



Office of Development Assistance
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Aurora, Colorado 80012
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September 27, 2019

Adam Berger – adam@adamberger.com
Adam Berger Development LLC
171 S Ivy Street
Denver, CO 80224

Re: 25th & Emporia Street Project (#1402266)/Pre-Application Meeting held September 12, 2019

Dear Mr. Berger:

I would like to take this opportunity to thank you for considering the City of Aurora for the 25th & Emporia Street project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

- ▶ **Lot Widths:** The minimum lot width for a duplex per code is 25'. The western row of duplexes would require an adjustment (waiver) request to allow 21'-8" lots.
- ▶ **Southern Access Easement:** Consider incorporating the southern easement into one of the lots to avoid the need to create a homeowner's association for maintenance. Identify maintenance responsibilities in your letter of introduction.
- ▶ **Sanitary Sewer in Proposed Alley:** Please note you'll need to provide a 20' wide easement for the existing sanitary sewer main in the proposed private alley.
- ▶ **Public Improvements:** Public improvements for this development include providing a 5.5' sidewalk on all street frontages, updating curb ramps, and replacing the existing street lights with new City of Aurora standard lights. The standard for sidewalks is detached with curbside landscaping but attached walks may be considered based on site constraints. A 15' curb return radius shall be dedicated at the intersections of Emporia Street and Elmira Street with 25th Avenue. If the curb return radius significantly impacts development, a sidewalk easement shall be considered. The proposed alley shall be a private alley maintained by the owner or a homeowner's association.

► **Detention/Water Quality:** A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be addressed. Since this site is undeveloped, additional analysis or discussion regarding the detention and water quality shall be provided in the drainage report.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or jcox@auroragov.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Cox". The signature is fluid and cursive, with the first name "Jacob" being more prominent than the last name "Cox".

Jacob Cox
Project Manager

cc: dogunsanya@elevationclt.org

Development Review Team
File



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved at a public hearing.
- A Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

Civil Engineering Plans: Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Jacob Cox, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
Jacob Cox
303.739.7346
jcox@auroragov.org

Laura Rickhoff
303.739.7585
lrickhof@auroragov.org

Planning

Zoning and Plan Review
Tanner Axt
303.739.7450
taxt@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Michelle Teller
303.739.7437
mteller@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Ryan Tigera
303.326.8867
rtigera@auroragov.org

Public Works

Traffic Division
Carl Harline
303.739.7584
charline@auroragov.org

Drainage and Public Improvements
Engineering Division
Kristin Tanabe
303.739.7306
ktanabe@auroragov.org

Life Safety and Building Division
Mike Dean
303.739.7447
mdean@auroragov.org

Real Property Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services

Neighborhood Support
Meg Allen
303.739.7258
mkallen@auroragov.org

Aurora Public Schools

Joshua Hensley
303.365.7812 x28463
jdhensley@aurorak12.org

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:

- ▶ Lot widths along Emporia Street
- ▶ Varied elevations

General Unified Development Ordinance Review of your Property:

- Your property is located within the Subarea A Character Area, which generally includes areas of west Aurora that were primarily developed and platted before or within the decade after World War II. Subarea A includes a mix of industrial, residential and commercial developments. Future development will occur as mainly infill and redevelopment of existing sites and structures. Larger developments are expected to occur along transit routes.
- Your property is zoned MU-OA-RMU (Original Aurora Residential Mixed-Use), which promotes active and pedestrian-oriented areas that have a mix of high-density residential uses with the option for neighborhood-scale commercial uses on the ground floor of multifamily buildings. The subdistrict permits a broad range of moderate- to high-density housing types that provide a diversity of choices for households of different age, size and income.
- The use you propose, duplex, is permitted by the current zoning, but subject to Site Plan and Plat approval.

Types of Application(s):

- As part of your application, you will need to make the following land use requests:
 - Site Plan
 - Major Subdivision Preliminary and Final Plats
- Your project will require approval in a public hearing before the Planning Commission and will be processed through our digital submission process.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - [Unified Development Ordinance](#)
 - [CAD Data Submittal Standard](#)
 - [Landscape Reference Manual](#)
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
 - [Site Plan Manual](#)
 - Street Standards Ordinance [\[126-1\]](#) and [\[126-36\]](#)
 - Subdivision Checklist
 - Xeriscape Plant List (see [Landscape Reference Manual](#))
 - Zoning criteria for each land use request

Standards and Issues:

1. Zoning and Land Use Issues

- 1A. Duplexes are permitted in the MU-OA-RMU zone district. See other Permitted Land Uses in the MU-OA-RMU zone district in Section 146-3.2.
- 1B. Your site plan should include all proposed surface materials for the alley, parking, sidewalks, etc. Also include building layouts and elevations. The requested information has been included in the site plan

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. understood
- 2B. Provide 5.5' attached sidewalks along all street frontages with trees behind the walk. this has been provided
- 2C. Code requires that duplexes be rear loaded, and the proposed extension of the "alley feature" from the south through this development will provide the required access. this has been provided

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. Understood

4. Site Design Issues

4A. Site Layout Issues

- The minimum lot width for a duplex is 25 feet. The western row of duplexes would require an adjustment request to allow 21'8" (Section 146-5.4.4.D).
- If greater than 3 lots are being platted or replatted, a preliminary plat must be submitted.
- Consider incorporating the southern easement into one of the lots, to avoid the need to create an HOA for maintenance. Identify maintenance responsibilities in your letter of introduction.
- Setbacks within MU-OA-RMU are as follows: 20 foot front setback, 25 foot rear setback for the primary building, 3 foot rear setback for the garage, 5 foot side setback when abutting another residence, 10 foot side setback when abutting a street (Section 146.2.4.4.E). As shown, each property would require adjustment requests to the front setback.
- Section 146.4.2.4 details exceptions and encroachments to setbacks. Unenclosed porches may extend 8 feet into required front setbacks, but may not extend into side yard setbacks.

adjustments are being requested for lot width and setbacks as shown on the Site Plan

4B. Parking

- On-Site parking is required by Section 146-4.6 of the Unified Development Ordinance. Based on the information you've provided, each unit requires 2 off-street parking spaces. This requirement is being met by detached, alley-loaded garages. this has been provided

5. Landscape Design Issues

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

- 5A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the [Landscape Reference Manual](#) and the newly adopted [Original Aurora Zoning code](#). Landscape plans shall be labeled “*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. Landscape plans submitted with a site plan or as a 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 drawn on 24”x36” sheets, have plant symbols, plant labels with 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. this has been provided

- **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 selectability 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 pdfs. 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 pdfs. this has been provided

- **Sight Triangles** – Include sight distance 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. this has been provided

- **Original Aurora Zoning Code.** The city recently rezoned properties within the north west area of the city referred to as Original Aurora. Based upon the new zoning designations for this area, the property identified for development is subject to the following zoning classification: Original Aurora Residential Mixed Use or OA-RMU.

The OA-RMU zoning designation promotes active and pedestrian oriented areas that have a mix of high-density residential uses with the option for neighborhood-scale commercial uses on the ground floor. Projects within this zoning classification shall permit a broad range of moderate to high-density housing types which provide a diversity of choices for households of different age, size and income. Understood

5B. **Original Aurora Landscape Requirements:**

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

- **Front Yard Landscaping:** All new structures shall provide for landscaping only within the front yard setback. Front yard landscape requirements can be found in Section 146-4.7.5 P. Residential Yard Landscape. The city does offer developers a \$1,000 tap credit for each home that has a separate meter and participates in the “xeric” front yard landscape requirements. The “xeric” front yard landscape requirements can be found in Table 4.7-3 Residential Yard Landscape Requirements. For further questions regarding the xeric front yard landscape requirements, contact Tim York in Aurora Water, Water Conservation Division at (303) 326-8819.

- **Streetscape:** The sidewalks along E. 25th Avenue, Elmira Street and Emporia Street do not comply with city standards. The Original Aurora Zoning Code necessitates that sidewalks be a

Understood, this has been provided on the landscape plan

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minimum of 5.5'-16' in width and that they be either attached or detached to reflect the intent or average existing condition of a block as shown in adopted plans or policy documents. The sidewalk along E. 25th Avenue shall be a detached walk with a width of 5.5' and the sidewalks along Elmira and Emporia Streets shall be 5.5' wide and attached. Where the sidewalk is detached, street trees shall be provided within the curbside landscape area. Where sidewalks are attached, street trees shall be provided behind the walks. Street trees shall be provided at a ratio of one tree per 35 linear feet. Refer to Table 7-17 Streetscape Standards.

- **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.



Porous Pavement



Vegetative Swale



Rain Garden

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. The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer

requirements, however the most restrictive requirements shall be met. Landscaping shall be provided in accordance with Section 146-4.7.3 M. Detention and Water Quality Ponds.

Understood. No ponds are proposed with this project.

• **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. Understood. Irrigation plans will be submitted separately

6. Architectural and Urban Design

6A. Residential Design Standards

- In a development of 10-29 homes, at least two different home model varieties shall be constructed, each with a distinct floor plan and elevations (Section 146-4.8.3.B). Distinct elevations shall incorporate at least four of the following:
 - Placement of windows and doors on the front façade of the elevation include at least a two-foot vertical or horizontal variation in size or location.
 - The use of different materials on the front façade elevation.
 - The width of the front façade elevation at its widest point must differ by more than two feet.
 - The locations and proportions of front porches must vary.
 - Variations in the front wall plane.
 - Use of roof dormers.
 - A variation of the building types.
 - Window shapes that are substantially different.
- Manufactured siding must have at least a 25-year warranty (Section 146-4.8.3.C).
- A minimum of 15% of the net façade area of each structure must consist of masonry (Section 146-4.8.3.D.1).
- All residential plans with side elevations adjacent to streets must distribute architectural features to achieve side-specific design (Section 146-4.8.3.D.2).
- All elevations must meet the minimum architectural requirements listed in Section 146-4.8.3.F. Keep in mind that with the adoption of the Unified Development Ordinance, conservational features can no longer be used to supplement architectural features.
 - Your submission should include calculations demonstrating that you have met these requirements.

this has been provided

7. Adjustments

7A. From the material you have provided, it appears that adjustments will be required for reduced front setbacks and reduced lot widths.

- Adjustments are reviewed using adjustment approval criteria, including compatibility with adjacent development. The applicant should demonstrate the design of the front yard will accommodate required landscaping after consideration of any required easements. Please demonstrate the grade change from the foundation to back of sidewalk is conducive to usable and maintainable space.

Adjustments are being requested and the requested information is included in the Site Plan

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.D.3 of the

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Unified Development Ordinance You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. **this has been provided**

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. **this will be provided with subsequent submittals**

9. New CAD Standards

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

Understood

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 Meg Campbell. She can be reached at (303) 739-7280. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website. **Understood**

Aurora Public Schools

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the proposed project at 25th and Emporia is .0789 acres. Aurora Public Schools will accept cash-in-lieu of land for this obligation valued at market value of zoned land with infrastructure in place. Cash-in-lieu is due at the time of recording of the first plat.

Parks, Recreation & Open Space Department (PROS)

Project Characterization

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

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- Your proposal includes 12 single family attached homes
- Your proposed site is considered infill and therefore no open space land dedication is required.

Population Impact

For single-family homes, population calculations for the project are based on an average household size multiplier of 2.65 persons per unit, resulting in an overall projected population of 32 persons residing in 12 units.

Land Dedication

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

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

The resulting acreage required is as follows:

	<u>12 Single Family Attached Units</u>
Neighborhood Park Land	0.10 acres
<u>Community Park Land</u>	<u>0.03 acres</u>
Total Land Dedication	0.13 acres

Cash-in-Lieu Payment –

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

Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the financial burden of PROS' requirements for infill. The current per-acre value of \$45,800 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

12 Units
\$5,798.00

Park Development Fees

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. The current per-unit fee of \$1,900.64 would apply if permits for construction of the residential units are pulled in 2018, and the total paid under either scenario would be as follows:

12 Units
\$22,807.70

PROS Requirements Caveat

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

Forestry Division

There is one Siberian elm tree on this property which will be impacted by development. There are also trees on the adjacent property that should be protected during construction activities.

Once the required street trees are planted, The City of Aurora Forestry Division will take ownership of them. Basically this means that the City would be responsible for the maintenance of those trees in perpetuity. A note should be added to the plan indicating that the City of Aurora Forestry Division would take ownership of the required street trees once they are planted. Also, if the trees end up not being planted on the public-right-of-way, then an Arboricultural Easement must be established in the plat that will include the trees.

Since the City of Aurora Forestry Division will be taking the trees into ownership, we are requesting that any fencing proposed will not be too close to trees for future maintenance. Please do not plan to erect a privacy fence unless far enough away in order that trees can be maintained and won't cause issues with pushing on a fence.

Tree Mitigation Requirements

- Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation. **Understood**

Forestry's Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal. **this has been provided**
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss. **Understood**

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [Parks, Recreation & Open Space Dedication and Development Criteria manual](#). Understood

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

Understood

Aurora Water

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

Key Issues:

- ▶ Individual services for town homes.
- ▶ 20 ft. easement required for existing sanitary sewer main in proposed alley.
- ▶ No structures in easement.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2” and larger.

Utility Services Available:

- Water service may be provided from the 6” PVC pipe in Emporia Street, and 6” PVC pipe in Elmira Street. This is reflected in the Site Plan
- Sanitary sewer service may be provided from the 18” CIPP Clay Pipe in the alley. This is reflected in the Site Plan
- Project is located on Map Page 03B.

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
 - 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.This is reflected in the Site Plan
- 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

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

Key Issues:

- ▶ Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.
- ▶ All duplexes are anticipated to be alley loaded. If this changes, Traffic Engineering may require additional items which may include: Traffic Letter / Traffic Impact study, turning templates, or may prohibit driveways along certain roadways.
- ▶ All buildings, landscaping, and hardscapes must be outside of the sight triangles for the alley and Emporia St/Elmira St approaches.
 - Objects and structures shall not impede vision within sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#) In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

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

- Show all adjacent and opposing access points on the Site Plan. This is reflected in the Site Plan
- Label the access movements on the Site Plan. All alleys are anticipated to be full movements. This is reflected in the Site Plan
- 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. This is reflected in the Site Plan
- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment. Understood.

ROW/Plat:

- Designate a Public Access Easement along private alleys.

This is reflected in the Site Plan

Engineering Division

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

Key Issues:

- ▶ Public improvements for this development include providing a 5.5' sidewalk on all street frontages, updating curb ramps, and replacing the existing street lights with new City of Aurora standard lights. The standard for sidewalks is detached with curbside landscaping but attached walks may be considered based on site constraints. A 15-foot curb return radius shall be dedicated at the intersections of Emporia Street and Elmira Street with 25th Avenue. If the curb return radius significantly impacts development, a sidewalk easement shall be considered. The proposed alley shall be a private alley maintained by the owner or a homeowner's association.
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be addressed. Since this site is undeveloped, additional analysis or discussion regarding the detention and water quality shall be provided in the drainage report.

Improvements:

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

- Curb ramps must be shown (located) on the plans at all curb returns 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. This is reflected in the Site Plan
- 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. This is reflected in the Site Plan, curb returns have been provided
- 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. Understood. This does not apply in the proposed site plan
- 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. Understood
- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal. Understood

ROW/Easements/Plat:

- The dedication of a 15-foot lot corner radius is required at the intersection of Elmira Street and Emporia Street with 25th Avenue. If the lot corner radius dedication significantly impacts development, a sidewalk easement shall be considered. This is reflected in the Site Plan
- 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. Understood
 - Sidewalk easements may be required for new sidewalk installed. Understood

Re: 25th & Emporia Street Project (#1402266)/Pre-Application Meeting held September 12, 2019

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Understood

Drainage:

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. **A Preliminary Drainage Plan and Report are included in this submittal**
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued. **Understood**
- 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. **This is reflected in the Site Plan**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **No storm sewer was required with the proposed drainage plan**
- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site; or
 - Discharge onto the street through a chase**This is reflected in the Site Plan**

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.

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.

Understood

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,

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accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink;
[ICC Codes Online.](#) **Understood**

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.

- [Signature Block](#) **This is reflected in the Site Plan**

Fire Department Access:

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

- [Designated Fire Lane](#)
- [Fire Lane Easement](#)
 - o Due to the proximity of the 3 adjacent streets, no fire lanes are be required to support this site.

Understood

Fire Hydrants:

- No additional fire hydrants are required to support this site. On your site plan submittal to the planning department please show and label existing fire hydrants within 100 feet of your site.

Understood

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.

General Comments:

- 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. **Understood**

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.

legends are provided on the individual sheets in the Site Plan

Phasing Plans:

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

No phasing is proposed with this project

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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)

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.

This is reflected in the Site Plan

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.

- [Access to within 150 feet of Each Structure](#)

- [Public Street Systems Adjacent to Site](#)

This is reflected in the Site Plan

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.

Understood

Real Property Division

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

Subdivision Plats:

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

Understood

- 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.

Understood

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](#). This is reflected in the Site Plan

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:

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

Understood

- 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.

Understood

- 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

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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.

Understood

- 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.

Understood

STEP II – CONSTRUCTION DOCUMENT PHASE

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

These comments will be addressed with the construction documents

Civil Engineering Plans

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

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457. 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
 - Area Grading Plans
 - Signing and Striping Plan
 - Street Lighting Plan

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

[Aurora Water](#)

General Requirements:

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

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- 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 may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Public Works Department

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

Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- 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.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 25th Avenue, or Emporia Street via Colfax Ave or Peoria St 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.

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- 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.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

Roadway Design and Construction Specifications:

- 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.
- 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.

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.
- Note: The applicant intends to provide factory-built home that will originate in Nebraska and be brought into Colorado to be approved and placarded via the State under the International Residential Code. A building permit through the Aurora Building Division will be needed. Currently the developer Adam Berger has existing master plans on file with building division.
 - [Single Family Residential or Master Plan Single Family Permits](#)

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

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

Key Issue:

- 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.

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.

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.

- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

Single-Family Master Plans:

Master plans can be used for each identical townhouse type. Please utilize our [IRC ONE AND TWO FAMILY RESIDENTIAL](#) checklist.

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.

Structures Built over or up to a Property or Lot Line:

1. A replat of the site will be required to remove the existing property lines to establish one lot and block for the new structures being proposed.

Real Property Division

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

STEP III – CONSTRUCTION PHASE

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

Aurora Water

Utility Connection Fees:

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

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

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

Public Works Department

Engineering Division

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

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- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - alleys
 - curbs, gutters, curb ramps, and sidewalks
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

- 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 meeting 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.

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.



City of Aurora

Neighborhood Services
15151 E Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7280
Fax: 303-739-7191
www.auroragov.org

PRE-APPLICATION CONFERENCE

TO: Adam Berger
FROM: Meg Allen
DATE: 25th and Emporia Street Project
SUBJECT: 25th and Emporia Street Project
LOCATION: SEC 25th Avenue and Emporia Street

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at www.co.arapahoe.co.us and www.co.adams.co.us. It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

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

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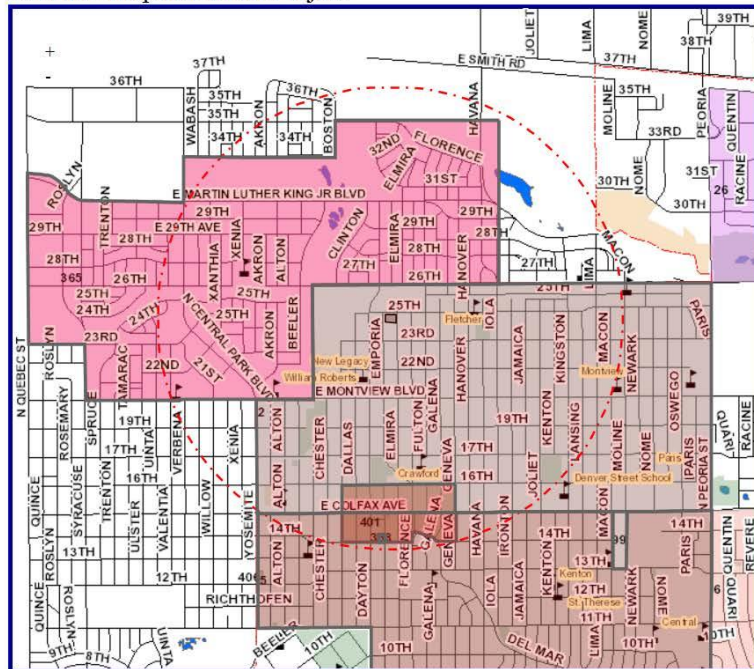
SEC 25th Avenue and Emporia Street

Report Ran On 25th and Emporia Street Pro

#	ORGANIZATION	CONTACT	PHONE
5	DEL MAR NEIGHBORHOODS UNITED	JONATHAN WOODWARD 1195 FLORENCE STREET AURORA CO 80010	(303)809-9151
338	FLETCHER GARDENS APTS	JWOODWARD0322@GMAIL.COM DANY HARDIN, MSW, PSC 2280 S XANADU WAY AURORA CO 80014	(720)278-6556
2	NORTHWEST AURORA NBHD ORGANIZATION	DHARDIN@AURORAHOUSING.ORG NADINE CALDWELL 2065 FLORENCE ST AURORA CO 80010	(303)364-2859 (303)364-2859
365	STAPLETON UNITED NEIGHBORS	BNTHDNTH@COMCAST.NET BRYAN PENNY 8041 E 29TH AVE DENVER CO 80238	(720)209-2925
401	THE AURORA ARTS DISTRICT	BRYANPENNY@GMAIL.COM SATYA WIMBISH 1400 DALLAS STREET AURORA CO 80010 SATYA@TRASHASART.COM	(303)913-7598

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25th and Emporia Street Project



2-Northwest Aurora NBHD Org.
338-Fletcher Garden Apts
365-Stapleton United Neighbors
401-The Aurora Arts District
5-Del Mar Parkway NBHD Org