The full street section shall be constructed where the road is adjacent to the Plains Conservation property. A cul-de-sac is required at the end of the existing Rome Way right of way and shall be designed and constructed to meet COA standards. The cul-de-sac shall be offset on the development property as additional right of way from the west will not be granted.
  - *Response: Acknowledge; 24' Rome Way improvements and cul-de-sac have been shown on the site plans.*
3. Additional right of way is required for Rome Way. This development shall dedicate an additional 8' of right of way.
  - *Response: Acknowledged*
4. The drainage outfall from the site will need to be coordinated with E-470 and an authorization letter shall be included in all drainage reports.
  - *Response: Acknowledged; we have been working on obtaining the Authorization Letter from E-470 for several weeks. Per Chuck Weiss ([cweiss@e-470.com](mailto:cweiss@e-470.com)) with E-470, this project requires a construction permit from E-470 before an authorization letter can be issued. In order to issue a construction permit, the project needs to be reviewed and approved by the City of Aurora.*

**Improvements:**

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

1. Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
  - *Response: Acknowledged*
2. Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9.
  - *Response: Not applicable*
3. Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.
  - *Response: Not applicable*
4. Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
  - *Response: Acknowledged; retaining walls are not required in our site design.*
5. The maximum access drive slope may be 4% when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
  - *Response: Acknowledged*

6. Gates are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
  - Response: *Acknowledged*
7. Street lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10.
  - Response: *Acknowledged*

**ROW/Easements/Plat:**

1. ROW dedication is required for Rome Way. This site must dedicate an additional 8-feet of right-of way to provide the required full width of right-of-way of 68-feet. Right of way dedication for the cul-de-sac shall follow City of Aurora roadway standards and be located totally to the east of the existing alignment.
  - Response: *Acknowledged*
1. 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. A drainage easement shall be required for any detention/water quality facilities on site.
  - B. Utility easements shall be required the proposed water/sanitary sewer/public storm sewer.
  - C. Public access/fire lane easement shall be required.
  - Response: *Acknowledged*

**Drainage:**

*Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria".*

1. Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. Full spectrum detention is be required for this project.
  - Response: *Acknowledged*
2. Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
  - Response: *Acknowledged*

3. Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.  
 ■ Response: *Acknowledged*
4. Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision.  
 ■ Response: *Acknowledged*
5. Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.  
 ■ Response: *Acknowledged*
6. Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
 ■ Response: *Acknowledged*
7. Storm sewer system does not extend to this site.
  - A. Extend storm sewer to this site
  - B. Discharge onto the street through a chase
  - C. Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development. If connecting to the existing storm sewer for E-470, authorization from E-470 is required.
 ■ Response: *Acknowledged*
8. Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: "The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification."  
 ■ Response: *Acknowledged; information and requested note added to plans.*

**Fire/Life Safety Comments - Building Division**

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

**Key Issue(s):**

1. A looped water supply will be needed to support the fire hydrants within the proposed site.  
 ■ Response: *Acknowledged*
2. It has been agreed upon by city staff that the limited use of self-storage and recreational vehicle storage will be allowed one point of access off of Rome way based on the following agreement:

- A. Each site will provide an unobstructed vehicular access way (Rome Way or Public Access, Fire Lane & Utility Easement) to the primary gated entrance.
  - B. A secondary emergency access point constructed to the fire lane specifications will be provided internal of each site to interconnect all three proposed sites. As each phase is constructed, the fire lane will be extended to a minimum of 5' beyond the property line to allow unencumbered interconnection with the future fire lane.
  - C. A 23' wide manual sliding gating with approved Knox hardware (Knox Box or Knox Lock) will be constructed at fire lane connection point.
  - D. A minimum 8' waterline extension will be stubbed out a minimum of 5' beyond the property line to allow unencumbered interconnection with the future waterline.
- Response: *All of the above acknowledged and shown on plans.*

**Address Directory Signs:**

1. (Self-Storage Facility) An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the Life Safety Plans Examiner, emergency response may be delayed due to the physical layout of the complex.
- Response: *The address directory sign for the self storage will be provided at CSP of the self storage.*

**Addressing Requirements:**

1. 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.
- Response: *Acknowledged*

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

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

**Civil Plans:**

1. 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.
    - A. Dead-End Fire Lane Detail
    - B. Fire Lane Sign Detail
    - C. Gated Entry for Fire Department Access utilizing a 4' Manway Gate
    - D. Grading Plan
    - E. Handicap Accessible Parking Signs
    - F. Keep Drive Aisle Passable at All Times Signs (Self-Storage Facilities)
    - G. Sign Package
    - H. Signature Block
    - I. Street Standards and Street Section Details
- Response: *To be provided as part of the Civil Construction Document package*

### Emergency Responder Radio Coverage:

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

NOTE: This requirement would only apply to walk-in self-storage facilities where customers access storage units via any means other than direct access from an exterior door-way or roll-up door.

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

### Fire Department Access:

1. Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:  
  - A. Fire Lane Easement
  - B. Outdoor Storage Yards■ Response: *Acknowledged*

### Fire Hydrants:

1. The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. A looped water supply will be needed to support the fire hydrants within the proposed site.  
■ Response: *Acknowledged*

### Fire Sprinkled Structures:

1. The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.  
■ Response: *Not applicable.*

### General Comments:

1. Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.  
■ Response: *Acknowledged*
2. Based on the size of the proposed use of the structure it does not appear that a fire sprinkler system is required. The fire sprinkler notes provided should only be used if the size of the structure changes or a voluntary system is installed.  
■ Response: *Acknowledged*



#### Flag Lots:

1. 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.
  - Response: *Acknowledged*

#### Gated Entry:

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

#### Handicap Accessibility Requirements:

1. NOTE: No residential care-taker unit was proposed at the pre-application meeting.
  - Response: *Acknowledged; this is correct.*
2. The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1. - Commercial
  - Response: *Acknowledged; not applicable for this site as there are no employees or public/private parking outside of the RV Storage stalls.*

#### Knox Hardware:

1. 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.
  - Response: *Not applicable*

#### Legend:

1. The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.
  - Response: *Acknowledged*

#### Loading and Unloading Areas:

1. The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.
  - Response: *Not applicable*

#### Phasing Plans:

1. A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.
  - Response: *Acknowledged; to be provided as part of the Civil Construction Documents.*

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

1. The notes being provided below must be included on the cover sheet of the indicated submittal type.
  - A. (Plat Note) If Plat Contains Fire Lane Easement (Note: This type of easement will be required just outside the self-storage facilities gated areas.)

- B. (Plat Note) If Plat Contains an Emergency Access Easement (NOTE: The area within the gated self-storage facility would utilize this type of Easement)
  - C. (Site Plan Note) Access Control Gate or Barrier Systems
  - D. (Site Plan Note) Accessibility Note for Commercial Projects
  - E. (Site Plan Note) Addressing
  - F. (Site Plan Note) Aircraft Noise Reduction (LDN)
  - G. (Site Plan Note) Americans with Disabilities Act
  - H. (Site Plan Note) Emergency Ingress and Egress
  - I. (Site Plan Note) Emergency Responder Radio Coverage (See previous note addressing when this type of system is required.)
  - J. (Site Plan Note) Fire Lane Easements
  - K. (Site Plan Note) Fire Lane Signs
  - L. (Site Plan Note) Self Service Storage Facility Emergency Access Requirements
  - M. (Site Plan Note) Self Service Storage Restrictions
- Response: *Acknowledged*

**Site Plan Data Block:**

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

**Special Design Considerations:**

1. 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.
    - A. Abutting Fire Lane or Public Access Easement to Property
      - i. If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department
    - B. Access to within 150 feet of Each Structure
    - C. Access Road Width with a Hydrant
    - D. Fire Apparatus Access Road Specifications
    - E. Combined Fire Lane, Public Access and Utility Easements
    - F. Construction of Fire Lane Easements and Emergency Access Easement
    - G. Cul-De-Sac's
    - H. Dead-end Fire Apparatus Access Roadways
    - I. Dead-End Public Streets
    - J. Encroachment into Emergency Access or Fire Lane Easements are Prohibited
    - K. Grade
    - L. Labeling of Easements on the Site Plan, Plat and Civil Plans
    - M. License Agreement
    - N. No Parking is allowed within a Fire Lane Easement (Note: Emergency Vehicle Access Easements within self-storage facilities allow loading and unloading of vehicles, see previous comment on signage requirements for these types of easements.)
    - O. Pocket Utility Easements for Fire Hydrants
    - P. Public Street Systems Adjacent to Site
    - Q. Speed Bumps
    - R. Snow Removal Storage Areas
    - S. Width and Turning Radius
- Response: *Acknowledged*

**Trash Enclosure:**

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

**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:**

1. The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current Subdivision Plat Checklist. The review of the plat can run concurrently with your other Planning Dept. submittals.
  - Response: *Acknowledged*
2. A pre-submittal meeting with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st submittal of plats only and is by appointment only. Call Darren Akrie at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.
  - Response: *Acknowledged*

**Site Plans:**

1. A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Site Plan Checklist.
  - Response: *Acknowledged*

**Separate Documents:**

1. A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County.
  - Response: *Acknowledged*
2. During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:
  - Dedications Packet
  - Easement Release
  - License Agreement Packet
  - Response: *Acknowledged*

3. Off-site easement dedications may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedication Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.  
■ Response: *Acknowledged*
4. If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.  
■ Response: *Acknowledged*
5. 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.  
■ Response: *Acknowledged*
6. Street vacations must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the Dedications Packet.  
■ Response: *Not applicable*

## STEP 2 – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### CIVIL ENGINEERING PLANS

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - Process
  - Review Schedule
  - Fees

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Duty at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A checklist is used to ascertain completeness.*

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

## Aurora Water

### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - o Fixture Unit Table and Meter Sizing Tables
    - o Water Service and Water Meter locations
    - o Sanitary Sewer Service Lines
    - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - o Fire Service Lines
    - o Commercial and Domestic Water Service Lines.
    - o These devices are required to be located within the building or within a heated and drained vault after the water meter.

### **Construction Stormwater Quality Requirements:**

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities Manual (SWMP Manual) for more detailed requirements. A Colorado Discharge Permit System (CDPS) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the CAD Standards web page: <http://tinyurl.com/CADSubmittalStd>.

## Public Works Department

**Traffic Division**

*Construction documents should reflect all approved Access, Right of Way, Easements and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, and Traffic Control Plans.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Jewell Ave and not through the adjacent residential neighborhood(s).

**Engineering Division****General Requirements:**

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWQCP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, "Storm Drainage Design and Technical Criteria" manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 Storm Drainage Design & Technical Criteria manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

**BUILDING PLANS****Building Division Comments:**

- Building Plan Review
  - Process
  - Review Schedule
  - Fees



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

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

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

**Permit Types:**

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - Commercial Permits (Self-storage structures)
  - Limited Plan Permits (Roofed structures for recreational vehicles)
- *Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*
  - Modular, Construction Trailer, Mobile Home
  - Solar Photovoltaic Systems Commercial
- *Fire*
  - Fire Alarm
  - Remote Annunciators Alarm Panel for Multi-Family Complexes (NOTE: This type of system can be utilized to integrate one master fire alarm panel to support each fire sprinkled building within the self-storage facility.)
  - Fire Sprinkler & Standpipe Systems
  - Gating Systems across Fire Apparatus Roads
  - Knox Box
  - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Automatic Fire-Extinguishing System and Standpipes
  - Emergency Responder Radio Coverage Systems
  - Fire Alarm and Detection Systems and related equipment

**Accessibility:**

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

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

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; ICC Codes Online

***Building Division General Comments:***

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

***Checklist for Plan Review Submittals:***

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

***Day-Night Sound Level (LDN or DNL):***

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

***General Fire Protection System Requirements:***

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

***Geographic Design Criteria:***

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

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

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

- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.

***Request for Modification or Alternative Material: (select “Plan Review Services”)***

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

**Real Property Division**

**Reminder** – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

### STEP 3 – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate permits for all work to be performed. Licensing information is available on the City's website.*

#### **Aurora Water**

- **Utility Connection Fees:** (Platted After January 1, 2017 / Platted Before January 1, 2017)
  - Water Service Connection Fee
  - Metro Sanitary Sewer Connection Fee
  - Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- **Wet Tap Fees:**
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- **Irrigation Water Meter Fees:**
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - Platted After January 1, 2017
  - Platted Before January 1, 2017

#### **Public Works Department**

##### **Engineering Division**

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is not required. A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy. See Section 5.01.0.02 for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - fire lanes
  - curbs, gutters, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - water mains, hydrants and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

#### **Building Division**

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

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

##### ***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please click the hyperlink provided.

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

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

With Kimley-Horn, you should expect more and will experience better. Please contact me at (303) 228-2332 or [kelsey.kijowski@kimley-horn.com](mailto:kelsey.kijowski@kimley-horn.com) should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Kelsey Kijowski, P.E.  
Project Manager