

City Manager's Office

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



City of Aurora

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January 20, 2017

Larry Chaplin – LarryChaplin@sgws.com
Southern Glazer's Wine And Spirits, Llc
1600 Nw 163rd Street
Miami, FL 33169

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

Dear Mr. Chaplin:

I would like to take this opportunity to thank you for considering the City of Aurora for the SGWS AURORA BTS 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 key issues below that may require further consideration prior to a formal submittal of your Development Application. This, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

► **Docks Facing I-70:** Per the Eastgate Framework Development Plan (FDP) loading doors shall not front towards I-70. An FDP amendment or waiver request would be required to keep the present orientation of your building. Regardless of orientation, your loading docks and all other service areas shall be fully screened from view of all public and private rights-of-way. Please see more information within the Planning Department's comments beginning on page 5.

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 303.739.7354 or gsandel@auroragov.org.

Sincerely,



Gary Sandel
Project Manager

cc: Joe Iatauro - joe.iatauro@am.jll.com
Mark Faul mark.faul@whiting-turner.com
Mark Brehm - mbrehm@sgws.com
Teresa Goodwin - Teresa@hparchs.com
Pat McNamara - pmcnamara@sgws.com
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Chris Strawn - cstrawn@jansenstrawn.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 administratively.
- A Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

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

- Preliminary drainage letter 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.

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 **Gary Sandel, 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
Gary Sandel
303.739.7354
gsandel@auroragov.org

Planning Department

Zoning and Plan Review
Brenden Paradies
303.739.7266
bparadie@auroragov.org

Landscape Design
Chad Giron, PLA
303.739.7185
cgiron@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 Department

Traffic Division
Ethan Jacobs
303.739.7336
ejacobs@auroragov.org

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

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

Real Property Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services Department

Neighborhood Support
Meg Allen
303.739.7402
mallen@auroragov.org

STEP I – PLANNING PHASE

I - Planning Phase

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments.

Response: Refer to the attached Letter of Introduction dated September 25, 2017.

Key Issues:

► Compliance with the Eastgate Framework Development Plan regarding landscaping, architectural and urban design, signage, lighting, and screening.

Response: Refer to the attached Letter of Introduction dated September 25, 2017.

► Building orientation and screening of dock doors facing I-70.

Response: Refer to the attached Letter of Introduction dated September 25, 2017.

► Referrals of the application will be sent to CIG, Xcel, and the E-470 Public Highway Authority.

Response: Noted.

► Approval by the Prologis Architectural Review Committee is required for building architecture, materials, landscaping, lighting, and signage.

Response: Prologis Architectural Review Committee is currently reviewing all of the above. A letter of approval will be provided once available.

General Zoning Code Review of your Property:

- ☐ Your property is zoned E-470 Light Industrial/ Flex Office Subarea .
- ☐ The uses you propose, warehouse/distribution, are permitted by the current zoning, but subject to a Site Plan and Plat approval.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:

- [Contextual Site Plan](#)
- [Subdivision Plat](#)

Response: Noted.

- ☐ Your project can be reviewed and approved administratively and will be processed electronically through our digital application submittal process. The site plan and plat review process is usually a 12 week process plus an additional 2 weeks for mylar routing and processing. This application will not require a public hearing.

Response: Noted.

- ☐ The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - [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]
 - [Site Plan Manual](#) (see here for Site Plans and Contextual Site Plans)
 - [Site Plan Manual](#) (2nd link)
 - [Subdivision Plat Manual](#)
 - [Subdivision Plat Checklist](#)
 - Subdivision Ordinance [[Chapter 147](#)]

- Xeriscape Plant List (see Landscape Manual)
- Zoning criteria for each land use approval requested

Response: Noted.

Standards and Issues:

1. Zoning and Land Use Issues

1A. The subject property is located within the Eastgate Framework Development Plan (FDP) which includes standards for urban design, architectural and landscape design. The site plan is required to comply with these standards referenced in the FDP. Additionally, the site plan is required to follow the phasing plan for public improvements in the Eastgate FDP.

Response: Noted

1B. Per the Eastgate FDP Section 2.3, Loading doors shall not front I-70 and shall be located, regardless of orientation, no closer than 70 feet from the property line facing the loading dock door. A waiver request would be needed if the proposed dock doors remain facing I-70 and are in non-compliance with the FDP and city code. **Response: Refer to the Letter of Introduction dated September 25, 2017 for the waiver request on this item. The 70' minimum distance has been met and included in site plans along with additional Landscape Screening proposed on the Landscape plan.**

Per Section 146-915(B)(9), loading docks and all other service areas within a view corridor shall be fully screened from view from all public and private rights of way by a suitable barrier, such as walls, or landscape technique. The walls shall be of the same materials and generally integral to the building design. The screen walls shall not exceed 10 feet in height. Additionally, landscape screening may be considered and allowed with the Architectural Review Committee approval.

Response: Refer to the Landscape plan for proposed Landscape screening. In addition, 13' high screen walls have been provided on both sides of the dock apron on the south side of the building to meet Prologis' architectural screening requirements.

1C. Colorado Interstate Gas Company (CIG) and Xcel Energy typically have easements in this area. Please avoid any conflicts with these easements regarding the location of landscaping as it is not permitted or minimally allowed in these easements. Identify all easements on the contextual Site Plan. Staff will send a referral of the application for development to the aforementioned entities for comments.

Response: The easements on site and adjacent have been identified on the site plan.

1D. A 75-foot E-470 Multi-Use Easement exists on the property along the south and east perimeter. At the time a development application is submitted, it will be referred to the E-470 Public Highway Authority for their review. **Response: Noted. A 25' landscape area is shown within the MUE as shown in arch site plan and civil documents. The easement agreement states that landscaping within the easement is acceptable.**

1E. Approval by the Prologis Architectural Review Committee is required for building architecture, materials, landscaping, lighting, and signage. Please provide this to staff prior to the administrative approval. **Response: Prologis Architectural Review Committee is currently reviewing all of the above. A letter of approval will be provided once available.**

1F. Please secure an access easement with the property to the west as this will help facilitate access for future development. **Response: We cannot share access with the adjacent site. Sharing access does not allow for us to secure our site and adequately separate cars and trucks for operational requirements.**

1G. Show Phase 2 on the contextual site plan and identify the interim condition of that specific area. Label the proposed surface material and how the area will be used until phase 2 is developed.

Response: See attached site plans which show phase 1 improvements and requested information of future conditions

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 detached sidewalks and tree lawns; please label and indicate the placement of any and all sidewalks and tree lawns on the site. A detached 5.5' sidewalk (per current roadway standards), tree lawn and street lights are required.

Response: See attached civil and landscape plans showing detached sidewalks, tree lawns and all requested labeling. Street lights to be designed by Xcel Energy and coordinated with as required per City requirements.

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 aviation 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:

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

Response: The aviation easement has been conveyed to the city and is included in this site Plan Submission showing all requirements above have been met.

The Permanent Parcel Identification (PPI) number and Book and Page where the aviation easement is recorded should be included on the aviation 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.

4. Site Design Issues

4A. Building Orientation

Consider re-orienting the building so the dock doors are internal to the site and do not face I-70. If not, significant screening is required to mitigate the waiver request.

Response: Refer to the Letter of Introduction dated September 25, 2017 for the waiver request on this item. The 70' minimum distance has been met and included in site plans along with additional Landscape Screening proposed on the Landscape plan.

4B. Pedestrian Circulation. Pedestrian access is required by [Section 146-1107](#). Please show pedestrian and accessible (ADA) walks to the main entrance(s) of the building and to the public sidewalk to be located along East 19th Avenue.

Response: Pedestrian circulation is shown, see attached plans DAB-A1.1.

4C. On-Site Amenities. Please provide for and show on the contextual site plan an outdoor area located conveniently for employees and/or customers to use.

Response: See DAB-A1.1 for outdoor amenity areas.

4D. Vehicular Circulation

Show vehicular circulation routes throughout the site, both patron and truck routes, to both ingress and egress points from East 19th Ave. to the proposed building on this site. Please label main ingress/egress points of entry onto the site.

Response: See sheet DAB-A1.1 with notes showing ingress, egress, and routes for patron and trucks.

All access points along 19th Avenue are required to meet the minimum 150-foot spacing requirement from centerline to centerline.

Response: Refer to the Civil drawings, showing access point widths and distances between them meeting the spacing requirement.

4F. *Parking*

On-Site parking is required by [Section 1504](#) of the Zoning Code. Based on the proposed plan, the minimum number of spaces required for the warehouse buildings (328,300 sq. ft.) is 1 space per 2,000 square feet of gross floor area or 164 spaces plus 6 accessible spaces. Alternatively, parking can be determined based on the number of employees of the highest shift. Please provide this analysis and include the truck parking needs. Refer to [Table 15.4 Accessible Parking Spaces](#) to determine the number of required accessible spaces needed based on number or required parking spaces for this project. Please label the accessible parking spaces on the site plan. Please indicate and label the number of spaces dedicated for patron parking as well as truck loading parking. **Response: See DAB-A1.1 for tabulation. All of the auto parking is indicated by dimensions as 9'x19'. The remainder of the parking at the rear is truck parking**

Bicycle parking is required. Please locate the bicycle parking in a convenient area that does not interfere with pedestrian circulation. The required parking is 3 percent of the required vehicular parking.

Response: Refer to sheet DAB-A1.1 keynote 18, located near the main office entry

4G. *Site Lighting*

[Section 146-1509](#)(H) governs the design of parking lot lighting.

Per the FDP requirements, lighting fixtures shall be full cut-off rectangular or circular type. The maximum height is 25 feet and the standard illumination level for parking lots is 1-foot candle. Please include a photometric plan in your plan set for review. This lighting should match those used throughout the Prologis Park development.

Response: Please refer to the attached photometric plans E0.0 through E1.2. The fixtures provided are the park standard and match those used throughout the Prologis Park (Lithonia MR2 LED Circular Area Luminaire). These fixtures are 30' tall.

Area illumination for pedestrians shall be provided for entry areas, courtyards, and other gathering areas.

Pedestrian lighting shall be provided along walkways and the path of travel only.

Response: Please refer to the attached photometric plans E0.0 through E1.2. The fixtures provided are the standard and match what is used for Prologis Park, Lithonia MR2 LED Circular Area Luminaire. The average illumination in the parking lot is 1.1 foot candles from the photometric study.

4H. *Setbacks*

As stated in the Eastgate FDP Section 2.2, all building setbacks pertain to buildings and walls greater than 3 feet in height. Setback areas shall be fully landscaped in a manner both complementary to the landscape easements, as well as on-site architecture and landscape design guidelines.

Response: Refer to sheet DAB-A1.1. This drawing illustrates the building setbacks in the gray hatch and we have provided dimensions per the minimum requirements below to easily show that the setbacks meets the City of Aurora standards.

Building Setbacks:

Interstate Highway	100 feet
Major Arterial & Collector Streets	50 feet
Local Streets	25 feet
Rear Yards	5 feet
Side Yards	10 feet

4I. *Trash Enclosures*

Screening of trash enclosures is required. Enclosures should be constructed of materials that complement the building materials and finished on all four sides with opaque gates. Show location(s) of proposed enclosure(s) on the site plan in area that convenient to access and does not interfere with the business operation.

Response: A trash enclosure is not required for operations, a compactor will be stored on the South side of the building, which will be screened from the ROW with landscaping as shown in the Landscape Drawings.

4J. *Fencing*

As stated in the Eastgate FDP Section 2.5, All fencing (not required for screening purposes) shall be constructed of dark green wrought iron or metal picket and shall be maintained, at all times, in good repair. A beige split faced concrete masonry unit (CMU) column is required every 60 feet, if adjacent to a street and around corners or at termination points. Fencing required for screening purposes shall be of masonry construction or shall match the material of the building. Chain link fencing is not permitted.

Response: Refer to DAB-A1.1 keynote 21 to provide a 8' tall black wrought iron fence, to meet Prologis' architectural requirements. All fencing is set into the property and not adjacent to the street, so no CMU columns are shown.

5. Landscape Design Issues

The general landscape comments on your proposal are listed below. For further information, please feel free to contact Landscape Architect, Chad Giron.

Response: Noted, comments to be incorporated into plan.

- 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 as well as the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as the City's project specific comments.

Response: Noted.

Provide the necessary landscape tables for each of the required landscape treatments (i.e. street frontage, buffer tables, etc.) in order to demonstrate compliance with code requirements.

Response: Noted, comments incorporated into plan.

- Landscape Plan Preparation: Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans 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.

Response: Noted, reference top right hand corner of Landscape plans.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be 24"x36" and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

Response: Architectural plans will be 30x42, civil and landscape to be set up to be printed to scale at 24x36 and plat shall meet county requirements.

- B. Article 14 Landscape Ordinance Requirements. The following bullet points are not necessarily an 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.

Response: Noted.

- Street Frontage Landscaping. Provide one shade/street tree per 40 linear feet of street frontage along E. 19th Ave. Refer to [Section 146-1451](#) (B) 2. Additional Requirements for Non-Residential Development. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider the installation of shrubs, perennials and ornamental grasses.

Response: Noted, requirements incorporated into plan.

- Landscape Street Buffers. E. 19th Avenue shall require a 10' landscape buffer. All buffers are measured inward from back of walk or from the right of way if no walk is provided. Street buffers may be reduced when xeriscape and/or landscape incentive features as described in Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development are implemented. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. One tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents.

When overlapping landscape standards occur such as when buffer, 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. Refer to [Section 146-1422](#).

Response: Landscape buffer provided with detached side walk, refer to Landscape plans.

- Non Street Frontage Landscape Buffers. Provide a minimum 10' wide non-street frontage landscape buffer along the west property boundary line per Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development. A typical non street frontage buffer requires 1 tree and 5 shrubs per 40 linear feet of buffer. A reduction in the buffer width to 4' is permitted with the use of xeriscape landscape incentive features as described in Table 14.6. Refer to the landscape ordinance [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 3. B for further clarification on non-street frontage buffers.

Response: A 10' landscape buffer has been provided on the West property boundary, see Landscape plan.

The eastern/southern property line is adjacent to E-470 which requires a minimum 25' wide landscape buffer. A reduction in the buffer width to 10' is permitted with the use of the incentive features plus xeriscaping. Refer to the landscape ordinance [Section 146-1424](#) Special Landscape Buffers. This property line is also within a 75' E-470 Multi-use Easement. It is the applicant's responsibility to meet with the E-470 Authority to determine if landscaping is permitted within this easement. If permitted, no additional landscape buffer is required. If no landscaping is permitted within the easement, then the 25' wide buffer (10' min.) is required to be installed on your property.

Response: A 25' landscape buffer has been provided on the eastern/southern property boundary, see Landscape plan.

The landscaping shall include a total number of trees and shrubs equal to 1 tree and 10 shrubs per 25 linear feet of frontage and 50% of the required trees shall be evergreen species. Like tree species may be grouped with spacing not less than 25 feet on center for small deciduous trees, 35 feet on center for large deciduous trees and 15 feet on center for evergreen trees. The maximum distance between groups may not exceed 45 feet on center. Planting a single row of trees the full length of the buffer is discouraged. Shrubs should be massed and planted between tree groups. All required buffer landscaping shall be placed on the outside of any proposed fencing or walls. Berms may be used along the exterior of the site to assist the screening of the site.

Response: Refer to the sheet 1 of Landscape plan for layout and sheet 2 of Landscape for the plant list.

- Building Perimeter Landscaping. Landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five gallon shrubs, or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to [Section 146-1451](#) (D) Additional Requirements for Non-Residential Development. Parking lot island landscaping may count toward meeting the building perimeter landscaping if within 20' of building elevation. Based on the submitted sketch plan, additional landscape beds on the southern building elevation shall be required to meet this requirement.

Response: Refer to the sheet 1 of Landscape plan for layout and sheet 2 of Landscape for the plant list.

- Parking Lot Landscaping and Screening. The proposed employee and visitor parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in [Section 146-1440](#). If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum height of 3 feet at maturity.

Response: Refer to the sheet 1 of Landscape plan for layout and sheet 2 of Landscape plan for the plant list for parking lot screening.

No more than 10 parking spaces, on average, are permitted in a row without a landscape island. Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in [Section 146-1431](#) Living Material Requirements.

Response: See Landscape plans. Trees are not shown in the North future parking auto lot to allow for future flexibility to convert the North side of the building into a loading dock.

- Detention, Retention and Water Quality Ponds. The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's's are described such as grass buffers, grass swales, permeable pavements etc.

Response: No requirement on site for detention pond, it is all managed regionally. Refer to preliminary drainage plan and study.

Should the applicant chose to utilize a traditional detention pond, pond depths 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 sf. Refer to [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

Response: N/A, see above.

- Special Landscape Requirements at Entryways and Intersections. Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to [Section 146-1451](#) Additional Requirements for Non-Residential Development (C) Special Landscape Requirements at Entryways and Intersections.

Response: Noted, requirements incorporated into Landscape plan at Entryways and Intersections.

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

Response: No trash enclosures. Service and loading areas are screened with landscaping and 13' high screen walls. Refer to architectural and landscape plans.

- Outdoor Storage and Screening - Per [Section 146-1451](#) Additional Requirements for Non-Residential Development (A) 4, truck or rail loading docks facing a view corridor, drainage, public open space or public right-of-way shall be screened from view.

Response: Refer to the Landscape plan for proposed Landscape screening. In addition, 13' high screen walls have been provided on both sides of the dock apron on the south side of the building to meet Prologis' architectural screening requirements.

- Irrigation. Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. Requirements regarding expansions to existing irrigation systems may be directed to Timothy York at (303) 739-8819 in Aurora Water. An irrigation plan may or may not be required depending upon the nature of the upgrade.

Response: Refer to landscape for irrigated areas. Also refer to the attachment "SGWS Aurora DB Irrigation" letter dated July 26, 2017 explaining that the irrigation system will be designed at a later time through the Design-Build Landscape Subcontractor who will be contracted at a later date for this scope.

Architectural Design Standards

6A. Design Standards

The Eastgate FDP requires that architectural character portray "high technology with appropriate characteristics such as, a contemporary high-tech style with clean, smooth and efficient building lines. Buildings should step-back or recess to emphasize building entry locations. The use of increased glazing areas or special glazing treatments should provide a sense of importance to building entrances. Architectural interest is created by articulation of the exterior of the building and through light and shadow. Roofs, facades, spandrels, recessed entries and windows for example, can create shade and shadow patterns that add visual interest to the building and reinforce architectural elements."

Response: Refer to colored elevation plans showing the proposed architectural character which is consistent with the design of the adjacent properties in Prologis Park

Specific design standards are required for the building and include at a minimum colors, types of materials at entry locations, projections/recessions at building entries; horizontal and vertical relief at building corners; and a change in the wall plane both horizontal and vertical based on wall length and height. See Section 2.0 of the FDP under Architectural Standards.

Response: Refer to colored elevation plans and material board showing the proposed architectural exterior finishes.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

Building 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.

Response: Refer to colored elevation plans and material board showing the proposed architectural exterior finishes on all 4 elevations

The Prologis Architectural Review Committee’s approval letter for the project is required to be provided to staff. **Response:** Prologis Architectural Review Committee is currently reviewing all of the above. A letter of approval will be provided once available.

6B. Screening of Roof Top Mechanicals.

[Section 146-1300](#) states the requirements for screening roof top materials. Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click [here](#) for the specific note)

Response: MEP design is still in process, however a site line study has been provided on drawing A4.2 to show that all mechanical equipment shall be properly screened. Additional details will be provided once a complete MEP design has been completed.

7. Signage

All signage must be approved by the Prologis Architectural Review Committee. No tenant signage (wall signage) shall be permitted on the face of a building. Tenant monument signage shall not exceed 24 square feet, and internally illuminated signage is not permitted. See Section 4.0 of the FDP under Signage.

Response: Noted. See attached Signage document showing the proposed monument sign, which aligns with the Prologis signage standards for the park.

Per the Eastgate FDP Section 4.1, no tenant signage shall be permitted on face of buildings. All signage shall be approved by the Architectural Committee prior to its construction or installation. An FDP Amendment or waiver request will be needed if wall/façade signage is going to be requested to be placed on the building façade.

Response: Noted, see attached elevation plan and monument signage plan. There will be no building mounted signage other than the required building numbers per the FDP requirements and City requirements. All signage is currently being reviewed by the Prologis ACC and a formal approval will be provided once available.

8. Waivers

Waivers required for the development must be clearly listed in your *Letter of Introduction* with justification 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: See the attached Letter of Introduction dated September 25, 2017 which includes the requested waiver and required justification.

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

Response: The Mineral Rights Affidavit is currently in review by SGWS. This will be provided at later date.

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.

Response: Pre-submittal meeting was held with City of Aurora at 2:00pm on August 24th, 2017.

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.

Response: Noted

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Meg Allen. 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.

Response: Noted, the project team will contact the registered groups and work with these organizations to mitigate any concerns throughout the course of the project as required.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- 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.

Response: Noted

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

Response: Noted

Parks, Recreation & Open Space Department (PROS)

The City of Aurora, Parks, Recreation and Open Space Department has developed landscaping standards for plant material and layout for the I-70/E-470 Interchange. Contact PROS to obtain standard sketch guidelines and design all landscaping within this interchange area accordingly.

Response: Landscape standards obtained and incorporated into Landscape plan.

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.

Response: All Aurora Water standards to be incorporated into the civil plans, and all comments to be addressed.

Key Issue(s):

- All proposed site utilities are to conform to the approved City's Master Utility Plan #203154.

Response: Noted

Utility Services Available:

- Water service may be provided from the 12" PVC main in 19th Avenue.
- Sanitary sewer service may be provided from the 8" PVC main in 19th Avenue.
- The project is located on Map Page 04T

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.

Response: Noted

- 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:

- 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.

Response: Noted

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- 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.

Response: Noted

- 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](#)

Response: Noted

Public Works Department

Traffic Division

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

Key Issue(s):

- ▶ 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. The traffic letter shall be submitted with the Application Package.
 - Trip Generation from the site.
 - Site Circulation Plan

The Traffic Letter shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#). A pdf copy of the Traffic Letter shall be submitted to *Ethan Jacobs* at ejacobs@auroragov.org at the time of Site Plan Application.

Response: See the attached traffic study letter "SGWS on 19th Ave - Aurora Traffic Study Letter 08-25-2017"

- ▶ Accesses from the site onto 19th Avenue must be offset (Centerline-to-Centerline) a minimum of 150' from other accesses on the south side of 19th Avenue.

Response: See attached civil plans which show access points, widths and distances between access points.

- ▶ Where possible, accesses should align with those on the north side of 19th Avenue (check with Prologis for adjacent site plans such as Building 11) in order to reduce conflict points / conflicting turning movements.

Response: Noted, see attached civil plan and DAB-A1.1

- ▶ Staff would like to see the number of access points onto 19th Avenue reduced/consolidated.

Response: One access point has been removed from the original conceptual site plan as recommended.

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

Response: See attached civil plans and DAB-A1.1 all existing adjacent access points are shown on site plans.

- Label the access movements on the Site Plan.

Response: Access movements noted on DAB-A1.1

- Designate the 30-foot sight triangles at all access points and intersections. 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](#). 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](#) page 3 of 3.

Response: Noted, see Civil and Landscape plans.

- Sight distance criteria as shown on [City of Aurora Standard Traffic Detail TE-13](#) and as detailed by AASHTO guidelines is required Show the sight distance triangle on the site plan.

Response: Noted, see Civil and Landscape plans.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- 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: Noted, see Civil plans.

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.

Site lighting and photometric study provided. Our understanding is street lighting design

Key Issues: and installation is through Xcel Energy and not included with this submission.

- ▶ Public improvements are required on 19th Avenue and consist of a detached 5.5' sidewalk (per current roadway standards), tree lawn and street lights. **Response:** Noted, see Civil and Landscape plans.
- ▶ Detention and water quality are provided for this site in an off-site pond, but a full drainage report will be required.

Response: See the attached preliminary drainage report

Improvements:

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

- 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

- 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.

Response: Noted

- 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 area required.

Response: Noted

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

Response: Noted

- Retaining walls shown on plans should indicate a height range or indicate a maximum height.

Response: Noted

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

Response: Noted

- Gates are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

Response: Noted

- Street lights and pedestrian lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10.

Response: Noted, street lighting to be designed and installed through Xcel Energy.

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 to Engineering at the time of Planning Department application submittal. A review fee shall be paid to Engineering prior to acceptance of the preliminary drainage report. Full spectrum detention will be required for this project.

Response: Noted

- A per-sheet review fee is required prior to beginning the Civil Plan review process. Refer to the Development Review Handbook for all required fee amounts.

Response: Noted

- 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 shall be approved per City Code Section [147-14\(b\)](#).

Response: Noted

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

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 chase sections. Chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

Response: Noted

- 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: Noted, refer to civil documents for connection point location.

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

Response: Noted, refer to civil documents.

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.

Response: Noted

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.

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](#).

Response: Noted, all minimum setbacks are noted in a table on sheet DAB-A1.1 and are also dimensioned out at the plan per setback associated and locations.

Civil Plans:

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

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Gated Entry for Fire Department Access utilizing a 4' Manway Gate](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

Response: Noted, refer to civil plans.

Emergency Responder Radio Coverage:

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
 - Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

Response: Noted, backbone to be provided and incorporated into electrical design for Emergency Responder Radio Coverage

Fire Department Access:

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

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

Response: Noted, refer to civil plans for fire lane easement.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

Response: Noted, refer to civil plans for quantity and locations/spacing.

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.

Response: Noted, fire sprinkler design forthcoming.

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: Noted

Handicap Accessibility Requirements:

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

- [Commercial](#)

Response: Noted

Hazardous Materials:

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

Response: Noted

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

Response: Noted

Knox Hardware:

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

Response: Noted

Legend:

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

Response: Noted

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

Response: Noted

Phasing Plans:

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

Response: Noted, refer to DAB-A1.1 for current and future areas of build out.

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](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Response: Noted

Site Plan Data Block:

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

Response: Noted

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](#)
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [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

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.

Response: Noted

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 will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current [Subdivision Plat Checklist](#). The review of the plat can run concurrently with your other Planning Dept. submittals.

Response: See attachment "2017-07-28 Prologis Subdivision Filing 10 Plat"

- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

Response: Pre-Submittal meeting was discussed with Real Property, Ware Malcomb and Aztec, and it was determined that said meeting would not be required. If Real Property's position on this has changed we are happy to coordinate a pre-submittal meeting accordingly.

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](#).

Response: Noted

Separate Documents:

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:

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

Response: Noted

- **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.

Response: Noted

- 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.

Response: Noted

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.
- 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. 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
 - Sign Package
 - Utility Plan and Profiles
 - Street Plan and Profiles
 - Area Grading Plans
 - Signing and Striping Plan
 - Landscaping

[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.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.

Construction Stormwater Quality Requirements:

A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report 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.

Public Works Department

Traffic Division

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.

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

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.
- 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.

Roadway Design and Construction Specifications:

- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within a single block, the construction area shall be milled and overlaid by the end of the project or as directed by the City Engineer.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- 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](#)

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

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

Fire

- [Fire Alarm](#)
- [Fire Sprinkler & Standpipe Systems](#)
- [Gating Systems across Fire Apparatus Roads](#)
- [Hazardous Materials Storage](#)
- [High Piled Combustible Storage Checklist](#)
- [Knox Box](#)
- [Knox Box Rapid Entry](#)

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Above-Ground Fuel Storage Systems
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- Fire Alarm and Detection Systems and related equipment
 - LP-Gas (Liquid Propane)
 - Hazardous Materials
 - o Where work is related to new construction, alteration or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
 - High-Piled Combustible Storage and Racking Systems
 - o Where work is related to new construction, alteration or an addition to an existing building these storage systems can be submitted with the construction drawings.
 - Underground Fuel Storage Systems
 - o Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station can be submitted with the construction drawings for the C-Store.
- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
 - Battery Systems (Un-Interrupted Power Supply Systems)
 - Compressed Gases
 - Fire Pumps and Related Equipment
 - Flammable and Combustible Liquids
 - Hazardous Materials
 - High-Piled Combustible Storage and Racking Systems
 - Underground and Aboveground Fuel Storage Systems

Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

Adopted Codes by the City of Aurora:

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

Building Division General Comments:

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

Checklist for Plan Review Submittals:

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

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.

General Fire Protection System Requirements:

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Pump** - 2015 IFC, Section 913.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

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.

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.

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 labeled on the plans and a note indicating the type of soils within the project. 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.** 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.

Re: SGWS AURORA BTS (#1172950)/Pre-Application Meeting held January 5, 2017

- 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:
 - commercial/industrial or private streets or avenues
 - major and minor arterials
 - commercial or industrial streets or avenues
 - collector streets or avenues
 - service or frontage roads
 - one-half of all streets abutting subdivided or platted land
 - fire lanes
 - bike paths
 - parkways
 - alleys
 - culverts
 - bridges
 - overpasses and underpasses
 - curbs, gutters, and sidewalks
 - transit passenger facilities
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - retention and detention and water quality facilities, including necessary structures
 - channel facilities
 - street lighting
 - median construction
 - 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.

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 click the hyperlink provided.

Secondary Access Roadways during Construction:

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