



September 17, 2020

**Responses provided 12-21-20**

Rob Montano - [rob@montano-homes.com](mailto:rob@montano-homes.com)  
Montano Homes, LLC  
7375 E Orchard Rd  
Greenwood Village, CO 80111

**Re: Murphy Creek Parcel 3E (#1482273)/Pre-Application Meeting held September 03, 2020**

Dear Mr. Montano:

I would like to take this opportunity to thank you for considering the City of Aurora for the Murphy Creek Parcel 3E 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:**

► **Site Design Standards:** Please refer to the Dimensional Standards section of the Planning Department comments beginning on page seven. These standards include minimum home size, setbacks from property line, front porch dimensions, landscape buffers, lot sizes and other lot size dimensions and requirements.

**Response:** The site's dimensional standards have been provided in accordance with the Murphy Creek GDP. Where the GDP is silent, standards within the UDO have been applied,

► **Public Improvements:** Public improvements required with this development include a 10' detached sidewalk, streetlights and curbside landscaping on Gun Club Road and a 6' detached sidewalk, streetlights, and curbside landscaping on Louisiana Parkway. The improvements shall extend beyond the site to meet existing improvements. The applicant may be required to coordinate with the master developer as these are outstanding obligations.

**Response:** The above stated improvements have been indicated on the Site Plan. It is acknowledged the improvements will need to be extended beyond the site's perimeter to meet the existing improvements.

► **Streets:** Internal streets in this development shall be private streets built to public street standards.

**Response:** It is also noted that all internal streets will be private constructed to public street standards

► **Fire Lanes:** The 2015 IFC requires emergency access to within 150' of all exterior portions of each structure. Therefore; Fire Life Safety is requiring the dedication of fire lane easements where necessary. Note: There is no parking allowed in the fire lane easement. Fire lane easements are not needed in private streets if those streets are designed and built to the public street standard.

**Response:** Comment acknowledged.

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 303.739.7588 or [mgeyer@auroragov.org](mailto:mgeyer@auroragov.org).

Sincerely,



Mark Geyer  
Project Manager

cc: Karen Henry - [khenry@henrydesigngroup.com](mailto:khenry@henrydesigngroup.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 Preliminary Plat is approved administratively.
- A Subdivision Plat is approved administratively during the same time line.

#### Step II - Construction Document Phase

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

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

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

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

#### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

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

Please do not hesitate to contact **Mark Geyer, 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  
Mark Geyer  
303.739.7588  
[mgeyer@auroragov.org](mailto:mgeyer@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Heather Lamboy  
303.739.7184  
[hlamboy@auroragov.org](mailto:hlamboy@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Aurora Water**

Casey Ballard  
303.739.7382  
[cballard@auroragov.org](mailto:cballard@auroragov.org)

#### **Public Works**

Traffic Division  
Brianna Medema  
303.739.7336  
[bmedema@auroragov.org](mailto:bmedema@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

#### **Life Safety and Building Division**

Mark Apodaca  
303.739.7656  
[mapodaca@auroragov.org](mailto:mapodaca@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### **Housing and Community Services**

Neighborhood Support  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

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

#### *Key Issues:*

- ▶ Buffers and sidewalk connectivity  
**Response: A 25-foot landscape buffer is provided adjacent to E. Louisiana Parkway, Gun Club Road and the Golf Course.**
- ▶ Guest Parking location (in required buffer)  
**Response: The guest parking has been removed from the landscape buffer**
- ▶ Home models must be reviewed and approved by the Murphy Creek Architectural Review Committee  
**Response: The applicant has committed to have the architecture reviewed and approved by the Murphy Creek Design Review Committee in advance of the Planning Commission hearing.**
- ▶ Neighborhood meeting is encouraged prior to making a formal application  
**Response: A virtual neighborhood meeting was held on December 3, 2020**

#### *Project Overview:*

- Zoning: General Development Plan (GDP) – Murphy Creek  
**Planning Area 3E (south of Drainage)**
- Character Area: Subarea C
- Proposed Use: Paired Homes (Duplexes)
- Permitted Use: Yes

#### *Type of Application:*

- Preliminary Plat  
**Response: Recent information indicates the submittal will be a Site Plan and provided in accordance with the Site Plan Manual.**

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.  
**Response: Comment acknowledged.**
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.  
**Response: It is our understanding that given this is a Site Plan within the Murphy Creek GDP, the Site Plan application must go before the Planning Commission. If our assumption is incorrect, please advise. Our preference would be an administrative approval.**

#### *Important Links:*

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)

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

***Standards and Issues:***

**1. Zoning and Placetype**

**1A. Zoning**

The purpose of the planned development zone is to use new and imaginative concepts in urban design and land development to promote and improve the health, safety, and general welfare of the citizens of the city. The intent is to create distinct neighborhoods with unique urban design, commercial areas, employment centers, and amenities beyond those otherwise required by this UDO. Use of this zone district is intended primarily to facilitate mixed-use developments that provide high levels of public features or amenities of benefit to the city or the citizens of Aurora. Many of these developments will have a projected timetable that provides for multi-year build-outs.

**Response: Comment acknowledged**

**1B. Overlay Districts**

The site is located in a Noise Influence District (NID) which has a 55-65 Ldn noise impact. Please be aware that the homes will have to include noise mitigation measures, such as extra insulation and at least double-paned windows.

**Response: Comment acknowledged.**

**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](#). Please contact Porter Ingram at 303-739-7227 or [pingrum@auroragov.org](mailto:pingrum@auroragov.org) with any questions you may have.

**Response: An avigation easement is included with the submittal.**

**1C. Placetype**

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

**Response: Comment acknowledged. Trails and sidewalks are provided throughout the neighborhood connecting to the sidewalks systems along E. Louisiana Parkway and Gun Club Road. Additionally, the applicant will be providing sidewalks offsite in areas where the infrastructure is incomplete.**

1D. *Murphy Creek General Development Plan*  
The Murphy Creek GDP has very specific standards regarding architecture, street design, and amenities. Please be sure to refer to these

standards to ensure compliance with the GDP. For instance, the Local Street Type 1 should be utilized in the design of the street and corresponding landscape buffer. As was pointed out at the meeting, the ADA standard for sidewalks is 5.5’, which requires widening the sidewalk to that width to comply with Federal Law. Please also note that the City has adopted landscaping standards that encourage xeric water-saving landscaping treatments. Since the tree lawn is less than 10 feet wide, these treatments will be required to be utilized in the tree lawn. Please refer to the Landscape Reference Manual and the Landscaping section of the City Code for additional information.

**Response: The neighborhood has been designed in accordance with the GDP. The private street right-of-way has been increased to 60-feet in width with 5.5-foot wide sidewalks. The tree lawns have been designed as required when the tree lawns are less than 10-feet wide.**

## 2. Land Use

### 2A. *Historic Land Use*

The site is vacant, and there were no historic uses other than grazing land for livestock.

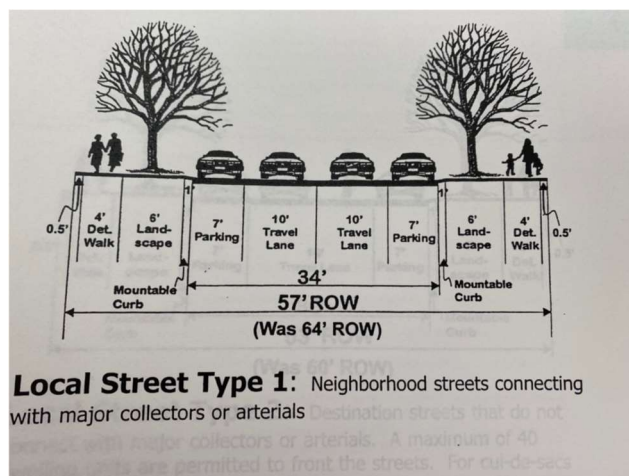
**Response: Comment acknowledged.**

## 3. Development Standards

### 3A. *Dimensional Standards*

According to the GDP, all units must be at least 900 square feet, the calculation of which excludes the basement and garage. Minimum front yard setbacks are 20 feet, and side yard setbacks are 5 feet, rear yard 10’, and a maximum height of 35’. Front porches may encroach into the front yard as they provide visual interest. Please remember that Murphy Creek standards require that no porch dimension may be less than 5 feet measured to the inside railing, and porches are required to be a minimum 25 square feet.

**Response: The front yard setback per Table 2.1 requires the front yard setback for streets with detached sidewalks of 12-feet. However, all front yard setbacks have been set at 15-feet. The GDP does not address rear yard setbacks from an alley; therefore, standards of the UDO were provided, and a 5-foot setback is provided. The GDP also requires a side yard setback of 6-feet and 10-feet between structures. A 10-foot corner side setback is provided. The homes have been designed in accordance with the GDP and the UDO when the GDP is silent on a subject.**





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The minimum setback from arterials and collectors is 25 feet, which is accomplished by the landscape buffer in the proposed site plan, but not accomplished on the Louisiana Parkway frontage. No structure may be located in the roadway setback, including both duplexes and parking lots.

**Response: A 25-foot landscape buffer has been provided along Gun Club Road, E. Louisiana Parkway and the Murphy Creek Golf course.**

One point of discussion at the meeting was the minimum lot size. The GDP requires 1,560 square feet if not fee simple lots. There was no information provided regarding fee simple lots; therefore, the standard reverts to the UDO standard, which requires a minimum lot area of 1,250 square feet. Minimum lot frontage is 20 feet according to the GDP.

**Response: The lot sizes exceed the UDO requirement of 1250 SF and the minimum lot width is 32 feet.**

**3B. Common Space and Amenities**

The plan illustrates a park at the northeast corner of the site for use by community members. Please be sure that all site furniture (such as benches) complies with the Murphy Creek GDP design standard.

**Response: All proposed site furniture is in compliance with the GDP.**

The units not facing a street for green court should have a common sidewalk that connect to the public street, parking areas and the pocket park. The green court must follow design requirements in the UDO Section 146-4.2.3.C. A sidewalk along the drainage connecting Gun Club to the pocket park and the green court is recommended.

**Response: A common sidewalk connecting to the trail along the drainage, paralleling the golf course and along the private drive connecting to Gun Club Road and E. Louisiana parkway has been provided.**

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

Off-street parking is required by Section 146-4.6. Based on the information provided, duplexes are required to have 2 parking spaces per dwelling unit. Guest parking of 1 space per 5 dwelling units is encouraged, but not required by the Murphy Creek Design standards, and guest parking can be provided on the street. In order to comply with buffer requirements and reduce the overall amount of pavement on the site, consider lowering the number of spaces to comply with the buffer standard. The approach to guest parking includes the front door of each unit is within 200 walking feet of a guest space which is either on or off street.

**Response: Two parking spaces within the attached garage for each unit is provided. An additional 55 guest parking spaces are provided in off-street perpendicular spaces and in parallel parking spaces along the private street – cul-de-sac. A minimum of .5 guest parking spaces per dwelling unit are provided within 200-feet of the front door of each home.**

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

Kelly Bish will provide standard language concerning landscaping requirements.

**3E. Building Design Standards**

**GODDEN SUDIK**

The Murphy Creek GDP 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. Where the GDP does not address a design standard, then the UDO standard will apply.



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Minimum building design standards are set forth in the UDO. In general, Murphy Creek design standard require a higher level of design than City Code. Please note that the standards require a

**Table 4.8-1**  
**Building Design Standards Applicability by Building Type**  
 Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:  
 [1] Only applies when more than two stories or over 30 feet tall.

minimum of 30% on the front elevation, and a minimum of 30% of exposed basement exterior walls fronting a golf course or open space (this standard likely is not applicable in your case).

Single-family paired home models will need to follow the styles and level of quality and detail shown in the GDP. Please be aware that the GDP has specific requirements for design variety and durability.

**Response: The submitted architecture follows both the requirements for the GDP and the UDO**

The Murphy Creek Design Review Committee must review and approve the models, and a letter of approval is required with the second submission.

**Response: The architecture will be submitted to the DRC for approval prior to the Second submission.**

**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.

**Response: Lighting and a photometric plan will be provided at time of Civil CDs**

**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.

**Response: No signage is proposed.**

**4. Adjustments**

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

sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**Response: No adjustments to the GDP or UDO are being requested.**

**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.

**Response: The CAD submittal will be provided in advance of final approval and recording of the plans.**

**5B. PDF Requirements**

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

**Response: Comment acknowledged.**

**5C. Mineral Rights Notification**

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

**Response: the mineral rights affidavit will be provided 30-days in advance of the Planning Commission hearing if there are any requiring notice.**

***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.

**Response: A presubmittal meeting was held on Thursday 12/17/2020.**

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.

***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.

**Response: A virtual neighborhood meeting was held on December 3, 2020**

***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.

It is encouraged that you have a neighborhood meeting prior to submission of a formal application.

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and

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procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

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

**Response: All comments are acknowledged.**

***Project Characterization:***

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

- The proposal includes 56 single family units located within the Murphy Creek General Development Plan.

***Golf Course Waiver and Property Owner Notification:***

In accordance with the Golf Course Development Agreement, all purchasers of property within 1,000 feet of the Murphy Creek Golf Course shall be informed of the risks commonly associated with the ownership of property adjacent to a golf course. Purchasers shall also provide the City of Aurora and the Golf Course Enterprise with a release from liability from said purchasers, successors and assigns from risks and hazards associated with the golf course in a form acceptable to the City and the Golf Course Enterprise. The release shall be deemed a covenant running with the land and shall be recorded in real property records of the Arapahoe County Clerk and Recorder and with the City of Aurora. No certificate of Occupancy shall be issued for any residential unit until a release of liability is delivered to the City of Aurora and the Golf Course Enterprise.

***Golf Fees:***

Each dwelling unit within the Murphy Creek subdivision shall be assessed golf development fees in accordance with past golf course agreements as follows:

**Single-family Dwelling Unit - \$600/DU**

***Park Development Fees***

Per the requirements of Annexation Agreement 85-251 recorded for the Murphy Creek subdivision, the applicant shall pay \$300 per dwelling unit for Park Development Fees payable at the time of building permit issuance.

***PROS Requirements Caveat:***

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

**Forestry Division**

**Response: Per code requirements the existing tree is shown on the plan and should be evaluated by the Forestry Division. 12.5 caliper inches are provided for mitigation.**

There is one tree in the middle of the area that will be impacted. Also, it appears that there won't be any impacts to the trees in the drainage corridor but the city is not clear on that. If trees are impacted within the channel itself, then no mitigation will be required. However, if trees are disturbed that are outside of the channel, then mitigation will be required.

***Tree Mitigation Requirements:***

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

***Forestry's Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal. And the Arborist would need to provide the full appraisal, not just the inventory.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [here](#).

***Ash Trees Prohibited:***

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

**Aurora Water      **INNOVATIVE LAND CONSULTANTS****

*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:***

- ▶ Water main is to be looped. If the project is phased, then each phase must have a looped water supply.  
**Response: The project will not be phased. The water loop is proposed through the development.**
- ▶ Access is required to all manholes, including those for the existing sanitary main on the north side of the property.  
**Response: All manholes will have a provided access, as designed. The manholes on the north side of the property have a proposed access as required.**

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- ▶ Water meters are to be in a landscaped area. A pocket easement is required for meters outside of public ROW. Meters must follow all easement width requirements and placement requirements as outlined in Sections 5.04 and 17.02 of the Aurora Water standards and specifications.

**Response:** The water meters have been placed in landscaped areas and the easements and meter placement was performed per the S5.04 and 17.02 standard.

- ▶ Each lot is to have its own water meter and sewer connection.

**Response:** Each lot has its own meter and water connection, as required.

- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

**Response:** Noted.

***Utility Services Available:***

- Water service may be provided from the main in Louisiana Parkway.

**Response:** Noted.

- Sanitary sewer service may be provided from the main in Louisiana Parkway and the sewer main located on north edge of property

**Response:** Noted.

- The project is located on Map Page 11U.

**Response:** 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
- All utility connections in the arterial roadway are required to be bores.

**Response:** Site Plan submitted for this project contains the required items.

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

**Response:** 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.

**Response:** Noted.

- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

**Response:** Noted.

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- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

**Response: Noted.**

**Public Works Department**  
**CONS.**

**SM ROCHA AND INNOVATIVE LAND**

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

**Key Issues:**

- ▶ Traffic Letter of Conformance to the Master with Traffic Signal Warrant will be required. See below for additional information.

**Response: Comment acknowledged. A Traffic Conformance Letter with Signal warrant analysis will be provided.**

- ▶ Traffic Signal Escrow will be required. See below for additional information.

**Response: Comment acknowledged.**

- ▶ Emergency vehicle access as shown from cul-de-sac to Louisiana Parkway is acceptable but shall be signed and designed to avoid non-authorized access (rollover curb with - grasscrete or pedestrian path with extensions). Removable bollards may be required pending proposed design.

**Response: Comment acknowledged.**

- ▶ 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 Gun Club Road & Louisiana Parkway.

- Conduit

- Conduit material shall be Schedule 80 HDPE (or similar).
- A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
- A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.

- Pull Box

- Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
- City conduit shall be installed into City Pull Boxes.

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

**Response: Noted.**

- Label the access movements on the Site Plan/Preliminary Plat.

**Response: Access movements are shown on the 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'**

**Response: A note has been added to the Landscape Plan as requested.**

**ROW/Plat:**

- Designate a Public Access Easement along private roadways.



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**Response: Easement has been provided along the private roadways and alleys.**

- 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.

**Response: Noted.**

- A traffic signal easement shall be required at the intersection of Louisiana Parkway and Gun Club Road to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

**Response: Noted.**

***Improvements:***

- A deceleration lane will be required on Louisiana Parkway at Gun Club Road. Based on existing conditions, this appears to be striping addition/ on-street parking removal only.

**Response: A deceleration lane striping is included in the Site Plan provided for this project.**

- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes).

**Response: Noted.**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the 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.

**Response: Noted.**

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

**Response: The required note has been added to the Site Plan**



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- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site and conformance to Master Traffic Impact Study  
**Response: Trip generation from the proposed development will be compared to that assumed within the Master TIS.**
  - Site Circulation Plan  
**Response: Comment acknowledged. Please refer to the Civil for Site Circulation Plan.**
  - Signal Warrant Analyses of Louisiana Parkway at Gun Club Road– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)  
**Response: MUTCD Warrants 1, 2 & 3 will be provided.**
    - 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.  
**Response: In coordination with City and CDOT Staff, 72-hour counts will be taken on E Louisiana Avenue and S Gun Club Road. Turning movement counts will be collected at the S Gun Club Road & E Louisiana Avenue intersection. Due to COVID-19, previous daily counts along S Gun Club Road will be referenced from DRCOG and adjusted appropriately to Year 2020. Collected count data will then be adjusted to match the ADT reported by DRCOG.**
  - 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.  
**Response: Comment acknowledged.**

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

**Response: Comment acknowledged.**

**Submitting the Traffic Letter:**

- The Traffic Letter shall be sent directly to Brianna Medema at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.

**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 a 10' detached sidewalk, street lights and curbside landscaping on Gun Club Road and a 6' detached sidewalk, street lights and curbside landscaping on Louisiana Parkway. The improvements shall extend beyond the site to meet existing improvements. The applicant may be required to coordinate with the master developer as these are outstanding obligations.

**Response: The mentioned road right of way improvements have been added to the design as part of this project.**

- ▶ Internal streets in this development shall be private streets built to public street standards.

**Response: The internal street of this development has been designed and laid out to match the public street standards.**

- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage study.

**Response: Preliminary Drainage Report has been submitted as part of this Preliminary Plat (Site Plan) and is in conformance with the Master Drainage Study.**

- ▶ Coordination with Mile High Flood District (MHFD) may be required regarding the existing conditions of Murphy Creek and the drainage conveyance north of the site. Improvements in different portions of Murphy Creek have been identified and the City is working with MHFD on those improvements.

**Response: Noted.**

***Improvements:***

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

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

**Response: Noted. The city standards along with the Murphy Creek GDP sections have been used for the improvements adjacent to the site and for laying out the onsite street.**

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

**Response: Noted.**

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

**Response: Noted. No Bicycle Railing was warranted for this site.**

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

**Response: Noted. Max Wall heights have been noted for the proposed 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.

**Response: The private driveway slopes on this site do not exceed 4%.**

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

**Response: An offset has been provided per the specifications to ensure the mentioned noise mitigation from Louisiana Parkway.**

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

**Response: Noted.**

- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

**Response: No gates are incorporated into a design of this development.**

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

**Response: Noted.**

***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.

**Response: Noted. All easement dedication for this development will be coordinated through Real Property Division of Public Works.**

***Drainage:***

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.

**Response: Noted.**

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet

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

**Response: Noted.**

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

**Response: Storm Drainage EURV and Water Quality detention are designed and provided on this site. The 100 year detention is not provided for the site due to the proximity of the drainage channel. Nor is 100-year detention required for this site per the Master Drainage Study.**

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

**Response: Noted.**

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

**Response: Noted. Concentrated flows on this site were kept to pans and sidewalk chases, as required.**

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

**Response: Portion of the storm will be delivered to the said storm sewer. As the storm sewer is located upstream of the site most of the onsite storm had to be taken to the north to follow the drainage basin.**

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

**Response: The storm sewer has been extended for the site, as needed.**

**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:***

- ▶ The 2015 IFC requires emergency access to within 150' of all exterior portions of each structure. Therefore; Fire Life Safety is requiring the dedication of fire lane easements. Note: There is no parking allowed in the fire lane easement.

**Response: No parking will be allowed within the fire lane easement.**

- ▶ Remoteness; Relocate the 64' ROW to the south where you have the 14 parking spaces.

**Response: The layout has been revised and ROW location has been changed.**

***Address Directory Signs for Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way:***

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties where the single-family unit is facing a green belt and access to the unit is from garage or an access road.

- Note: Residential units must face a public right-of-way in order to support an emergency response by fire, police or ambulance. Using the 2015 IFC, Appendix D as an example, Fire Department access is required to within 150' of all exterior portions of any structure, to include residential dwelling. From a fire lane, public or private street built to a public street standard the goal is to provide emergency responders with the ability to be within 150' of all exterior portions of a single-family home, and to the front main entrance of each home via a sidewalk from the emergency access roadway.

**Response: Noted**

**Adopted Codes by the City of Aurora – Setbacks:**

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

***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.

- [Combined Fire Lane and Pedestrian Sidewalks](#)
- [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](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

**Response: The required items have been included**

**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](#)

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- **Fire Lane Easement**
  - o 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.
  - o The fire lane easement will be required to be posted with fire lane signage and include stripping (painted cross-hatching) of the fire lane boundaries
  - o The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.
- Motor Courts and Looped Lanes – 146-1108

**Response: Noted. Fire Lane easement shall be provided.**

**Fire Hydrants:**

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

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.
- Because there are no existing fire hydrants along Gun Club Rd & Louisiana Pwky, Fire/Life Safety is asking for additional fire hydrants on your side of the development approximately every 1000'. Starting at the existing hydrant to the north (Gun Club & Mississippi) to support this site.

**Response: Fire Hydrants have been proposed in accordance with the requirements.**

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

**Response: Noted**

**Gated Entry:**

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

**Response: No gated entry is proposed on this site**

**Legend:**

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

**Response: A legend has been included on Site Plan Sheet**

**Phasing Plans:**

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

**Response: No phasing is proposed for this development**

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***Site Plan, Civil 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](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a 55 LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)
- [\(Site Plan Note\) Right of Way for Ingress and Egress of Emergency Vehicles](#)

***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.

- [Access to within 150 feet of Each Structure](#)
- The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- [Access Road Width with a Hydrant](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes will require a license agreement though Real Property.
- [Motor Courts](#) - Where motor Courts and Looped Lanes are utilized please provide a dedicated Fire Lane Easement within the required width of each drive aisle (23' for Motor Courts and 18' for Looped Lanes) as depicted in Aurora Building and Zoning Code, Section 146-1108.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

**Response: Noted. Required items have been provided on the design per design specifications.**



### **Real Property Division**

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

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

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

#### ***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:***

- 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](#)
- **Off-site 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.
- 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.
- 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.

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- As shown in your proposed plans, there is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the [Dedications Packet](#).
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

### 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 Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and bring it to the pre-submittal meeting.*

- 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
  - Area Grading Plans
  - Signing and Striping Plan
  - Street Lighting Plan

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

**Response: Noted**

## **Aurora Water**

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

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - 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.

**Response: Noted**

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

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

**Response: Noted**

## **Public Works Department**

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

### **Traffic Division**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include Signing and Striping Plan, a Traffic Signalization Plan (if warranted for build year), and Traffic Control Plans. If lane closures are required per the Traffic Control

**Re: Murphy Creek Parcel 3E (#1482273)/Pre-Application Meeting held September 03, 2020**

Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Gun Club Rd via south/SH30 /6<sup>th</sup> Ave and not through the adjacent residential neighborhood(s) or Gun Club Rd north of Mississippi Ave.

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, ["Storm Drainage Design and Technical Criteria"](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements 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.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

**Response: Noted**

***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).
- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

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- 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 Marshal) and the City Engineer.

**Response: Noted**

<b>Building Plans</b>
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**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](#)
  - [Single Family Residential or Master Plan Single Family Permits](#)

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

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

***Key Issues:***

- It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

**Response: A meeting will be scheduled as suggested.**

**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](#)

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**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.

**Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

**Occupancy Specific Building Code Requirements:**

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

- IBC R-3 Occupancy - Residential occupancies where the occupants are primarily permanent in nature and not classified as R-I, R-2, R-4 or I, and where buildings do not contain more than two dwelling units; adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. Includes congregate living facilities with 16 or fewer persons.

**Previously Approved Single-Family Master Plans for new Subdivisions:**

Master plans approved for one subdivision cannot be approved for another subdivision. The Building Division will require a new master plan for each building type within a new subdivision.

**Single-Family Master Plans:**

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

**Townhouses:**

- Townhomes are considered single-family one and/or two-family dwellings by the International Residential Code (IRC) and designated as Group R-3 occupancies. As such, R-3 occupancies are to be served by individual utilities where the individual home owner has sole control of the shut off and main circuit breaker for their property. Ganged Meters for Gas and electric are not allowed in the City of Aurora for IRC R-3 townhouses. Where ganged meters are intended, the townhouses will be designated as International Building Code (IBC) group R-2 occupancies requiring residential fire sprinkler installations. The site plan and civil plan utility sheets must show service entrances for all utilities in order to define occupancy designation for the structures.

**Request for Modification or Alternative Material: (On the website please 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:**

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

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

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

### **Public Works Department**

#### **Engineering Division**

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a**



## **Re: Murphy Creek Parcel 3E (#1482273)/Pre-Application Meeting held September 03, 2020**

**Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - private streets
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - monuments and range boxes
  - 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**

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

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

**Response: Comment Acknowledged**

#### **Construction Permits:**

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

#### ***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

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

Please click on the "link" provided for requirements for fire department access during construction.

#### **Single Points of Access through an Adjacent Jurisdiction:**

Providing only one point of access through another jurisdiction is not an acceptable operational position for the City. Please click on the "link" provided to obtain the full requirements associated to concern.



## Pre-Application Conference

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Neighborhood Liaisons  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

To: Rob Montano  
From: Scott Campbell  
Date: September 3, 2020  
Subject: Murphy Creek Parcel 3E  
Location: NEC of Gun Club Rd and Louisiana Pkwy.

Listed below are the neighborhood associations that are currently registered with the Neighborhood Liaisons 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 any time 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 presubmittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://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.

The neighborhoods within 5280 feet of your proposed developments are:

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## List of Neighborhood Associations

Location: NEC of Gun Club Rd

Record Id	HOA #	Organization	Contact	Phone
17-1307329-000-00-NA	423	E-470 Neighbors	MARGARET A. "MARGIE" SOBEY 1403 S ADDISON CT Aurora, CO 80018 MSOBEY@E470NEIGHBORS.ORG	(303) 881-2682
13-661787-000-00-NA	397	MCGC Neighbors	MARGARET A. "MARGIE" SOBEY 1403 SOUTH ADDISON COURT AURORA CO 80018 MSOBEY@MCGCNEIGHBORS.ORG	(303) 881-2682
04-135985-000-00-NA	343	MURPHY CREEK MASTER ASSN	IRENE BORISOV 4950 S YOSEMITE ST F2-506 GREENWOOD VI CO IRENE@SAMMGT.COM	(303) 459-4919
12-634511-000-00-NA	404	MURPHY CREEK METRO DIST 1-4	MARGIE SOBEY 14901 E HAMPDEN AVENUE, SUITE 320 AURORA CO 80014 MSOBEY@E470NEIGHBORS.ORG	(303) 693-2118
12-634539-000-00-NA	405	THE PARKWAYS @ MURPHY CREEK	ELIZABETH HUBBARD 14901 E HAMPDEN AVE AURORA CO 80014 EHUBBARD@CCHOAPROS.COM	(303) 693-2119

