



Office of Development Assistance
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June 7, 2022

Jason Pock - jason.pock@mdch.com
Richmond American Homes of Colorado Inc
4350 S Monaco St, Ste 500
Denver, CO 80237-3400

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

Applicant Responses to Pre-App Comments are provided below (6/8/2022):

-Plan West
-Kimley-Horn
-Aztec
-FHU

Dear Mr. Pock:

I would like to take this opportunity to thank you for considering the City of Aurora for the Harvest Crossing PA-5, 6, 7 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:

- ▶ **Master Plan Amendment:** An update to The Villages at Murphy Creek FDP is needed in order to address an updated Public Improvement Plan and the public art requirements. This can run concurrently with the site plan and plat for the planning areas.
- ▶ **Double Fronted Lots:** There are a number of lots in the proposed site layout where front and rear elevations both directly front a street. This is allowed by the UDO along arterial streets with a buffer between the rear lot line of any residential lot and the closest edge of curbside landscaping area adjacent to the street. However, it is not allowed along local and collector streets without an adjustment. The proposed layout shows a number of these lots along the collector road on the eastern and western edge of this site.

- ▶ **Maximum Unbroken Block Length:** The maximum unbroken block length allowed for residential developments is 700 feet. It appears that block lengths in excess of 700 feet are present in the northwest corner of this site and will need to be broken up via streets or common open space.
- ▶ **Engineering:** Public improvements shall be in conformance with the updated Public Improvement Plan (PIP). Improvements include the full section of Yale Avenue as well as the channel improvements south of Yale Avenue. Interior roadways must meet all City of Aurora standards to be considered public roadways. In addition, a preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the master drainage study. A plan and profile for the Harvest Gulch improvements is also required with the preliminary drainage report. This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.
- ▶ **Parks, Recreation, and Open Space:** Please see PROS comments on page 10 of these notes for information on Neighborhood Park and Trail Connection standards.

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 303.739.7044 or cdancy@auroragov.org.

Sincerely,



Cesarina Dancy
Project Manager

cc: Mick Kittle - mkittle@planwest.com



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 Master Plan and Site Plan are approved administratively.
- Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

Civil Engineering Plans: This 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 **Cesarina Dancy, 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
Cesarina Dancy
303.739.7044
cdancy@auroragov.org

Megan Weikle
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mweikle@auroragov.org

Planning

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Landscape Design
Kelly Bish, RLA, LEED AP
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Parks, Recreation & Open Space

Planning Design and Construction
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Aurora Water

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Public Works

Traffic Division
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Drainage and Public Improvements
Engineering Division
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Life Safety and Building Division
Mike Dean
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Real Property Division
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Housing and Community Services

Community Engagement
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scampbel@auroragov.org

Aurora Public Schools

Joshua Hensley
303.365.7812 x28463
jdhensley@aurorak12.org

Oil and Gas Division

Colin Brown
303.739.6824
cmbrown@auroragov.org

STEP I – PLANNING PHASE

Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ **Double Fronted Lots:** There are a number of lots in the proposed site layout where front and rear elevations both directly front a street. This is allowed by the UDO along arterial streets with a buffer between the rear lot line of any residential lot and the closest edge of curbside landscaping area adjacent to the street. However, it is not allowed along local and collector streets without an adjustment. The proposed layout shows a number of these lots along the collector road on the eastern and western edge of this site.
- ▶ **Maximum Unbroken Block Length:** The maximum unbroken block length for residential developments is 700 ft. it appears that block lengths in excess of 700 ft are present in the northwest corner of this site, and so will need to be broken up via streets or common open space.
- ▶ **Master Plan Update:** An update to The Villages at Murphy Creek FDP is needed in order to address an updated Public Improvement Plan and the public art component discussed in later sections of this letter. Please also refer to the notes for Planning Areas 1 and 2 as that will also require a Master Plan Amendment.

Project Overview:

- Zoning: Residential – Medium Density District (R-2)
- Character Area: Subarea C
- Proposed Use: Single Family Residential
- Permitted Use: Yes

Type of Application:

- Master Plan Amendment (Subarea C)
- Subdivision
- Site Plan (Subarea C)

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The applications can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. All three applications will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.

Important Links:

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The purpose of the R-2 district is to promote and preserve various types of medium density housing with adequate amounts of usable common space and amenities. Development pursuant to a Small Residential Lot option is allowed in Subarea C. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. The district generally prohibits commercial activity except for home occupations and typical neighborhood services. Other uses are as shown in Table 3.2-1 (Permitted Use Table).

Response: Acknowledged.

1B. Placetype

An Emerging Neighborhood placetype is a newer largely residential neighborhood in previously undeveloped areas. They are neighborhoods that have typically been built in the past 25 years and represent an opportunity to further diversify neighborhood choices. This placetype is more than just an isolated residential subdivision but is instead a complete neighborhood with mixed residential housing types and pedestrian and bicycle infrastructure. This makes it walkable and well-connected throughout the neighborhood and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood.

Response: Acknowledged.

1C. Master Plan

This project is subject to the Villages at Murphy Creek Framework Development Plan (hereby referred to as the Master Plan). This is a guiding document establishing building design standards, landscaping and fence standards, park standards, circulation, pedestrian connectivity, required public improvements and signage standards.

Response: Acknowledged. The revised (minor amendment) FDP submitted currently with this filing to include a current PIP and public art plan has been utilized to inform this site plan.

2. Land Use

2A. Historic Land Use

The subject parcel is currently vacant.

Response: Acknowledged.

3. Development Standards

3A. Dimensional Standards

The approved Master Plan outlines dimensional requirements for overall density and park/open space area.

For residential lots that do not qualify as Small Residential Lots, Section 146-4.2.2.A.2 outlines general development standards for the R-2 zone district including street frontage, setbacks, and maximum height.

Section 146-4.2.3 addresses street frontage, setback, and open space standards for Small Residential Lots. For these lots, any standards not addressed by the Small Residential Lots standards shall be addressed through the regular R-2 district dimensional standards.

Response: Acknowledged.

3B. Subdivision Standards

The purpose of the subdivision standards within the UDO is to create an interconnected framework of streets, lots, utilities, and parks that ensures that all development is served by necessary infrastructure services, encourages the most efficient development of land, and promotes good civic design and arrangement that improves the relationship between these elements of the development.

The Public Improvement Plan (PIP) within the Master Plan outlines street connectivity within the site, between phases of the Harvest Crossing development, and between this site and other developments. The PIP also discusses the drainage for the overall site.

Section 146-4.3.9 regulates block dimensions. In this section it states that in Subarea C the maximum block length is 700 ft and the maximum block perimeter is 2,800 ft. It appears that some blocks in the northwest corner of the site plan are oversized, so these blocks will need to be broken up with streets or common open space corridors of at least 30 ft in width with a sidewalk connection from one street to another.

Response: Acknowledged. A 30' wide tract with a trail connection has been added to break up the block in the northwest corner.

Section 146-4.3.10.C discusses double fronted lots and where they are allowed. These are allowed along arterial streets like Yale Ave with a 20 ft buffer between the rear lot line of any residential lot and the closest edge of curbside landscaping area adjacent to the street. However, they are not allowed along local and collector streets. The proposed layout shows a number of these lots along the collector road on the eastern edge of this site and along Harvest Rd. As such the layout of lots should be adjusted to eliminate or reduce these double-fronted lots on the east and west side of the site.

Response: Acknowledged. The site plan has been revised to minimize double-fronted lots. A limited number of double-fronted lots remain towards the northern boundary in direct reflection of the approved filing 1 site plan, for a symmetrical entry utilizing ample buffer, decorative fencing, columns and monumentation. Lots in the southeast corner are surrounded by an open space tract to eliminate the occurrence of double-frontage.

3C. Common Space and Amenities

Parks and other open space areas are discussed in detail in the Master Plan. The Master Plan outlines the expected area for these spaces as well as park design guidelines. It is expected that the NAC 2 area shown on the conceptual site plan be used only for a park or other common open space.

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NAC-2 (PA-7)	Outdoor public gathering / picnic shelter and open play field (Please refer to the Design Standards for the required elements of this design).	1.50	1.50	HOA/Metro District	To be built prior to 400 th C.O.
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In the overall Villages at Murphy Creek Master Plan, expectations are set forth as to parks and open space requirements. Please refer to the chart below.

20. Total neighborhood parks	6.06	3.0 acres/1000 residents			THE CITY REQUIREMENT IS 6.05 AC. THE REMAINING .03 AC PROVIDED WILL COUNT TOWARDS OPEN SPACE CREDIT.
21. Total community parks	0.0	1.1 acres/1000 residents			THE CITY REQUIREMENT IS 2.22 AC. COMMUNITY PARK LAND WILL BE DEDICATED CASH-IN-LIEU AT TIME OF FIRST SUBDIVISION PLATTING. FINAL ACREAGE WILL BE BASED ON AN ADJUSTED LOT COUNT AT CSP, WHICH COULD POTENTIALLY BE LOWER THAN THAT APPROVED WITHIN THE FDP.
22. Total other open space including trail corridors, loop parks, greenbelts, and special recreational sites (exclusive of flood plain) <ul style="list-style-type: none"> • 1.26 ac pocket park located in PA-2 • .8 ac regional trail corridor • 8.36 ac open space (PA-9) • 3.4 ac NAC • .03 ac open space (excess neighborhood park land) • 1.85 ac pocket park located in PA-8 	15.72	METRO DISTRICT STANDARDS = 7.8 ACRES/1000 RESIDENTS			THE CITY REQUIREMENT IS 15.72 AC.
23. Total open space	21.77				THE CITY REQUIREMENT IS 23.99 AC. INCLUDING 2.22 AC OF COMMUNITY PARK SATISFIED WITH CASH-IN-LIEU PAYMENT, THE TOTAL PARK AND OPEN SPACE LAND DEDICATION IS 23.99 AC.

Response: Acknowledged. Open space provided combines the tracts along the southern end of the site with a pocket park (replacing the NAC2) and a larger central park (substituting for the neighborhood park criteria but to be owned and maintained by the metro district) as well as two trail corridors (min. 30' wide) providing pedestrian connectivity. A multi-modal trail located on the east side of the local street east of Jackson Gap connects the open space south of Yale Ave to the central park.

3D. Access and Connectivity

Sidewalks and trails are expected throughout the site connecting all residential lots to each other and all designated open spaces. The Master Plan describes an enhanced streetscape with detached sidewalks for the primary north-south road going through this site and the other phases of the Harvest Crossing development. The Master Plan also shows points of connectivity between this site and the future developments to the east and west. Adherence to the standards of the Master Plan will be expected in a final submittal.

Response: Acknowledged. Detached sidewalks are provided throughout the development, while several trail corridors provide additional pedestrian and bike connectivity.

3E. Parking, Loading, and Stacking

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. In the case of single-family detached residential, 2 resident parking spaces and 2 guest parking spaces are required. On-street parking may be counted as guest parking.

Response: Acknowledged. All lots include a minimum of a two car garage with two additional spaces in driveways. All local streets throughout the development also provide an opportunity for on-street parking.

3F. Landscape, Water Conservation, Stormwater Management

Kelly Bish will provide landscaping comments with the first review of a site plan.

Response: Acknowledged.

3G. Building Design Standards

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence.

The application shall include specific single-family detached home models, the models will need to follow the styles and level of quality and detail shown in the approved Master Plans. Please be aware that code has specific requirements for design variety and durability, and that the building elevations must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2 in order to receive building permits.

In addition, the Master Plan describes additional design standards such as architectural styles, site furnishings, and site fencing.

Response: Acknowledged. The site plan set will provide architectural elevations.

3H. Exterior Lighting

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

Response: Acknowledged. Lighting has been designed in accordance with the FDP and is consistent with those detailed in filing one to the north.

3I. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs. The Master Plan describes standards for monumentation signs.

Response: Acknowledged. Monument signs have been designed in accordance with the FDP and are consistent with those detailed in filing one to the north.

4. Adjustments

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

Response: Acknowledged. No adjustments requested at this time.

5. Submittal Reminders

5A. CAD Data Submittal Standards

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

Response: Acknowledged.

5B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

Response: Acknowledged.

5C. Mineral Rights Notification

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

Response: Signed and completed affidavit provided with submittal set.

6. Public Art Plan

As a new Metro District, a public art plan must be developed. Please see the attached guidelines. The plan should include:

- A narrative description about what you would like to achieve with the public art and how it ties into the overall goals and vision for the development.
- A map indicating potential public art locations. The map should also indicate the various planning areas and their identification numbers.
- A timeline for implementation
- A budget created using the formula in the attached document

Please contact *Roberta Bloom* with your questions at 303.739.6747 or rbloom@auroragov.org

Response: A public art plan has been included with the FDP minor amendment.

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

Response: A pre-submittal meet was completed on 5/27/2022

Community Participation:

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

Neighborhood Services Liaison:

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

- *Scott Campbell* is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

Response: Acknowledged

Oil and Gas Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

Currently there is a horizontal well drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. In the future, additional horizontal wells may be drilled underneath your site. The operation of the wells are not anticipated to impact your surface operations. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

There may be existing underground pipelines in right-of-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to *Jeffrey Moore*, Manager of the Oil & Gas Division.

Response: Acknowledged

Parks, Recreation & Open Space Department (PROS)

Project Characterization

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

- Your proposal is within the Villages at Murphy Creek FDP

Neighborhood Park

Please refer to the [PROS Dedication and Development Criteria Manual](#) for programmatic and design requirements. Also note that neighborhood parks may not be completely surrounded by roadways. Please continue to coordinate with PROS on the design and timing of this neighborhood park. As previously discussed, the developer has agreed to allow this neighborhood park to be privately owned and maintained. Although neighborhood parks typically are required to be completed by the time 50% of the certificates of occupancy are received, PROS is willing to be flexible on timing. Please continue to coordinate to ensure that the park is at latest completed by the time the last residential lots are receiving their C.O.

Response: Acknowledged. The neighborhood park has been revised to abut residential lots on the southeast and southwest corners and not be completely surrounded by local streets. Park will be owned/maintained by the metro district and completed by the time of c.o. of the last residential lot.

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

Trail Connections

Per the FDP, a community trail must be provided to connect the neighborhood park to the residential lots, NAC and future planning areas. Please provide the following:

- Community trails should be 30' wide, off street corridors with an 8' trail.
 - The corridor should include landscaping, benches, trash receptacles, and dog waste pick up stations.
- Response:** A north-south multimodal trail has been incorporated to connect to the open space south of Yale Ave, the pocket park, and the neighborhood park. A tract has been included to accommodate an 8' trail along the eastern side of the local street east of Jackson Gap. Additionally two east-west corridors (min. 30') have been included to accommodate 8' trails, increasing pedestrian connectivity.

Tracking Table

Please provide a tracking table which outlines the total park and open space dedication on site versus what is required by the number of residential lots. With the required master plan update, please ensure that the Form J and anticipated parks and open space are recognizing any increase in residential. Note that any increase in residential will need to comply with current Park Land Dedication Requirements and Population Calculations. All park or open space not provided on site may be handled via a cash in lieu payment and park development fees.

Response: A tracking table is included on the coversheet of the site plan submittal set.

Aurora Public Schools

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the 258 duplexes and townhomes planned for PA-1 and 2 is 1.6964 acres. The school land obligation for the 432 SFD proposed for PAs 5-7 is 1.4137 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 prior to plat approval.

Response: Acknowledged

AURORA PUBLIC SCHOOLS - STUDENT YIELD
10/27/2021

Harvest Crossing PA-5,6 and 7 - Pre-application

Dwelling Type	Units	Yield Ratio	Student Yield
SFD		0.7	0
MF-LOW		0.3	0
MF-HIGH	432	0.145	63
TOTAL	432		63

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	0	0.2	0	0
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	32	0.04	17	50	0.03	13	63
TOTAL		32		17	50		13	63

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	32	0.0175	0.5670
MIDDLE	17	0.025	0.4320
HIGH	13	0.032	0.4147
TOTAL	63		1.4137

Aurora Water

Re: Harvest Crossing PA-5, 6, 7 (#1581707)/Pre-Application Meeting held October 14, 2021

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

Key Issues:

- ▶ Continue with Master Utility Study amendment to ensure service scenario is identified.
- ▶ Individual water and sanitary sewer services for all single-family dwellings.
- ▶ Meter pits are to be located in a landscaped area.
- ▶ Separate irrigation meter for the pond, park and open space.
- ▶ Water quality and detention is required. The pond is to be platted as a tract.
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Response: Noted

Utility Services Available:

- Water service may be provided from: main extension per approved Master Utility Study amendment.
- Sanitary sewer service may be provided from: main extension per approved Master Utility Study amendment.
- Project is located on the following Map Page: 14W

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - All utility connections in the arterial roadway are required to be bores.
 - General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- Response:** The Grading & Utility sheets include the above requirements.

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.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

Response: Noted.

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information.
 - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
Response: A TIS has been prepared and is included in this submittal.
 - ▶ Site access drives/streets shall be located 300' CL-CL, from Yale Avenue (arterial), including access spacing along Yale Avenue and throat depth to intersections.
Response: Acknowledged & revised.
 - ▶ COA would support traffic calming internal to the site. See below for additional information.
Response: Included in TIS.
 - ▶ Traffic signal escrow will apply for future signalized intersections.
Response: No signalized intersections are planned as part of this phase of Harvest Crossing. Signal escrow is part of other project phases.
 - ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways.
 - Conduit
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
 - Pull Box
 - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
 - City conduit shall be installed into City Pull Boxes.
Response: No signalized intersections are planned as part of this phase of Harvest Crossing.
 - Show all adjacent and opposing access points on the Site Plan.
Response: Completed
 - Label the access movements on the Site Plan.
Response: Completed
 - Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).
Response: Sight triangles completed by site design team and not shown in traffic study.
Response: Sight triangles are free of shrubs exceeding 26" and street trees have been set back from stop signs upon approach.
- 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'
- Response:** Completed
- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:

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- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

Response: Completed

- Homes and drives are allowed to front on collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the *Roadway Design & Construction Specifications*, October 2016 edition.

Response: Acknowledged. No homes/drives front a collector.

- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the *Roadway Design & Construction Specifications*, October 2016 edition.

Response: Acknowledged.

ROW/Plat:

- Designate a Public Access Easement along private drives/streets.

Response: Acknowledged

- A traffic signal easement shall be required at future signalized intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

Response: Acknowledged

Traffic Signal Escrow:

- Future intersections may be potential candidates for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

- **(Applicant/owner name, address, phone)** shall be responsible for payment of 25%/50%/100% of the traffic signalization costs for the intersection of _____ and _____, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

Response: Acknowledged. No signals are proposed with this filing.

Response: Site plan notes to be completed by site design team. Note not shown in traffic study.

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:

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- 1) Existing, buildout and 2040 average daily traffic counts.
 - a) The city can provide some historic count data, but the city has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with *Steve Gomez* on this item.
Response: There is no existing roadway network adjacent to this planning area. Year 2020 counts from the Master Traffic Study and forecasted volumes from adjacent developments used for background conditions in the TIS.
- 2) Trip Generation from the site and comparison to Master Traffic Impact Study.
Response: Included in TIS.
- 3) Site Circulation Plan and internal intersection control
Response: Included in TIS.
- 4) Include detailed analysis of:
 - a) If an interim roadway/access network is proposed, a traffic analysis for this condition would be required
 - b) All internal collector/collector or higher classified intersections
 - c) All site access points
 - d) Intersection of Yale Avenue at Harvest Road
 - e) Intersection of Yale Avenue at Kewaunee Street
 - f) Intersection of Warren Avenue at Harvest Road
 - g) Intersection of Warren Avenue at Kewaunee Street**Response:** Included in TIS.
- 5) Signal Warrant Analyses of future signalized intersections – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
Response: No signalized intersections are planned as part of this phase of Harvest Crossing.
- 6) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
Response: Included in TIS.
- 7) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
Response: Included in TIS.
- 8) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Steve Gomez* at segomez@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

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Based on our review of the Traffic Impact Study, additional improvements may be required.

Response: The TIS will be submitted as required.

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 shall be in conformance with the updated Public Improvement Plan (PIP). Improvements include the full section of Yale Avenue as well as the channel improvements south of Yale Avenue. Interior roadways must meet all City of Aurora standards to be considered public roadways.

Response: Full-section Yale improvements are proposed. Kimley-Horn will work with CoA staff to design the Harvest Gulch south of Yale Avenue. Interior roadways meet CoA standards to be considered as public roadways

- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the master drainage study. A plan and profile for the Harvest Gulch improvements is required with the preliminary drainage report.

Response: Acknowledged

- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.

Response: Acknowledged

- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Response: Noted

Improvements:

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

Response: Acknowledged

- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.

Response: Acknowledged.

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.

Response: Acknowledged

- 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.

Response: Acknowledged

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

Response: Acknowledged

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- Homes and drives are allowed to front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the *Roadway Design & Construction Specifications*, October 2016 edition.
Response: Acknowledged
- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the *Roadway Design & Construction Specifications*, October 2016 edition.
Response: Acknowledged
- 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. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.
Response: Street light locations are shown on the site plan sheets.

ROW/Easements/Plat:

- ROW dedication is required for public roadways.
Response: Acknowledged
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
Response: Acknowledged
- 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.
Response: Acknowledged
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

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.
Response: A preliminary drainage report is provided.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with

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MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

Response: Acknowledged

- 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. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

Response: Acknowledged

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

Response: Acknowledged

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

Response: Acknowledged

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

Response: Acknowledged

- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.

Response: Acknowledged

- 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.

Response: Acknowledged – we are working with our adjacent property owners/developers to coordinate utility connections, wastewater outfalls, and water pressure zones.

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

Response: Acknowledged

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:

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

Response: Acknowledged

Adopted Codes by the City of Aurora – Setbacks:

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

Response: Acknowledged

Civil Plans:

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

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

Response: Acknowledged

Fire Department Access:

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

- [Fire Lane Easement](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

Response: Acknowledged

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.

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.

Response: Acknowledged – hydrants are shown on the Grading & Utility Plans.

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.

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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. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

Response: [Acknowledged](#)

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2015 IBC, Chapter 11 and the 2009 ICC/ANSI A117.1

- [Residential](#)
- The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mail boxes, along with curb ramp and sidewalks abutting the mail kiosks.

Response: [Acknowledged](#)

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.

Response: [Acknowledged](#)

Phasing Plans:

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

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](#)
- [\(Site Plan Note\) 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](#)

Response: [Acknowledged](#)

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.

Response: [A Data Block has been included](#)

Special Design Considerations:

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

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

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- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Response: Acknowledged

Real Property Division

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

Subdivision Plats:

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

Response: Acknowledged

- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 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 the meeting. Please bring two sets of the plat.

Response: Darren confirmed a presubmittal meeting would not be required with Aztec for this project.

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 [Subdivision Plat Checklist](#).

Response: Acknowledged

Separate Documents:

- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify

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

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

Response: Acknowledged

- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Real Property will record the Site Plan.

Response: Acknowledged

- No portion of any roofed structure may encroach into any easement. However, you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

Response: Acknowledged

- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

Response: Acknowledged