

July 31, 2020

Tanner Axt  
Project Planner  
City of Aurora  
15151 E. Alameda Pkwy  
Aurora, CO 80012

RE: Letter of Introduction  
Rolloff Dumpster Business  
2140 Chambers Road  
Application #1413448

Dear Mr. Axt,

I am pleased to submit the site plans for the property located at 2140 Chambers Road. The site owner plans to operate a roll-off dumpster business.

Site Functionality and Operations

The site will include a building with office space and a maintenance shop, associated parking for employees, and parking for the dumpsters when not in use. The maintenance shop will be used for service and repair of dump trucks. There will be six employees – 2 office workers, 1 mechanic and 3 drivers. The hours of operation will be from 6:00am to 6:00pm.

The roll-off dumpsters will be stored on the site when not in use. The site will include a security/screening electronic gate. Trucks hauling the roll-off dumpsters will enter the site and proceed through the gate to rear of the property. Behind the building, there will be parking for the roll-offs, additional parking for employees, and space for the trucks to turn around in order to exit the site. Four parking spaces are also included in front of the security gate for any customers who may approach the business. The maintenance shop will have three garage bays. The shop portion of the building will be located behind the security gate.

Requirements for Submittal

As per the pre-application meeting notes, a traffic study is not required.

It is the property owner's wish that the requirements for upgrades to Helena Street at the east end of the property be deferred until adjacent property owners also make such improvements. Although the right-of-way exists for Helena Street, it appears to be a private drive for the business located east of the project site. A security gate and

fence block access to Helena Street southeast of the project site. None of the adjacent properties north or south of the site have performed site improvements to Helena Street. At the time the street is improved, the landowner will install the required sidewalk and landscape buffer.

Comments from Pre-Application Meeting Notes

Please see attached annotated comments to the pre-application meeting notes and key issues.

Please contact me at [courtney.dickerson.engineering@gmail.com](mailto:courtney.dickerson.engineering@gmail.com) or (225)892-6878 should you need to discuss this project further. Thank you.

Sincerely,



Courtney Dickerson, P.E.

## Annotated Pre-Application Notes.

### *Key Issues:*

- ▶ **Access Slope:** Your existing access drive is significantly sloped. Please note the maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street. [The access will be regraded so that slope is less than 4%.](#)
- ▶ **Water Service:** There is high frost potential for service lines in Chambers Road due to the high-pressure gas mains crossing the service lines. Per the meeting discussions, there may be water service stubbed onto the site. This service can be connected to, but there is no indication as to if this service line will freeze as well. However, if it is discovered that no water service stub exists, you will need to bore under Chambers Road to access the water main on the west side of Chambers for service to the site. [Comment noted.](#)
- ▶ **Right of Way Dedication:** 30-feet of right of way shall be dedicated for Helena Street. A deferral will be considered for the Helena Street improvements. A letter addressed to the Director of Public Works requesting the deferral of improvements for Helena Street shall be submitted with the site plan. [The 20 ROW will be dedicated. A letter of deferral will be provided.](#)
- ▶ **Street Frontage Buffer:** A 25-foot landscape buffer is required along your frontage to Chambers Road. [The required landscape buffer will be provided.](#)

## 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:*

- ▶ Helena Avenue Dedication [The 30'right-of-way at the east of the property along Helena will be dedicated. A letter of deferral will be included with plan submittal.](#)
- ▶ Building Orientation and Architecture. [Noted.](#)

### *Standards and Issues:*

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

- 1A. Equipment rental and repair and outdoor storage are permitted uses in the I-1 zone district. See code for other Permitted Land Uses in the I-1 zone district in Section 146-3.2. [Noted.](#)
- 1B. Provide an explanation of your operations so staff may better understand the proposal within your Letter of Introduction. Discuss components and functional operations associated with the use, hours of operation, number of employees, phasing, and how access and circulation will function. [This information is included in letter of introduction.](#)
- 1C. Identify all proposed surface materials for the storage area, parking lot, etc. on the site plan. [Materials are identified on plans.](#)
- 1D. Adherence to the Operating Standards is required and is listed in Section 146-4.11.2. Standards include Noise, Limitations on External Effects of Uses, Waste Disposal, and Enclosure of Uses. [Noted.](#)

- 1E. All outdoor storage and roll-up doors must be screened from the public right-of way to a height of 9 feet. This requires landscaping, opaque fencing or a combination of both (Section 146-2.2.5.X.6, Section 146-4.7.8). [Noted.](#)

## **2. Traffic and Street Layout Issues**

- 2A. All proposed streets whether public or private need to be labeled according to our street standard ordinance, [Section 126-1](#) and [Section 126-36](#) of the city code. City design standards call for detached sidewalks and curbside landscaping. A 10' landscape area and 10' sidewalk is required along Chambers and along Helena. You must illustrate the ultimate street design. [Sidewalks and landscaping will be provided.](#)
- 2B. Dedicate the remaining 34' Helena Avenue right-of-way along the eastern boundary of the property. [The right-of-way will be dedicated.](#)

## **3. Environmental Issues**

- 3A. 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. [Noted.](#)

3B. **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 Adams County Clerk and Recorder along with the first plat in accordance with Section 146-2.6.2 of the Aurora Zoning Code.

To streamline this process, the City of Aurora will record the avigation easement for the applicant. The applicant is responsible for the following:

- Completing the easement form
- Obtaining the property owner's signature
- Notarizing the document
- Including a legal description of the property
- Including a survey of the property

The completed easement form can be dropped off or e-mailed to Porter Ingram at [pingrum@auroragov.org](mailto:pingrum@auroragov.org). It may also be e-mailed 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 Ingram at 303-739-7227 with any additional questions regarding the AID. [The avigation easement is included with the submittal.](#)

#### 4. Site Design Issues

##### 4A. Industrial District Development Standards

- Standards for building in the I-1 are as follows: 25-foot front setback (from arterial street), 10-foot side setbacks, 5-foot minimum rear setback (Section 146-4.2.2.C). Outdoor storage must include fences with perimeter landscape buffers and would add to these setback requirements. [Noted.](#)
- Any fences must be located at least 40 feet from the flowline of Chambers. Consider placing the office portion of the building outside of the fence line to better activate the street and improve public access. [Noted.](#)

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

- Consider including an outdoor lunch area so employees have the opportunity to take breaks outside. Typically, this is a small patio space near a building entrance. [An outdoor area has been included at the north side of the building.](#)

##### 4C. Parking

- On-Site parking is required by Section 146-4.6. Based on the information you've provided, you will be required to provide 11 standard parking spaces (Section 146-4.6.3.C), 1 accessible parking space (Section 146-4.6.3.E), and 2 bicycle spaces (Section 146-4.6.3.F). This is subject to change based on your ultimate submittal. Also, designate parking for any fleet vehicles. [Adequate parking for personal vehicles, bicycles and fleet vehicles will be provided.](#)
- Standard parking space count may be reduced to 9 if parking alternatives listed in Section 146-4.6.4 are utilized. Reductions can be taken for proximity to RTD stops, electric vehicle charging stations, and others. [Noted.](#)

##### 4D. Site Lighting

- Show typical details of lighting on the plan and/or building elevations. Lighting fixtures shall be full-cutoff style and limited to 25-feet tall (Section 146-4.9). Lighting shall not spillover, especially into residential areas. [Noted.](#)

#### 5. Landscape Design Issues

A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the recently adopted Unified Development Code (UDO). The UDO effective date was September 21, 2019 and can be found online by clicking this link: [New Unified Development](#). The landscape comments provided herein are based upon the new code regulations and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management 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 for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. [Noted.](#)

- **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 Plan submittal process must be prepared on 24"x 36" 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. [Noted.](#)

- **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. [Noted.](#)
- **Sight Triangles** – Include sight triangles per the [Roadway Design and Construction Specifications](#) document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface. [Noted.](#)

#### **B. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements**

- **Curbside Landscape.** Provide one shade/street tree per 40 linear feet of street frontage along Chambers Road and S. Helena Street. Refer to Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. If the construction of Helena Street is deferred, the installation of the required street trees may be deferred until the roadway improvements are required to be constructed. The required street trees must be included on the landscape plan submission.

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide. [Landscape requirements will be met.](#)

- **Street Frontage Landscape Buffer.** A 25' wide street frontage landscape buffer is required along Chambers Road. A 10' wide street frontage landscape buffer shall be installed along Helena Street. All buffers are measured inward from the back of walk or from the right of way if no walk is provided. Landscape with one tree and ten shrubs per each forty linear feet of buffer length. Reductions in buffer width are not permitted for industrial developments along arterial street frontages. Refer to Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls. The 10' wide street frontage buffer along Helena Street may be reduced to six feet with the installation of the designated landscape incentive feature as noted in Table 4.7-2.

If utilizing tree equivalents, one 2.5" diameter tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs, one 2" diameter tree or 6' evergreen tree is equivalent to 10 five-gallon shrubs or any combination of trees and shrubs meeting equivalents. When over lapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Refer to Section 146-4.7.5 D. Street Frontage Landscape Buffers. [Landscape requirements will be met.](#)

- **Non-Street Perimeter Buffers** - Provide a 20' wide non-street perimeter buffer is required along the northern and southern property boundary lines. Buffers shall be provided in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. Buffer widths may be reduced from 20' to 12' using landscape incentive features. In accordance with Section 146-4.7.5. E.2 buffers shall consist of 1 tree and 5 shrubs for each 40 lineal feet of buffer with 30% of the tree species being evergreen.

Landscaping is traditionally located on the exterior side of any fences or walls. If there is an existing fence along an adjoining property lines and the applicant also wishes to install a fence, the city will work with the applicant on the best buffer alternative and likely, landscaping will be located interior to the lot. [Landscape requirements will be met.](#)

- **Building Perimeter Landscaping.** Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One 2.5" diameter tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs, one 2" diameter tree or 6' evergreen tree is equivalent to 10 five-gallon shrubs or any combination of trees and shrubs meeting equivalents. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to Section 146-4.7.5 J. Building Perimeter Landscaping. [Landscape requirements will be met.](#)
- **Outdoor Storage and Screening.** Per Section 146-4.7.8 B. 2. Service, Loading, Storage and Trash Area Screening Standards, all outdoor storage yards shall be screened from view by an opaque fence with a maximum height of nine feet, a berm or



a wall with a maximum height of nine feet in combination with landscaping that completely conceals the view of those materials. Chain link fencing is not permitted for this purpose. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

In addition, all trash dumpsters and recycling bins placed on an existing or developing site must be enclosed and set back at least 12 feet from adjacent properties and be completely screened from public view from streets and adjacent properties. Screening shall include a minimum six-foot tall wall or opaque fence with exterior evergreen plantings. In addition, accessory features, parking lots and outdoor storage shall be screened from view. [Storage and screening requirements will be met.](#)

- **Special Landscape Requirements at Entryways and Intersections.** 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 146-4.7.5 L. Site Entryways and Intersections. [Noted.](#)
- **Detention Pond and Water Quality Measures:** In the event detention and/or water quality are required, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. 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. [Noted.](#)

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments. The City of Aurora Water Department has recently completed a study and produced a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora". Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adams at [vadam@auroragov.org](mailto: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. [Noted.](#)

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. Depending upon the ultimate location of the pond, staff may work with the applicant to determine whether landscaping of the pond would be necessary depending upon its visibility and aesthetic impact to the surrounding developments. 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 146-4.7.3 M. Detention and Water Quality Ponds. [Noted.](#)



- **Irrigation.** Refer to Section 146-4.7.3. C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Department will require that the applicant 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 irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. [Noted.](#)

## 5. Architectural and Urban Design

### 5A. *Design Standards*

- Section 146-4.8 of the zoning code establishes the design standards for building architecture and urban design. Any proposed buildings must meet the four-sided design character elements outlined in Section 146-4.8.7.C. [Noted.](#)
- Include a design that highlights the primary entry. For examples of acceptable entry features, see Industrial Buildings under Section 146-4.8.7. [Noted.](#)
- Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. [Noted.](#)

### 5B. *Screening of Roof Top Mechanicals*

- Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click [here](#) for the specific note). [No rooftop mechanical equipment is anticipated.](#)

## 6. Signage

- 6A. 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 back from the sidewalk and may not be placed in corner sight triangles. In non-residential areas, ground signs abutting arterial streets may be up to 12 feet high. Please refer to Section 146-4.10 for complete regulations. Based on the information you have supplied us, your total sign area would be limited to 80 square feet. You will be allowed up to 5 individual signs. [Noted.](#)

## 7. Adjustments

- 7A. From the material you supplied us, it appears that your plans are not sufficiently detailed to determine whether any adjustments from developments standards are involved. [Noted.](#)
- 7B. If you decide to request any adjustments, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 146-5.4.4 of the UDO. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. [Noted.](#)

## 8. Mineral Rights Notification Requirements

8A. 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. [Noted.](#)

**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 Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>. [CAD standards will be followed.](#)

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

### **PROS Medians**

Please be aware that the medians along Chambers Road are owned and maintained by the City of Aurora, PROS Department. Should any median cuts or changes be required for this project, please coordinate with PROS on the proposed design and condition. All medians which are owned and maintained by PROS must provide our xeric standard and comply with our specifications. [Noted.](#)

### **Aurora Water**

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

- ▶ A Sand/Oil Separator will be required for the maintenance portion of your operations. [A separator has been indicated on the plans.](#)
- ▶ There is a high frost potential for service lines in Chambers due to the high-pressure gas mains crossing the service lines. Per the meeting discussions, there may be water service stubbed onto the site. This service can be connected to, but there is no indication as to if this service line will freeze as well. [Noted.](#)
- ▶ If it is discovered there is not a water service stub on to the site, service will have to be bored under Chambers Road. [Noted.](#)
- ▶ A fixture unit table will be required on the Civil Plans to show fixture counts and ensure for a properly sized meter. [Noted.](#)
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2" and larger. [Noted.](#)

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

- Water service may be provided from the 16" DIP in Chambers Road. [Noted.](#)
- Sanitary sewer service may be provided from the 8" PVC in Chambers Road. [Noted.](#)
- The project is located on Map Page 03J. [Noted.](#)

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

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development

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

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

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project. [Noted.](#)
- 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. [Noted.](#)
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). [Noted.](#)

## **Public Works Department**

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

- ▶ Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time. [Noted.](#)
  - ▶ Gating shall be a minimum of 35' or the longest expected vehicle, from the flowline of adjacent roads. [Noted.](#)
  - ▶ Access onto Chambers Rd shall be either at the current location or centered along the frontage of the property. [Noted.](#)
  - Show all adjacent and opposing access points on the Site Plan. [Noted.](#)
  - Label the access movements on the Site Plan. Access onto Chambers Rd shall be permitted as a right-in/right-out only. [Noted.](#)
  - 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 note onto 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. [Noted.](#)
  - 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. [Noted.](#)
  - Show the installation, by developer, "Right Turn Only"/"Do Not Enter" signs at appropriate location on Chambers Rd. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards. [Noted.](#)
  - 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](#). [Noted.](#)
- 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'** [Noted.](#)

#### **ROW/Plat:**

- ROW dedication is required for an additional future Helena St. [Noted.](#)

## **Engineering Division**

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

- ▶ Public improvements required with this development include widening the sidewalk on Chambers to 10-feet if not already that width and updating curb ramps to meet current standards. Additionally, 30' of right of way shall be dedicated for Helena Street. A deferral will be considered for the Helena Street improvements. A letter addressed to the Director of Public Works requesting the deferral of improvements for Helena Street shall be submitted with the site plan. [A letter of deferral will be submitted.](#)
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality is required. [A drainage report will be submitted.](#)

### ***Improvements:***

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. [Noted.](#)
- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps. [Noted.](#)
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan. [Noted.](#)
- 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. [Noted.](#)
- 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. [Noted.](#)
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street. [Noted.](#)
- 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. [Noted.](#)

### ***ROW/Easements/Plat:***

- ROW dedication is required for Helena Street. This site must dedicate an additional 30 feet of right-of way. [ROW will be dedicated.](#)
- 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. [Noted.](#)
  - Sidewalk easements may be required for new sidewalk installed. [Noted.](#)
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. [Noted.](#)
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. [Noted.](#)
  - 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. [Noted.](#)

### ***Drainage:***

- 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. *Noted.*
- 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. *Noted.*
- 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. *Noted.*
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision. *Noted.*
- 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. *Noted.*
- 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. *Noted.*
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. *Noted.*
- Storm sewer system does not extend to this site.
  - Extend storm sewer to this site; or
  - Discharge onto the street through a chase *Noted.*
- 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. *Noted.*

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

### **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. *Noted.*

### **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](#).

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series. [Noted](#).

***Civil Plans:***

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department. [Noted](#).

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Gated Entry for Fire Department Access utilizing a 4' Manway Gate](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

***Emergency Responder Radio Coverage:***

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

- Based on the size of the proposed structure(s), Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal. [Noted](#).

***Fire Department Access:***

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

- [Fire Lane Easement](#) [Noted](#).

***Fire Hydrants:***

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

- A fire hydrant within the site will only be required where the main structure on site is fire sprinkled. [Noted](#).

***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. [Noted](#).

***Gated Entry:***

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

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



Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

- 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. [Noted.](#)

**Handicap Accessibility Requirements:**

The City of Aurora reviews handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1. [Noted.](#)

- [Commercial](#)

**High-piled Combustible Storage:**

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage. [Noted.](#)

**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.

- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department. [Noted.](#)

**Legend:**

The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site. [Noted.](#)

**Loading and Unloading Areas:**

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. [Noted.](#)

**Phasing Plans:**

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals. [Noted.](#)

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".



- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#) *Noted.*

***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. *Noted.*

***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. *Noted.*

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
  - See the 2015 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

***Trash Enclosure:***

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

## **Real Property Division**

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

- Subdivision Plat is required. [Plat will be provided.](#)

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

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

### ***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](#). [Noted.](#)

### ***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: [Noted.](#)

- [Easement Release](#)

- [License Agreement Packet](#)

**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. [Noted.](#)

- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the [plat and/or site plan](#). [Noted.](#)
- 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. [Noted.](#)
- If street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street

lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303-739-7901 for additional details and contact information.  
[Noted.](#)

## STEP II – CONSTRUCTION DOCUMENT PHASE

### Civil Engineering Plans

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

Civil Construction Document Plan Set generally includes the following plans: [Noted.](#)

- Stormwater Management Plan
- Final Drainage Plan/Report
- Final Grading Plan
- Utility Plan and Profiles
- Signing and Striping Plan
- Street Lighting Plan

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

### Aurora Water

#### **General Requirements:**

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

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

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required. [Noted.](#)

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

## **Public Works Department**

### **Traffic Division**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications. *Noted.*
- The Construction Documents shall include Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook. *Noted.*
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Chambers Rd and not through the adjacent residential neighborhood(s). *Noted.*

### **Engineering Division**

#### ***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site. *Noted.*
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the 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. *Noted.*
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans. *Noted.*
- 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. *Noted.*
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation. *Noted.*

#### ***Roadway Design and Construction Specifications:***

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design

and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy. [Noted.](#)

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer. [Noted.](#)

## **Building Plans**

### **Building Division Comments:**

#### Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

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](#)
  - [Demolition Permit](#)

*Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*

  - [Modular, Construction Trailer, Mobile Home](#)

*Fire (click on this [link](#) to find checklist below)*

  - Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - Gating Systems across Fire Apparatus Roads
  - High Piled Combustible Storage Checklist
  - Knox Box
  - Knox Box Rapid Entry [Noted.](#)
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Above-Ground Fuel Storage Systems
  - Automatic Fire-Extinguishing System and Standpipes
  - Fire Alarm and Detection Systems and related equipment. [Noted.](#)

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

- It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes. [Noted.](#)
- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series with the exception of the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series. [Noted.](#)

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1. [Noted.](#)

**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](#) [Noted.](#)

**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. [Noted.](#)

**Checklist for Plan Review Submittals:**

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

**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. [Noted.](#)

**Demolition Permits:**

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- [City of Aurora Demolition Permit Information](#)
- [State of Colorado Demolition Permit Application Form](#)
- All demolition permits must be routed to Aurora Water in order to assess the BMP requirements for ground disturbances. [Noted.](#)

**General Fire Protection System Requirements:**

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

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903. [Noted.](#)

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above. [Noted.](#)

**Occupancy Specific Building Code Requirements:**

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

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.



- To include S-1 Occupancy Repair Garages.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy. [Noted.](#)

**Request for Modification or Alternative Material:**

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. [Noted.](#)

**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. [Noted.](#)

## STEP III – CONSTRUCTION PHASE

**Aurora Water**

**Utility Connection Fees:**

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

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

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. [Noted.](#)
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#). [Noted.](#)

**Public Works Department**

**Engineering Division**

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities. [Noted.](#)

- 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. [Noted.](#)
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - water mains, hydrants and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy. [Noted.](#)

## **Building Division**

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

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner. [Noted.](#)

### **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 call the Building Department at 303-739-7420. [Noted.](#)

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

Please click on the “link” provided for requirements for fire department access during construction. [Noted.](#)