



Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012
303.739.7345

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June 22, 2018

Jaime Perez - perezjaime349@gmail.com
3085 Carson St
Aurora, CO 80011

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held June 07, 2018

Dear Mr. Perez:

I would like to take this opportunity to thank you for considering the City of Aurora for the 18920 E. Smith Road 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:

▶ **Screening and Landscape Buffers:** Outdoor storage areas need to be fully screened from view from all public and private rights-of-way. Screening can be incorporated within the required 25 foot landscape buffers along Smith Road with a combination of landscaping and fencing. Additionally, a 10' wide non-street frontage landscape buffer is required along the eastern, southern and western property boundary lines. Please see the Planning Department comments beginning on page five for more details.

▶ **Operations Plan:** An Operations Plan is required and shall describe the types of products and/or equipment to be stored at the site. Describe the anticipated daily operations, hours of operation, anticipated (include maximum and minimum) number of vendors accessing the site on a daily basis, estimated number of employees, type of construction equipment to be stored, surface material and any other relevant information.

▶ **Public Improvements:** Public improvements required with this development include Smith Road improvements. This development is responsible for the ultimate improvements to Smith Road along the property frontage including transitions to the existing roadway. A deferral of the construction of these improvements will be approved, but the layout and design needs to be shown on the site plan and included with the civil plan submittal.

► **Drainage and Surface Material:** A preliminary drainage report shall be submitted with the site plan submittal, final drainage plans are included in the civil engineering plans package. On-site detention and water quality shall be provided. Please note that parking lots are required to be paved.

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

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

Sincerely,

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

Jacob Cox
Project Manager

cc: Jose Acosta - jose@hqhomes.com
Development Review Team
File



City of Aurora

Development Process

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

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved at a public hearing.
- A Subdivision Plat is not required at this time.

Step II - Construction Document Phase

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

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

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

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

Step III - Construction Phase

Building/Civil Permits:

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

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

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

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

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

Contact Information

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

City Manager's Office

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

Cesarina Dancy
303.739.7044
cdancy@auroragov.org

Planning

Zoning and Plan Review
Jonathan Woodward
303.739.7220
jwoodwar@auroragov.org

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

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting

Aurora Water

Anthony "Tony" Tran
303.739.7376
atran@auroragov.org

Public Works

Traffic Division
Brianna Medema
303-739-7336
bmedema@auroragov.org

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

Life Safety and Building Division

Ted Caviness
303-739-7628
tcavines@auroragov.org

Real Property Division

Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services

Neighborhood Support
Susan Barkman
303.739.7402
sbarkman@auroragov.org

STEP I – PLANNING PHASE

Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

- ▶ Deferral of Public Improvements (DPI)
- ▶ Avigation Easement
- ▶ Screening and Landscape Buffers
- ▶ Operations Plan

General Zoning Code Review of your Property:

- Your property is zoned M-1, Light Industrial and is within the boundaries of the city.
- The proposed use, Outdoor Storage, is permitted by the current zoning and subject to Site Plan approval.

Type of Applications:

- As part of your application, you will need to make the following land use requests:
 - [Deferral of Public Improvements](#)
 - [Site Plan](#)
- Your site plan will require approval in a public hearing before the Planning Commission. The property already is already platted. The development application will be processed through our digital submission process.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - City of Aurora [CAD Data Submittal Standard](#)
 - [Air Influence Districts](#)
 - [Fence Ordinance](#), City Code Chapter 146, Article 17
 - [Landscape Reference Manual](#)
 - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - Noise, vibration, & engine idling ordinances [Chapter 146, Sections 1800 - 1805]
 - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
 - [Site Plan Manual](#)
 - [Southeast Area Transportation Study](#) (SEATS)
 - Street Standards Ordinance [[126-1](#)] and [[126-36](#)]
 - Street Standards, Roadway Cross Sections
 - Xeriscape Plant List (see Landscape Manual)
 - Zoning criteria for each land use approval requested

Standards and Issues:

1. Zoning and Land Use Issues

1A. The purpose of the M-1 District; Light Industrial District is to provide locations for light manufacturing, office uses, wholesaling, and related services. These uses may be located in proximity to neighborhoods and are intended to produce minimal external impact. Uses shall be low intensity, with limited external effects, and permitted uses are limited to those that can be operated in a clean and quiet manner.

Response: Use of the property will be according to zoning.

1B. Certain public improvements will be required with this development. For a Deferral of Public Improvements to be considered, a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter will be part of the Development Application and will be submitted to the City Engineer For consideration.

Response: Owner will not request any deferral of public improvements

1C. The property located adjacent to the subject site to the south is zoned R-A, Residential Agricultural District. Screening and buffers will be required to mitigate adverse impacts to the adjacent property.

Response: Screening and buffers will be provided

1D. Outdoor storage areas shall be fully screened from view from all public and private rights-of-way ([Section 146-1261\(A\)](#)). Screening can be incorporated within the required 25 foot landscape buffers along Smith Road with a combination of landscaping and fencing.

Response: Landscaping and fencing will be provided

1E. An Operations Plan is required and shall describe the types of products and/or equipment to be stored at the site. Describe the anticipated daily operations, hours of operation, anticipated (include maximum and minimum) number of vendors accessing the site on a daily basis, estimated number of employees, type of construction equipment to be stored, surface material and any other relevant information.

Response: Operations will be provided

2. Traffic and Street Layout Issues

2A. All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. City design standards call for a detached sidewalk and tree lawn and an attached walk along Smith Road. Please show the sidewalk requirements on your plans.

Response: Attached sidewalk will be shown on the plans along Smith Road.

2B. See Public Works comments regarding requirements to support a Deferral of Public Improvements for Smith Road improvements

Response : No deferral of public improvements for Smith Road will be requested.

2C. A traffic study is not required for this development. If neighborhood comments warrant, a traffic study may be required at a later date.

Response: Noted

3. Environmental Issues

The property is located within the Buckley Airport Influence District (AID). The AID is an overlay to the existing zoning requirements. The applicant will need to assure that an avigation easement has been conveyed to the city and this easement has been recorded with the Adams County Clerk and Recorder. A copy of the recorded document must be submitted to the Case Manager and:

Noted: Avigation Easement will be

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

The Permanent Parcel Identification (PPI) number and Book and Page where the avigation easement is recorded should be included on the avigation easement submitted to the Case Manager. The easement form is available on the City [website](#). Development in the AID shall comply with height restrictions in the underlying zone district, which do not intrude into 14 CFR 77 surfaces for military airports.

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

Response: Avigation easement will be provided.

4. Site Design Issues

4A. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space

Connectivity to Smith Road is required. Please show a connection to this future sidewalk.

Response: Connection to sidewalk is shown on the plans

4B. On-Site Vehicular Circulation and Parking

Please show a pattern of organized circulation and parking for the equipment and/or storage materials illustrated on the site plan. Please identify circulation patterns, paved surfaces, designated storage and parking areas on the site plan.

Response: Noted

On-Site parking is required by [Section 1504](#) of the Zoning Code. Please provide sufficient parking for employees, 1 space per 1.5 employees, and customers, that may do business at the site. Provide at least one conveniently located accessible space in the parking area. Parking cannot be located and conflict with circulation or storage locations. Provide a justification for any reductions proposed and outline the parking needs/requirements in the letter of introduction. Please note parking is required to be on a paved surface (asphalt or concrete).

Response: There will be no employees on site.

4C. *Site Lighting*

[Section 146-1509](#)(H) governs the design of parking lot lighting. Pole heights shall not exceed 30 feet in height. Light sources shall be of a full cut-off luminaire type, and shall provide an average luminance value of no less than two foot-candles. Where adjacent to residential uses, maintained average luminance shall not exceed .5 foot-candles at ten feet beyond the property line, except where adjacent to walkways, driveways, and public and private streets. Show typical details of lighting on the plan and/or building elevations.

Response: There will be no lighting

4D. *Fences and Gates*

[Section 146-1741](#)(E) allows for a maximum fence height of nine feet for uses in Industrial Districts. Chain link fence along Smith Road and Tower Road is not permitted. An opaque fence of high quality materials, with columns placed at a minimum spacing of 60 feet on center is required. The opaque fence must enclose and screen the outdoor storage. Columns are required at all fence corners, transitions to other fence styles along a run of fence, and fence termination points. Along the east, south and west portions of the property, chain link fencing is acceptable. See [Section 146-1743](#), Table 17.2 for additional specifications. At corners, fencing cannot block sight lines and should be placed at a 45 degree angle.

Response: Noted

5. **Landscape Design Issues**

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

A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found within the City of Aurora Zoning code, specifically [Article 14](#) Landscape Ordinance and the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments such as street frontage, parking lot landscaping etc.

- **Submittal Requirements:** Please label all landscape sheets ***“Not for Construction”***. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must have plant symbols, plant labels with a plant schedule upon first submission or a complete review will not be possible.

Response: Noted.

B. **Article 14, Landscape Ordinance**

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

- **Standard Right-of Way Landscaping.** Provide an attached walk according to Public Works street cross section requirements along E. Smith Road. Provide one shade/street tree per 40 linear feet of street frontage. Refer to [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 2. When an attached walk and tree lawn are provided, street trees shall be located from four to five feet from the back of walk, curb or pavement. A deferral of the street tree installation may coincide with the construction of the sidewalk improvements that are required by Public Works. Landscaping shall be shown on the landscape plan but a note added that a deferral of the landscape improvements is necessary until such time as the sidewalks are installed.

Response: Noted

- **Landscape Street Buffers.** Provide a 25' wide landscape street frontage buffer along East Smith Road. All buffers are measured inward from back of walk or from the right-of-way if no walk is provided. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. Landscaping shall be installed along the exterior sides of proposed fencing or walls. Reductions in the buffer widths are not possible for industrial developments adjacent to arterial streets. Buffer width requirements may be found in Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Developments.

Response: Noted

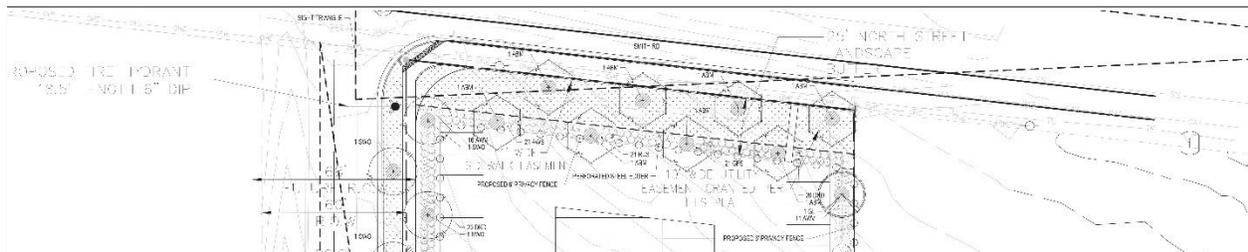
When overlapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the more restrictive requirements shall be implemented. Refer to [Section 146-1422](#).

- **Non Street Frontage Landscape Buffers** Provide a 10' wide non-street frontage landscape buffer along the eastern, southern and western property boundary lines per Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development. Buffer widths may be reduced to 4' with the use of specific xeric landscape incentive features. Landscaping shall consist of 1 tree and 5 shrubs for each 40 linear feet of buffer. Refer to [Section 146-1451](#) 3. Landscape Buffers at non-right-of-way locations.

Response: Noted

When considering buffer reductions along all property boundaries, the mature growth of the plant material must be taken into consideration to avoid intrusion of plant material onto neighboring properties.

An example of an application located to the west of this proposed development along Argonne Street that is currently under review and demonstrates the buffer layout is provided below.



- **Outdoor Storage and Screening.** Any areas of the site proposed for outdoor storage, should be screened in accordance with [Section 146-1104](#) Outdoor Storage and Display.

Response: Noted

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

Response: Noted

- **Detention, Retention and Water Quality Ponds.** In order to meet water quality objectives, the city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work.

Applicants may propose their own BMPS's or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc. Coordinate with our Public Work's and Aurora Water Departments staff on the implementation of BMPs.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100 year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. Landscaping shall be provided in accordance with [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

Response: Noted

- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to [Section 146-1433](#) Service Areas and Trash Enclosures.

Response: There will be no service areas or trash enclosures

- **Irrigation.** Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Irrigation will be provided

6. Architectural and Urban Design

6A. Design Standards

[Section 146-405\(F\)8](#) of the Zoning Code establishes the approval criteria for building architecture. If you include buildings or structures of any kind on your site, elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, "high quality of design" usually means that architectural details should be continued on all four sides of all buildings open to view. Metal buildings are highly discouraged.

7. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 4 feet back from the back of walk or 21 feet back from the flow line when there is no sidewalk. In non-residential areas, ground signs abutting arterial streets may be up to 12 feet high; ground signs abutting other streets and areas are limited to 8 feet in height. Please refer to Article 16 of the Zoning Code for complete regulations. You will be allowed up to 5 individual signs and 80 total square feet of signage including any monument signage.

Response: Does not apply

8. Waivers

Your plans are not sufficiently detailed to determine whether any design standard waivers would be required. If you decide to request any waivers, please list them in your *Letter of Introduction* and justify them according to the criteria listed in [Section 405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

Response: No waivers are being requested at this time

9. Mineral Rights Notification Requirements

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal.

10. New CAD Standards

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

Response: Noted

Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

Community Participation:

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Susan Barkman. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

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- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

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:

- ▶ Please show proposed utility service lines on the submitted site plan and water meter pit location in a landscaped area and outside of the existing 10' PSCO easement. If the meter pit is installed outside City right-of-way, then a pocket utility easement will be required.

Response: Water meter and pit location are shown on site plan

- ▶ All utility connections in the arterial roadway are required to be bores. No open-cuts are permitted in arterial streets

Response: Noted

- ▶ Irrigation off the commercial domestic service, provided adequate cross connection protection, for site landscaping will be considered in review of your site and civil plans.

Response: Noted

Utility Services Available:

- Water service may be provided from existing 16" water main in Smith Road.

Response: Noted

- Sanitary sewer service may be provided from existing 12" sanitary sewer main in Smith Road.

Response: Noted

- The project is located on Map Page 03N.

Response: Noted

Utility Service Requirements:

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

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- 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.

Response: Proposed and existing utilities are shown as required

- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

Utility Development Fees:

- There is no current record in AMANDA that development fees for 18920E. Smith Rd have been collected.
- The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.
- The Water Transmission Development Fee has been combined into the water connection fee and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
 - [Platted After January 1, 2017](#)

Public Works Department

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

Key Issues:

- ▶ No Traffic Letter is requested.
- ▶ Gates are required to be setback from the street flow-line a minimum of 35-feet or one truck length whichever is greater.
- Show all adjacent and opposing access points on the Site Plan.

Response: Noted

- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#)

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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'

Improvements:

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

Response: There are no existing stop signs.

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

Response: Does not apply

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.

Response: Noted

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 required with this development include Smith Road improvements. This development is responsible for the ultimate improvements to Smith Road along the property frontage including transitions to the existing roadway. A deferral of the construction of these improvements will be approved, but the layout and design needs to be shown on the site plan and included with the civil plan submittal.

Response: Noted

- ▶ A preliminary drainage report shall be submitted with the site plan submittal. On-site detention and stormwater quality shall be provided.

Response: A preliminary drainage report is being provided

- ▶ Parking lots are required to be paved.

Response: Noted

Improvements:

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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 section for Smith Road is shown in Standard Detail S1.7.
- 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.
- 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.
- 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.
- 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.
- 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.
- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Street lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10. See Section 2.12 for Street Lighting Plan submittal requirements. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal.

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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.
 - A drainage easement shall be required for any detention/water quality facilities on site.
 - 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.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- 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.
- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision.
- 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.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site
 - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: “The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

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 Issues:

- ▶ During the pre-application meeting city staff discussed the installation of a fire hydrant if this is the “first in” development.
- ▶ The notes being provided address only the two outdoor storage sheds. No other buildings/structures were proposed for the proposed site plan during this pre-application meeting.

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.

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.

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#)
- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Signature Block](#)

Fire Department Access:

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

- [Designated Fire Lane](#)
- [Fire Lane Easement](#)
- [Outdoor Storage Yards](#)

Fire Hydrants:

- During the pre-application meeting city staff discussed the installation of a fire hydrant if this is the “first in” development.
- The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

Gated Entry:

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

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

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.

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.

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

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](#)
- [Access to within 150 feet of Each Structure and all Property Facilities.](#)
- [Fire Apparatus Access Road Specifications](#)
- [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](#)

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

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

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:

N/A Property is currently Platted.

Site Plans:

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Site Plan Checklist](#).

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County.
- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [License Agreement Packet](#)
- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

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- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

STEP II – CONSTRUCTION DOCUMENT PHASE

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

Civil Engineering Plans

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

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

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street Plan and Profiles
 - Signing and Striping Plan
 - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

[Aurora Water](#)

General Requirements:

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

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

- Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- Cross Connection Control Devices are required for:
 - Fire Service Lines
 - Commercial and Domestic Water Service Lines.
 - These devices are required to be located within the building or within a heated and drained vault after the water meter.

Construction Stormwater Quality Requirements:

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

Public Works Department

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

Traffic Division

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

Engineering Division

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the [“City’s Roadway Design and Construction Specifications”](#) latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- This project is required to widen an existing street. Per [Section 4.05.8](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior the end of the project or as directed by the City Engineer.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer.

Building Plans

Building Division Comments:

Building Plan Review

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

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

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

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

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)
 - [Modular, Construction Trailer, Mobile Home](#)
 - [Gating Systems across Fire Apparatus Roads](#)
 - [Knox Box](#)
 - [Knox Box Rapid Entry](#)

Key Issue:

- ▶ The notes being provided address only the two outdoor storage sheds since no other buildings/structures were proposed for the upcoming site plan submittal during this pre-application meeting.

Adopted Codes by the City of Aurora:

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

Building Division General Comments:

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

Checklist for Plan Review Submittals:

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

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

Occupancy Specific Building Code Requirements:

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

- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

Request for Modification or Alternative Material: (select "Plan Review Services")

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

Real Property Division

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

STEP III – CONSTRUCTION PHASE

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

Aurora Water

Utility Connection Fees: ([Platted After January 1, 2017](#) / [Platted Before January 1, 2017](#))

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

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

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

Public Works Department

Engineering Division

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

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00.

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with City Code Section [147-14\(b\)](#).
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - major arterial
 - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

[Building Division](#)

[Construction Permits:](#)

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



City of Aurora

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

PRE-APPLICATION CONFERENCE

TO: Mr. Jamie Perez
FROM: Susan Barkman
DATE: June 6, 2018
SUBJECT: 18920 East Smith Road
LOCATION: 18920 East Smith Road

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

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

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

Re: 18920 E. Smith Road (#1291676)/Pre-Application Meeting held Jun 07, 2018

18920 East Smith Road

Report Ran On June 6, 2018

#	ORGANIZATION	CONTACT	PHONE
260	HOA OF SANDY CREEK	RHONDA HATTAR 19707 MONTVIEW DR AURORA CO 80011	(303)364-2515
4	KIRKEGAARD ACRES	RONKA16@YAHOO.COM TIM GREEN 17701 E 14TH DR AURORA CO 80011	(303)343-6613 (720)289-6560
272	MAJESTIC COMMERCENTER	TGREEN@ARCHCENTRIC.COM RANDY HERTEL 20100 E 32ND PKY #150 AURORA CO 80011	(303)371-1400
407	Prospect Vista Homeowners Association	RHERTEL@MAJESTICREALTY.COM RITA BERRY 18651 E 16TH PLACE AURORA CO 80011	(303)523-7964
36	TOWER TRIANGLE	RITABERRY@LIVE.COM CAL DAL-PONTE 20457 E BUCHANAN DR AURORA CO 80011 WILDWEASEL11@HOTMAIL.COM	(720)317-5431

- 226-Aurora Gateway Business Assoc.
- 260-HOA of Sandy Creek, Inc.
- 272-Majestic Commercial
- 36-Tower Triangle NBHD Assoc.
- 4-Kirksgaard Acres NBHD Assoc.
- 407-Prospect Vista HOA

