



*Property Consultants, llc*

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July 12, 2022

Mr. Dan Osoba  
City of Aurora  
Planning and Development Services  
15151 E. Alameda Ave  
Aurora, CO 80012

**RE: Landings at Jewell  
Infrastructure Site Plan and Subdivision Plat Application**  
*Response to Pre-application Notes*

Mr. Osoba,

Following are responses to key items issued by the City of Aurora Pre-Application Meeting of January 28, 2021 for the proposed Landings at Jewell project (the "Project") located at the southwest corner of E. Jewell Avenue at S. Rome Street.

***Standards and Issues:***

**1. Zoning and Placetype**

**1A. Overlay Districts**

*Avigation Easements*

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#).

***Avigation easement will be dedicated with the subdivision process.***

**2. Land Use**

**2A. Historic Land Use**

This property is currently vacant. Please note that this property is located within the Landings at Jewell Master Plan and was designated as a PA-3 (Planning Area-3) future retail. The Master Plan identifies specific public improvements required for development of the Planning Areas and defines design standards for all development within the plan. Please see the Building Design section within these notes for details on design standards for this property.

***As this application is for infrastructure only, design standards will be applied to future individual lot site plans. Necessary public improvements common to the overall development are accounted for.***

2B. *Fueling Station Standards* Note that fueling stations are not permitted within any portion of the APZ (Accident Potential Zone) District and no portion of the fueling station property may be within that zone district. Fueling stations are permitted as a use by right in the AD (Airport District); however, the following use specific standards must be met:

- The use may not be located within 500 feet of any adult or child day care center, hospital, elementary school, or group home.
- Outdoor storage of auto-related parts and equipment shall not be permitted.
- Parking areas shall not be used for motor vehicle salvage, the storage of inoperable vehicles, or any motor vehicle servicing, painting, or body repair.
- NOTE - this applies to future development of the remaining corners adjacent to this development: If two or the four corners of a street intersection are occupied by automobile and light truck sales and rental; motor vehicle body shop and painting; motor vehicle fueling station; motor vehicle repair and service; or motor vehicle wash land uses, then none of those uses may be located on the remaining corner lots at that street intersection, or on any lot partially or entirely located within 500 feet of the corner along either intersecting streets.

***Noted, future site-specific applications will be considerate of these requirements.***

2C. The Landings at Jewell Standards

The following setbacks will be applied to this development per the Master Plan:

- Adjacent to Jewell: 50'
- Adjacent to Local Streets: 25'
- Side and Rear: 10'
- Note, if these setbacks conflict with the required landscape buffers per the UDO, the stricter standard will apply.

***Noted, future site-specific applications will be considerate of these requirements.***

### **3. Development Standards**

3A. *Access and Connectivity* The access streets shown on the concept plan must meet Public Works Engineering standards per the Roadway Manual and must include sidewalks within the right-of-way to provide access from E. Jewell Avenue and S. Rome Way to the front main entrance of the convenience store. Any drive aisle crossings within the site must be striped crosswalks and be placed to minimize pedestrian and vehicular conflicts. The Public

Improvement Plan identifies these roadways as a Local Type 3 Roadway, which may need to be updated to current standards. Please consult Civil Engineering comments for details on the required roadway sections.

***The only remaining street standard roadway to be constructed is S. Rivera Way, per the Landings at Jewell Master Plan. This street will be designed to Type 3 Roadway standards.***

### *3B. Fueling Station Site Design Standards*

Section 146-3.3.5.OO.9 identifies use specific design standards for fueling stations. The expectation for site design and building layout is that the primary building (convenience store in this case) shall front the street and the fueling canopies shall be set back behind the buildings. In this configuration, no street frontage buffers for building perimeters shall be required. If easements, floodplains, utilities, or other site constraints make this layout infeasible, an alternative configuration may be discussed. Given the site grading shown on the concept plan, it may be infeasible to locate the building facing E. Jewell Avenue, so the expectation is for the convenience store to front S. Rome Way and for the fueling canopy to be located behind the building to the west. In conjunction with the building layout redesign, an outdoor seating area will be required adjacent to the convenience store. This should function as a small designated plaza space area adjacent to the main sidewalk access to the convenience store. Note, there are additional use specific design standards related to building and canopy design for fueling stations; please see the Building Design section within these notes for details.

The expectation is an outdoor patio space be incorporated onto the site integrated with the functional area of the building. The patio space is typically 8% of the building foot print and includes decorative pavement, pedestrian scaled lighting, shade features, site furniture and landscaped border and enhancements such as raised planters and seat walls.

***This application has been revised and scaled back to an Infrastructure Site Plan. Future applications involving fueling stations will consider these standards as appropriate and feasible.***

### *3C. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Retail sales requires 2.5 parking spaces per 1,000 gross floor area of the convenience store. The fuel pump spaces do not count as parking spaces. Based on the concept plan provided, 11 parking spaces will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. At least one (1) parking space must be van accessible. In addition to vehicle parking, the development is required to provide at least one (1) bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. Please show the bike rack design on the Site Plan details sheet of the Site Plan and indicate the location on all other sheets.

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. Parking space dimensions are 9’ x 19’.

***This application is now an Infrastructure Site Plan. Future applications will consider the Landscape Standards and Requirements for each individual Site Plan. Please note there is no common space (ie to be owned by a common ownership entity or association).***

### 3D. Landscape, Water Conservation, Stormwater Management

- General Landscape Plan Comments.

Prepare your landscape plans in accordance with The Landings at Jewell Avenue Framework Development Plan (FDP), the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code sections: 146-3.3.5. (OO Motor Vehicle Fuel Dispensing Station) and 146-4.7 (Landscape, Water Conservation, Stormwater Management). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. 13

The landscape plan shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements.

#### - Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes. Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

#### - Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

- The Landings at Jewell Avenue FDP - An entry monument has been identified for the corner of E. Jewell Avenue and S. Rome Way.
- A 10’ detached sidewalk is required along Jewel Avenue.
- Streetscape landscaping shall be augmented with building landscaping for all structures adjacent to the private road.

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the FDP. The applicant is responsible for this document and determining all applicable landscape conditions.

- All outdoor trash collection areas must be screened from entryways and common areas.
- All monuments shall 360-degree landscaping.
- If retaining walls are necessary and they are over 19” in height, a landscaping barrier shall be incorporated to prevent any public safety issues of people falling over the walls.

- Typical sections regarding landscaping adjacent to detention ponds has been illustrated in the FDP.

- Section 146-3.3.5. (OO Motor Vehicle Fuel Dispensing Station)

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-3.3.5. OO. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- Shrubs may not be substituted for trees in the landscape buffer.
- When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers for building perimeters are required.
- At the intersection of buffer strips fronting on public streets and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided.

- Section 146-4.7 (Landscape, Water Conservation, Stormwater Management Requirements)

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- Section 146-4.7.5 (Required Landscaping (C) Curbside Landscaping 2a).

Provide street trees at a ratio of one (1) tree per 40 linear feet of curbside landscaping along all public and private street frontages. Trees shall be provided in the curbside landscape when a detached sidewalk is installed or 4'-5' from the back of walk when an attached sidewalk is installed. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

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

Section 146-4.7.5 D. (Street Frontage Landscape Buffers).

A 20' wide street frontage buffer as measured from the back of walk shall be required along all public and private street frontages. Landscaping shall consist of one tree and 10 shrubs per each forty linear feet of buffer length. A reduction in buffer width to 10' is permitted for commercial developments in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or the like. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or

parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met and will be determined by staff once a site plan is submitted.

- Section 146-4.8.5 J. (Building Perimeter Landscaping)

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet.

- Section 146-4.7.5 K. (Parking Lot Landscaping).

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four-foot tall in combination with landscaping. Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots. Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9' X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

- Section 146-4.7.8 B. 2.b. (Service, Loading, Storage and Trash Area Screening)

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

- Section 146-4.7.3 M. (Detention and Water Quality Ponds)

To meet water quality objectives, 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, property owners 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. Applicants may propose their own BMP's or work Aurora Water/Public Works. Aurora Water has a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora" that may be helpful. 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. All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one 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.

***The detention and water quality pond for this project is offsite and was constructed, landscaped and certified with the adjacent self-storage project.***

- Section 146-4.7.5 L. (Site Entryways and Intersections). Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This may be integrated with any proposed signage. - Section 146-4.7.3. C. (Irrigation) 3E. Building Design Standards The general Landings at Jewell design standards and the UDO design standards must be met for this development. When two standards contradict, the stricter standard will apply. The Landings at Jewell urban design and architectural standards include the following:

***This application is reduced to an Infrastructure Site Plan. Future individual lot development applications will include all landscaping treatments per the requirements.***

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to 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 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

***This application is reduced to an Infrastructure Site Plan. Future individual lot development applications will include irrigation design.***

### 3E. Building Design Standards

An Architectural Review Committee (ARC) exists for this development. The building design must be approved by the ARC prior to approval of the Site Plan. No contact information for this committee is shown in the Master Plan, please coordinate with the underlying property owner to begin the ARC review process concurrently with the Site Plan submission.

The general Landings at Jewell design standards and the UDO design standards must be met for this development. When two standards contradict, the stricter standard will apply. The Landings at Jewell urban design and architectural standards include the following:

- Fencing: fencing and walls shall be black ornamental fencing or petal pickets no more than 6' tall. Grey colored masonry or stucco pillars with a black colored masonry cap shall be placed every 60' for all fencing adjacent to a street.
- Retaining Walls: retaining walls are only permitted with the approval of the ARC.
- Trash Enclosures: All outdoor trash collection areas must be screened with a masonry or stucco wall 6' in height and require an ornamental or opaque gate.
- Building Material: the building must include the use of stone, masonry and stucco. Entryways shall include at least 3 building materials.
- Color Palette: Primary colors shall be light in shade with accent colors complementing the primary color. Please include a letter of approval from the Landings at Jewell Architectural Review Committee (ARC) as part of your initial submittal.
- 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. Designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

In addition to the required design standards from the general Building Design section, the use specific design standards for fueling stations will be required. The materials, color and forms on the fueling area canopy shall repeat those used on the primary structure on site. The canopy must also contain columns with a minimum width of 24" and depth of 16". If the columns are round, they shall have a minimum diameter of 24". These columns shall be faced with brick, metal panels, stucco, or decorative masonry block to match the primary building. The canopy fascia may not contain bright, intense, or fluorescent colors as the predominant color. These may be utilized as accent colors and are limited to horizontal bands of a total area not to exceed 40 percent of the area of the canopy fascia.

***Because this application is for an Infrastructure Site Plan, no buildings are proposed at this time. Future applications will consider all requirements, including ARC coordination.***

3F. 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. Additionally, the Master Plan lighting standards indicate that all parking lot lighting shall be no more than 25'. Wall fixtures will be allowed only with the approval of the ARC and must be cut-off shield type fixtures.

***No exterior building lighting is proposed at this time.***

3G. *Signs* Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. All signage must be approved by the Landings at Jewell ARC prior to construction and installation. Please see the Master Plan for illustrative images of signage design to be cohesive within this development.

***Monument sign locations are shown on the Infrastructure Site Plan. No building signage is proposed at this time. ARC approval will be obtained for signage.***

**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.

***Noted.***

**5. Submittal Reminders** 5A. *CAD Data Submittal Standards* 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.

***Noted.***

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.

***Noted.***

5C. Mineral Rights Notification

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

***Included with the application.***

***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.

***Noted.***

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.

***Pre-Submittal meeting was conducted with Real Property.***

***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:***

- 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 [Neighborhood Services](#) page of the city website.

***No neighborhood meeting is planned at this time as the application is for Infrastructure only.***

## **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. There may be existing underground pipelines in rights-of-way. Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

**Noted.**

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

No comments from this department.

**Noted.**

## **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:**

- ▶ Utility main extension will be required to serve this parcel and the parcels to the west. Additionally, Aurora Water does not permit direct service connections to large diameter main, specifically the 36" sanitary sewer in S. Rome Way.
- ▶ Aurora Water Fixture Unit Table required to size commercial meter.
- ▶ Confirm this parcel is included in the open channel and pond for this area.
- ▶ A domestic allocation agreement will be required for connections 2" and larger.

### **Utility Services Available:**

- Water service may be provided from the 8-inch PVC water main on S. Rome Way.

***An 8" water main was also extended north from Atlantic Way to Jewell and will be connected to the main in Rome Way to complete a looped system for the project.***

- Sanitary sewer service may be provided from extending off the 36" PVC sewer main on S. Rome Way.

**Noted.**

- The project is located on Map Page 13S.

**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.

***Noted. No utility services are proposed at this time. No connections in the arterial roadway (Jewell) are necessary or proposed.***

- 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.
- 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](#).

***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 will be required. See below for additional information.

***Provided.***

- ▶ The development did not complete a Public Improvement Phasing Agreement for the cost of Traffic Signals, so Traffic Signal Escrow will apply to this development.

***A Public Improvement Phasing Agreement was completed with the overall Master Planned development, dated Jan 3, 2008, a copy of which is included with the application.***

- ▶ Traffic Signal Easement is required for the northwest corner of this site.

***A Multi Use Easement has already been dedicated along the northern portion of the frontage suitable for future signal construction.***

▶ 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.

o 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.

o Pull Box

- Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.

***Signal improvements should all be constructed at the intersection simultaneously to assure proper siting/location of necessary infrastructure.***

▶ Auxiliary lanes on Jewell Ave may be required pending City review of the Traffic Impact Study (even if thru lanes continue to be deferred).

***No auxiliary lanes are recommended in the TIS until full build-out of the development, which will likely correspond to construction of a traffic signal at E. Jewell and Rome St. with the development of Pioneer Business Park to the south. At this time, no buildings or land uses have been designated with this application and so no additional traffic will be generated until further development occurs and site specific traffic trip generations are considered.***

▶ Please provide fueling vehicle turning templates.

***This application is now for Infrastructure only. Future lot developments will included vehicle turning movements.***

▶ Accesses as proposed meet City criteria.

***Noted.***

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

***No specific lot access points are proposed with the Infrastructure Site Plan.***

- Label the access movements on the Site Plan.

***No specific lot access points are proposed with the Infrastructure Site Plan.***

- Objects and structures shall not impede vision within the 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'

***No landscaping is proposed at this time, but future individual lot developments will consider these requirements.***

- 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:

- 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.

***Note added.***

***ROW/Plat:***

- Designate a Public Access Easement along internal roadways if not dedicated from Master Plat.

***Proposed as shown.***

- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

***Noted.***

- ROW dedication is required for an additional future right turn lane along Jewell Ave.

***Full-build ROW for Jewell exists and includes accommodation for future widening and auxiliary lanes.***

- A traffic signal easement shall be required at the intersection of Jewell Ave and Rome Way to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

***A Multi Use Easement has already been dedicated along the northern portion of the frontage suitable for future signal construction.***

***Traffic Signal Escrow:***

- The intersection of Jewell Ave and Rome Way is a potential candidate 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 50% of the traffic signalization costs for the intersection of Jewell Ave and Rome Way, 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.

***The requested not has not been added as a phased Public Improvements Agreement has been executed which requires 25% of the signal cost attributable to this property. We understand that a TIS for the Pioneer Business Park south of the project on Rome St. is currently under review and contains traffic signal warrant analysis. Both projects should be considered in conjunction for determining the timing and cost-sharing of the signal installation.***

***Traffic Impact Study:***

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

- 1) Existing, buildout and 2040 average daily traffic counts and conformance to Master Traffic Impact Study. 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 Brianna Medema on this item.
- 2) Include detailed analysis of: a) All site access points to Rome Way & Jewell Ave  
b) Internal intersections  
c) Intersection of Jewell Ave & Rome Way
- 3) Signal Warrant Analyses of Jewell Ave & Rome Way – Warrant 1,2,3 all to be included (collect 72 hr. tube counts for analysis)
- 4) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA 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 RFB), 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 *Brianna Medema* at [bmedema@auroragov.org](mailto:bmedema@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](#).

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

***A Traffic Impact Study has been prepared by Dave Ruble of DB Enterprise, who prepared the report for the MDP/FDP of the Landings at Jewell, and also has prepared the report for the Pioneer Business Park to the south on Rome Way.***

### **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 completing the improvements along Rome Way. This includes street lights and curb side landscaping. If the sidewalk is in poor condition and will be replaced, it shall be widened to the current standard 5.5-feet.

***Street lights are shown in the ROW. Landscaping will be installed with each individual lot site development.***

- ▶ There is a recorded deferral agreement for the improvements to the south side of Jewell Avenue. However, there is considerable bicycle traffic in the area. The detached 10' sidewalk on the south side of Jewell may be required to be constructed prior to the remaining street improvements. Further discussions and coordination with City of Aurora staff are required. The ultimate Jewell Avenue improvements shall be shown on the plans to ensure there are no conflicts with the proposed development.

***Noted. The future improvements per the approved Jewell widening plans have been shown on the site plan.***

- ▶ The current master plan shows the internal streets to be public streets with 68' dedicated right of way. The City is not opposed to those streets becoming private streets built to public street standards.

***The only remaining public street to be constructed per the master plan is Rivera, shown with a 68' ROW per the Type 3 typical section.***

- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality is required. The existing detention pond shall be evaluated. If required volumes for this development are not provided by the existing detention pond, pond modifications or on-site facilities shall be provided. Additional offsite storm sewer will be required to connect to the existing pond.

***A Preliminary Drainage Report is included with the submittal, the existing pond has sufficient capacity for the development.***

- ▶ 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.

***Previously approved plans have been downloaded and referenced as appropriate.***

***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.

***The only remaining public street to be constructed per the master plan is Rivera, shown with a 68' ROW per the Type 3 typical section.***

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

***Noted. Curb ramps are proposed where previously not provided.***

- 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.

***No specific site development plans are proposed with this application. Future applications will consider these requirements.***

- 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.

***No pedestrian areas are proposed adjacent to retaining walls.***

- 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.

***Provided. No pedestrian or paved areas are currently adjacent to retaining walls.***

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

***Noted. The private access drive proposed on Rome Way meets this criteria.***

- 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.

***Street lights shown in public ROW.***

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

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

- Sidewalk easements may be required for new sidewalk installed.

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

***Appropriate required easements are shown on the site plan and plat.***

***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 Report is provided with the application.***

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

***Noted. No such study has been found.***

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

***Noted. No chase sections have been identified at this time but may with individual site development plans.***

- 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.

***Verified and proposed storm sewer onsite will connect.***

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

***Designed as needed to serve the site.***

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

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

#### **Key Issue:**

► The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

***Noted. PLEASE NOTE NO BUILDINGS ARE PROPOSED WITH THIS APPLICATION AS IT WILL BE INFRASTRUCTURE ONLY AT THIS TIME. APPROPRIATE RESPONSES APPLICABLE TO THE INFRASTRUCTURE APPLICATION ARE NOTED BELOW.***

#### **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.

#### **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](#).

#### **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
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- [Street Standards and Street Section Details](#)

#### **Emergency Responder Radio Coverage:**

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once

completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

**Noted.**

***Fire Department Access:***

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

- The first phase of construction must include the roadway previously called out as Revere Street that interconnects E. Atlantic Place north to E. Jewell Ave. This will formally establish the second point of emergency access that has been discussed in previous meetings associated to this property.

***The street will be Rivera St. and will be constructed as part of this Infrastructure Plan.***

- 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.

**Noted.**

***Fire Hydrants:***

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

Where additional fire hydrant are required, they must be supplied by a looped water supply.

***Noted. Additional fire hydrants are proposed with this Infrastructure Plan.***

***Accessibility Requirements:***

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

**Noted.**

***Knox Hardware:***

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

**Noted.**

***Legend:***

The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.

**Noted.**

***Motor Fuel Dispensing Sites:***

Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.

- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored.

**Noted.**

***Phasing Plans:***

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

**N/A**

***Photometric Plan:***

- Add the following note to the Photometric Site Plan:

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

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

**Noted. No buildings at this time.**

***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
- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Aircraft Noise Reduction (LDN)
  - This area is within a 65 LDN noise mitigation area. [Sec. 22-425](#)
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

***Noted. Since no building is proposed (Infrastructure Only) it would seem these notes will be relevant for the subsequent site plan applications with buildings.***

***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.

***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](#)
- [Access Road Width with a Hydrant](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- [Dead-end Fire Apparatus Access Roadways](#)
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- 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

***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.

***No trash enclosure proposed (Infrastructure only)***

**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; however, due to your proposed use, 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 provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. submittals.

The property has not been previously platted, the proposed Plat application is part of the overall development application.

• A **pre-submittal 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 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

***A pre-submittal meeting was conducted.***

***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](#).

***The Site plan and subdivision checklists have been followed.***

***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 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

***Any identified separate documents will be prepared as needed.***

• **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

***No offsite easements are anticipated.***

• 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 **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

***No easement vacations are anticipated.***

• 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.

***Any license agreements will be prepared accordingly.***

If you should have any questions, please don't hesitate to call me at (303) 317-3000.

Sincerely,



Aaron Thompson  
Aperio Property Consultants, LLC

Cc: Mike Humphrey, Landings at Jewell, LLC