



June 22, 2021

City of Aurora  
Planning  
Zoning and Plan Review  
Attn: Colin Brown  
15151 East Alameda Parkway  
Aurora, CO 80112

**RE: COP Infield Gathering Project, Crude Oil Pipeline - Site Plan Amendment #1  
Cottonwood Creek North Lateral & Spine G Adjustment - Letter of Introduction  
Section 26, Township 4 South, Range 65 West, Parcel #1977-00-0-00-386  
29850 E. Jewell Ave**

To Whom it May Concern:

On behalf of the applicant, DJ South Infield Gathering LLC (DJSI), Westwood Professional Services, Inc. (WW) presents this amendment to the *COP Infield Gathering Project, Crude Oil Pipeline – Site Plan* to include the *Cottonwood Creek North Lateral*, and to adjust the *Spine G South* diameter size from 6” to 8”. The *COP Infield Gathering Project, Crude Oil Pipeline – Site Plan* was approved by the City of Aurora on July 24<sup>th</sup>, 2019. This amendment application summarizes the proposed additions and changes to the approved Site Plan.

### Cottonwood Creek North Lateral

The *Cottonwood Creek North Lateral* is located in Section 26, Township 4 South, Range 65 West, is approximately 300 feet long, and is a steel pipeline four inches in diameter. The oil pipeline will be within an existing fifty foot wide permanent easement, with a twenty-five foot wide temporary construction easement located directly adjacent to the permanent easement. One additional above ground appurtenance is included for this lateral along *Spine G South*. The appurtenance is included in the Right of Way Agreement with the landowner. The lateral does not cross any existing City of Aurora Right-of-Ways, utilities, or any floodplains. The alignment of the *Cottonwood Creek North Lateral* was chosen because it follows the routing per the Right of Way Agreement agreed upon with the landowner.

Construction access will be taken via the existing *Cottonwood Creek North Lateral* well pad access road and via the pipeline ROW itself, as permitted in the ROW Agreements with the landowners, and as marked on the site plan. The existing access road is accessed to the south from Jewell Avenue, in Section 26, Township 4 South, Range 65 West.

The *Cottonwood Creek North Lateral* is anticipated to begin construction in Q3 2021, with startup and product flowing in Q4 2021. The existing zoning within and surrounding the proposed *Cottonwood Creek North Lateral* easement is R-2 – Medium-Density Residential District. The existing land use for the pipeline easement is crop land. A Neighborhood Meeting was deemed not necessary at this point during the Pre-Application Meeting. The requirement for a soils report was deemed not necessary at this point during the Pre-Application Meeting.

### Spine G South Diameter Adjustment

The approved Site Plan labels *Spine G South* as a 6” diameter line. The size of the line will need to be updated to 8” in diameter to account for future pipeline development south of Yale Avenue. *Spine G South* is located west of Hayesmount Road and south of East Jewell Avenue in Section 27, Township 4 South, Range 65 West. No changes to the pipeline easement or BMPs are proposed with this amendment.

## General Pipeline Information

Pipelines are the safest method to transport material, reducing the possibilities of hazards such as fires, explosions, spills, or leaks. During normal pipeline operations, there will be minimal emissions and fluids released, and solely related to pigging operations; no dust is produced. Without pipelines, hydrocarbons and produced water would be trucked. The decreased truck traffic due to the pipeline will reduce impact to the lifespan of roadway surfaces.

Pipeline infrastructure is monitored remotely 24/7/365. In the event of an emergency, the operator will initiate its Site Specific Emergency Response Plan. This plan is included with this application. Refer to the approved Integrity Management Plan and the approved Field Wide Emergency Response Plan for more details regarding methods put in place to remove potential hazards to the health, safety, and welfare of the operator's employees and the public.

There are no proposed above-ground impacts to the landscape, that warrant visual mitigation. There are no lights or noise associated with pipeline infrastructure. Because the pipeline corridor is not fenced, natural wildlife movements are not compromised. After construction, the disturbed land will be re-vegetated with native grasses or returned to agricultural croplands.

If these pipelines are no longer needed, they will either be abandoned in place, flushed, filled with inert gas, and capped, or completely removed in accordance with City, Colorado Oil and Gas Conservation Commission (COGCC), Department of Transportation (DOT) and Pipeline and Hazardous Materials Safety Administration (PHMSA) rules and regulations. Continual maintenance on pipelines that have been de-commissioned is not anticipated. If all the utilities within an easement are de-commissioned, the pipeline easement may be released to the landowner.

The proposed pipeline lateral will not have undue adverse effects on existing and future development of the surrounding area. The design of the proposed pipeline lateral mitigates negative impacts on the surrounding area to the greatest extent feasible. The disturbed area shall be maintained during construction by the applicant or property owner in such a manner to control soil erosion, dust, and the growth of noxious weeds.

Please refer to the separate attachment to this Letter of Introduction that describes how each of the required BMPs are addressed with this application.

If you have any questions during the course of this application process, please do not hesitate to contact me directly at 720.249.3539.

Sincerely,

**Westwood Professional Services, Inc.**



Melinda E. Lundquist, PE

*Director, Private Development Colorado*

**DJ South Infield Gathering, LLC**



Amanda Martin

*Land Manager*

## BEST MANAGEMENT PRACTICES FOR PIPELINES

*COP Infield Gathering Project, Crude Oil Pipeline – Site Plan* was approved by the City of Aurora on July 24<sup>th</sup>, 2019. That application was subject to the third party oil and gas operator agreement between the City of Aurora and Elevation Midstream, LLC, finalized in July 2019. The City of Aurora is currently working through creating an Oil and Gas Manual. On November 24, 2020, per the Pre-Application Notes, City staff delivered an updated BMP list, specific to pipeline applications. As understood from City staff, this application is subject to that pipeline BMP list and each of the BMPs listed are required to be addressed. The following describes how this application will specifically adhere to the required applicable BMPs or describe how a required BMP is not applicable to this application.

1. Access Roads: No new access roads are proposed with this application. Access roads are typically not proposed for pipeline projects.
2. Air Quality: A Fieldwide Air Quality Plan was approved with the original application. Minimal impacts to air quality in the project area would be short term and temporary during the construction of the pipeline. DJSI will comply with all state, federal, and local regulations for air emissions. No on-site emissions are expected during normal project operations.
3. Automatic Safety Protective Systems/Surface Safety Valves: DJSI will equip the pipeline and associated valve sets with automated safety systems that would comply with DOT regulations. Documented yearly testing of the Automatic Safety Protective System will occur to ensure functionality. Please refer to the approved Integrity Management Plan. This document is a field-wide plan, submitted and approved with the original application.
4. Buildings, Structures, Appurtenances: Transfer Pump Skids are proposed on the existing well sites for the pipeline connections. The original application includes schematics of these structures. There are no structures along the pipeline lateral. This application proposes one new above ground appurtenance.
5. Chemical Disclosure and Storage: There are areas where chemicals are stored and/or used which are next to existing pipeline above ground appurtenances. Maximum volume at each of these sites is 330 gallons. Any hazardous chemicals that are to be used for construction or maintenance activities will be reported to the City of Aurora Life Safety Department or SDS Sheets can be provided.
6. Color/Paint Color: All permanent above ground appurtenance equipment shall be painted in a tan or brown matte finish unless a different color is necessary for safety.
7. Construction of Gathering System and Flowline: This pipeline application memorializes the construction of the proposed crude oil pipeline lateral, thus satisfying the intent of this BMP. In the event that the pipelines described in the original application are temporarily taken out of service, conveyance of the crude oil will be accomplished in accordance with the terms of the Elevation Midstream, LLC Operator Agreement, where applicable.
8. Construction Work Hours: The construction of the pipeline will occur during daylight hours, per the City of Aurora Zoning Code. Pipeline delivery to the construction site will be restricted between 7AM and 8PM.
9. Cultural and Historical Resource Protection: No impacts to City identified cultural or historical structures, sites or districts are anticipated.
10. Discharge Valves: Appurtenance sites will be protected with a security fence that limits access to authorized personnel. Valves will be blinded (where necessary) and locked.
11. Emergency Response/Action Plan: A Fieldwide Emergency Response Plan was approved with the original application that is in accordance with the provisions detailed in Section II.16 of the Elevation Midstream, LLC Operator Agreement, including filing it with local emergency responders, providing contact information for responsible parties, creating as-built mapping, describing a detailed response to all anticipated emergency scenarios, including evacuation routes and contacts for emergency care facilities, demonstrating operator preparedness relative to personnel, supplies and training, listing Material Safety Data Sheets (MSDS), if applicable, coordinating training with local emergency responders, agreeing to reimbursement to local emergency responders for expenses attributed to DJSI, describing emergency shut-down procedures, including logistics and notifications thereof, and agreeing to use non-toxic foam in mitigating fires. A Site-Specific Emergency Response Plan is included with this application that has specific details for the proposed location.

12. Events or Incidents to be reported: Any COGCC or OSHA reportable injuries, accidents, or natural events shall be reported to the City within twenty-four (24) hours. Once the applicable forms are submitted to the agency, a copy of that form will also be provided to the City. In the event of a fire that is not controllable by Operator personnel, explosion, or need for emergency services response, 911 shall be called.
13. Fencing/Security Fencing: No fencing is proposed with this amendment.
14. Fugitive Dust Suppression: There is no on-going dust generation activity associated with this pipeline project. During construction of the pipeline, dust will be mitigated with practices including but not limited to treating with water and restriction of construction activity during high-wind days. Areas that have been devoided of vegetation to facilitate construction, will be seeded and mulched.
15. General Maintenance: DJSI will operate and maintain the pipeline infrastructure pursuant to manufacturer specifications and with the intent to comply with the Best Management Practices.
16. Insurance: DJSI can and will comply with the insurance requirements stipulated in the Elevation Midstream, LLC Operator Agreement.
17. Lighting: There is no permanent lighting planned for this pipeline project. All construction activities will occur during daylight hours. Routine maintenance activities will occur during daylight hours.
18. Maintenance of Machinery: Routine field maintenance of vehicles or mobile machinery shall not be performed within 500 feet of any Waters of the United States, as defined by the Environmental Protection Agency. All fueling shall occur over impervious material and spills shall be cleaned up and properly disposed.
19. Mechanical Integrity Program: The Field Wide Integrity Management was approved with the original application.
20. Mud Tracking: Tracking of sediment onto public roads will be mitigated per the Stormwater Management Plan.
21. Noise Management Plan/Noise Mitigation: There is no noise associated with typical pipeline operations. During construction, there is noise associated with the excavation equipment, unloading of pipeline materials, and vehicular traffic. There may be noise at the appurtenance sites during typical maintenance activities. DJSI will comply with the City of Aurora noise regulations.
22. Notifications to the City Regarding Commencement of Operations and Phases of Operations/Notifications to the City regarding Commencement of Construction at CGF and Pipeline Operations/Notifications to the City: Written notice shall be provided thirty days (30) prior to construction commencement of any pipelines. No CGF is planned by DJSI.
23. Noxious Weed Control: A Fieldwide Weed Control Plan was approved with the original application.
24. PHA-Hazard and Operability Study: A Fieldwide System Surge Study Report was approved with the original application to satisfy the requirement for a PHA-HAZOP Study. The Surge Study Report provided to and approved by City staff in March of 2019 adequately addresses the additional production volumes and related pressure changes resulting from the connection of the Cottonwood Creek North well pad. The DJ South Infield Gathering Crude Oil Pipeline system is designed and rated to handle pressures in excess of 1480 PSI but runs at a standard operating pressure of only 740 PSI, which allows for any variations in pressure caused by routine pipeline isolations or shut ins, and/or additional production from new well connections. Therefore, no site specific letter or report is needed for this project.
25. Reclamation/Decommissioning: After construction, the disturbed land will be re-vegetated with native grasses or returned to agricultural croplands. If these pipelines are no longer needed, they will either be abandoned in place, flushed, filled with inert gas and capped, or completely removed in accordance with City, Colorado Oil and Gas Conservation Commission (COGCC), DOT and Pipeline and Hazardous Materials Safety Administration (PHMSA) rules and regulations. Continual maintenance on pipelines that have been de-commissioned is not anticipated.
26. Removal of Debris: All construction-related debris shall be removed from the pipeline corridor for proper disposal in a timely manner. The pipeline corridor shall be always maintained free of debris and excess materials during operation. Operator shall also not stockpile debris at the pipeline corridor.
27. Risk Management: Risk Management is discussed in the approved Integrity Management Plan, which was approved with the original application.
28. Spills: DJSI shall notify the City of Aurora of any spills of a reportable quantity, as defined by the COGCC.

29. Stormwater Management: The proposed pipeline will be entitled through a separate application, including a site-specific stormwater management plan. A field-wide SWMP report was approved by the City of Aurora on July 30, 2020.
30. Strict Application of BMP Standards: This application is in accordance with the intent of the Elevation Midstream, LLC, Operator Agreement, and no variances are currently being pursued. In the event a variance is needed, the request will be made in accordance with City of Aurora requirements.
31. Tree mitigation: No tree removal is anticipated with this pipeline construction. Future pipeline infrastructure will be planned in a manner that minimizes tree impacts.
32. Visual Mitigation: Visual mitigation is largely not applicable, as the pipeline infrastructure is below grade. Proposed above ground appurtenance sites and fencing will be out of any site triangles.
33. Wastewater and Waste Management: Waste is only produced during pigging operations and is collected in a contained skid at multiple pig receiver locations throughout the gathering system. Any waste collected in the skid(s) is removed via vac-truck and taken to a licensed disposal facility.
34. Water Quality Monitoring Plan/Groundwater Pollution Mitigation: Adverse groundwater impacts are not anticipated with pipeline construction. In the event that groundwater is encountered during construction, the City of Aurora will be notified, further a groundwater discharge permit will be obtained from the Colorado Department of Public Health and Environment (CDPHE). DJSI will utilize stormwater BMPs, such as silt fencing, construction markers, sediment control logs and seeding and mulching in order to minimize erosion and sediment transport during construction. DJSI will utilize leak detection technology to identify locations of maintenance and/or repair in order to minimize leaching into the groundwater table.
35. Water Supply: DJSI agrees to comply with applicable laws, rules and regulations concerning the source(s) of water used in the operations phases of this pipeline, which would be for hydrostatic testing purposes.
36. Wildlife Impact Mitigation Plan: A Site Specific Wildlife Impact Plan is included with the submittal documents.

## RESPONSE TO PRE-APPLICATION NOTES, DATED MARCH 18, 2021

Text from the Pre-Application Notes are shaded. Responses are stated in the ***bold italicized*** text.

### ***Standards and Issues:***

#### **1. Land Use**

Historic Land Use – The land where the Rush North lateral pipeline easement is located has previously been vacant land or used for agricultural purposes. The Rush North Well Site is not constructed yet. The land where the Grande North lateral pipeline easement is located has previously been vacant land or used for agricultural purposes. The Grande North Well Site is not constructed yet. The land where the Cottonwood Creek North lateral pipeline easement is located has previously been vacant land or used for agricultural purposes. The Cottonwood Creek North Well Site has not been constructed yet. The land where the Spine G South lateral pipeline easement is located has previously been vacant land or used for agricultural purposes.

#### ***Acknowledged.***

#### **2. Best Management Practices (BMPs) for New Pipelines**

Please see the attached Best Management Practices (BMPs) form for Pipelines outlined in the Elevation Midstream Operator Agreement or Oil and Gas Manual. These are the City of Aurora's current standards and include the following components:

- **General BMPs:**
  - Access Roads
  - Air Quality
  - Automatic Safety Protective Systems / Surface Safety Valves
  - Buildings, Structures, Appurtenances
  - Chemical Disclosure and Storage
  - Color / Paint Color
  - Cultural and Historical Resource Protection
  - Emergency Response / Action Plan
  - Events or Incidents / Events to be Reported
  - Fencing / Security Fencing
  - Fugitive Dust Suppression
  - General Maintenance
  - Insurance
  - Lighting
  - Maintenance of Machinery
  - Mud Tracking
  - Noise Management Plan / Noise Mitigation
  - Notifications to the City Regarding Commencement of Construction at CGF and Pipeline Operations / Notifications to the City
  - Noxious Weed Control
  - PHA-Hazard and Operability Study
  - Removal of Debris
  - Risk Management
  - Spills
  - Stormwater Management
  - Strict Application of BMP Standards
  - Tree Mitigation
  - Visual Mitigation
  - Wastewater and Waste Management
  - Water Quality Monitoring Plan / Groundwater Pollution Mitigation
  - Water Supply
  - Wildlife Impact Mitigation Plan
- **Pipeline Specific BMPs:**



- Construction of Gathering System and Flowlines
- Construction Work Hours
- Discharge Valves
- Mechanical Integrity Program
- Reclamation

***The BMPs from this list are individually addressed in this Letter of Introduction.***

Similarly, attached is an Oil and Gas Submittal Documents Checklist that correspond to the BMPs; the required documents include:

- **Notated Checklist- If an item is not marked, it MUST have a brief note explaining why it is not required, e.g. "N/A – No proposed roads."** - ***Included with submittal.***
- Pipelines- Plan Set (including all standard City of Aurora site plan requirements) - ***Included with submittal.***
  - Vicinity/Context Map - ***Included with Site Plan Amendment submittal.***
  - Interim Reclamation Plan – ***Not applicable to pipeline projects.***
  - Visual Mitigation Plan – ***Not applicable to pipeline projects. Additionally, there are no proposed above ground structures with this application.***
  - Landscape Plan – ***Not applicable to pipeline projects..***
  - Lighting Plan – ***Not applicable to pipeline projects. There is no proposed lighting with this application.***
  - Building and Structure Elevations - ***Transfer Pump Skids are proposed on the existing well sites for the pipeline connections. The original application includes schematics of these structures. There are no structures along the pipeline lateral. This application does not propose any new buildings or above ground appurtenance equipment.***
  - Within 1,800 feet of the Flowline, show:
    - Existing Land Use – ***Land use is consistent within 1,800 feet of the flowline. Zoning is shown on Sheet 2 of the Site Plan Amendment.***
    - Approved Plans – ***Existing neighborhoods are shown on Sheet 3 of the Site Plan Amendment, Civil Plan approval numbers are shown for the approved well sites.***
    - Zone Districts and Overlays - ***Zone Districts and Overlays are shown on Sheet 2 of the Site Plan Amendment.***
    - Floodplains and Floodways – ***Floodplains are shown on Sheet 4 of the Site Plan Amendment. The Rush North Lateral is 250 feet from the nearest floodplain.***
  - Within 500 feet of the Flowline, show:
    - Visible Improvements – ***Shown on the Site Plan Amendment.***
- Pipelines- Letter of Introduction (including variance requests with justifications) - ***Included with submittal.***
- Project Summary (including name, address, email, and telephone number of the applicant) - ***Included with the Letter of Introduction submittal.***
  - A description of the Gathering System and Flowline, including the product(s) or substance(s) being transported and its/their source, size, terminus or end of route, and type of Facility, including any support structures involved - ***Included with the Letter of Introduction submittal.***
  - All public utility crossings labeling the diameter and type of utility crossing to include bridges, culverts, water, wastewater, and stormwater infrastructure. Also identify all public utilities within a 150-foot buffer from Gathering System and Flowline - ***There are no public utility crossings with this application or any public utilities within 150-feet of the flowline.***
  - A description of the route or location of the Gathering System and Flowline and reasons for its selection. - ***Included with the Letter of Introduction submittal.***
  - A description of any haul routes during construction, identifying the roads and bridges involved and the weight of the loads - ***Included with the Letter of Introduction submittal.***
  - A statement which provides evidence of compliance with the following standards:

- The Gathering System and Flowline will not have undue adverse effects on existing and future development of the surrounding area. Include standard practices in case future development proposes a vehicular crossing over your pipeline- ***Included with the Letter of Introduction submittal.***
- The design of the proposed Gathering System and Flowline mitigates negative impacts on the surrounding area to the greatest extent feasible - ***Included with the Letter of Introduction submittal.***
- The disturbed area shall be maintained during construction by the applicant or property owner in such a manner to control soil erosion, dust, and the growth of noxious weeds - ***Included with the Letter of Introduction submittal.***
- Soils reports required for Gathering System and Flowline crossings or any Gathering System and Flowline encroaching in public right-of-way, if required by the Department of Public Works. – ***There are no public right-of-way utility crossings with this application.***
- Applicable BMPs Addressed (Narrative List) ) - ***Included with the Letter of Introduction submittal***
- Neighborhood Meeting Schedule and Results / Response to Public Comments - ***A Neighborhood Meeting was deemed not necessary at this point during the Pre-Application Meeting.***
- Response to Pre-Application Notes / Review(s) - ***Included with the Letter of Introduction submittal.***
- Pipelines- Operations Plan – ***Please refer to the Integrity Management Plan approved with the original application.***
- Project Development Schedule (An outline of the planned construction, including startup and commissioning schedule, and include timing of each. The City acknowledges that this outline is subject to change, due to factors including, but not limited to, contractor availability, weather, ability to close ROW tracts, and the timing of third party facility completion.) - ***Included with the Letter of Introduction submittal.***
- Procedures to be employed in mitigating any adverse impacts of the proposed routes or sites of the Gathering System and Flowline– ***Refer to the Integrity Management Plan approved with the original application.***
- Security Plan – ***Not applicable to pipeline projects. Refer to the BMP Responses included in the Letter of Introduction Submittal***
- Decommissioning / Final Reclamation Plan – ***Not applicable to pipeline projects. Refer to the BMP Responses included in the Letter of Introduction Submittal***
- Emergency Response Plan – ***Fieldwide ERP approved with the original application. Site Specific ERP included with submittal.***
- PHA-HAZOP Analysis Letter - ***A Fieldwide System Surge Study Report was approved with the original application to satisfy the requirement for a PHA-HAZOP Study. A site specific PHA-HAZOP letter is included with this submittal.***
- Traffic Letter / Plan– ***Not required at this time by city staff.***
- License Agreements (must also be submitted separately to Real Property) – ***No License Agreements will be needed with this submittal.***
- Recorded Surface Use Agreement (must also be submitted separately to Real Property) - ***Right-of-Way Assignment document is included with this submittal, which includes all easement agreements and recordation numbers.***
- Property Owner Authorizations- ***Right-of-Way Assignment document is included with this submittal, which includes all easement agreements and recordation numbers.***
- Pipelines:
  - Operator shall provide either authorization letters or agreements from all impacted property owners to verify application can be accepted. If using a third-party easement, the original easement signed by landowners that allows assignment rights will suffice
  - Easements or rights-of-way for the Gathering System and Flowline from other landowners or a statement that the applicant is currently in good faith negotiations with the owners of



surface properties, irrigation ditch companies, and/or affected irrigation ditch easement owners of record at the point crossed by the Gathering System and Flowline

- Water Supply Plan / Delivery Method – ***Refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Groundwater Quality Monitoring Plan – ***Refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Fugitive Dust Suppression Plan– ***Refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Fluid Disposal Plan– ***Refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Water Use Plan CDPHE Reg. 84– ***Refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Weed Control Plan – ***Fieldwide Plan approved with original application.***
  - Wildlife Impact Mitigation Plan – ***Fieldwide Plan approved with original application; Site specific plan included with this submittal.***
  - Stormwater Management Plan (Contact Public Works for a separate Pre-Submittal meeting) - ***Acknowledged.***
  - Preliminary Drainage Report – ***Not applicable for pipeline projects.***
  - Road Maintenance / Construction – ***Per city review, RMA was not required for the original application.***
  - Air Quality Plan– ***Fieldwide Plan approved with original application***
  - Noise Management Plan– ***Not applicable for pipeline projects, refer to the BMP Responses included in the Letter of Introduction Submittal***
  - Application Form - ***Included with submittal.***
  - 350 Foot Radius Abutters List - ***Included with submittal.***
  - COGCC Forms/ 2A / DOT Registration – ***No forms or registrations are required for this application.***
- Fee Payment– ***To be paid once available on the portal.***

### **3. Surface Use Agreement / Property Owner Authorizations**

This requirement will be fulfilled by submittal of a recorded Surface Use Agreement, as itemized in the attached checklist.

For Pipelines, Operator shall provide either authorization letters or agreements from all impacted property owners to verify application can be accepted. If using a third-party easement, the original easement signed by landowners that allows assignment rights will suffice. Easements or rights-of-way for the Gathering System and Flowline from other land owners or a statement that the applicant is currently in good faith negotiations with the owners of surface properties, irrigation ditch companies, and/or affected irrigation ditch easement owners of record at the point crossed by the Gathering System and Flowline.

***Right-of-Way Assignment document is included with this submittal, which includes all easement agreements and recordation numbers.***

### **4. New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at CAD Data Submittal Standards.

***Acknowledged.***

### **5. PDF Requirements**

The application will be uploaded through the city's development review website/portal 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 in application start times if the applicant is asked to re-upload corrected PDFs.

***Acknowledged.***

**Pre-Submittal Meeting:**

Contact Colin Brown 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.

***Acknowledged.***

**Community Participation:**

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

**Neighborhood Services Liaison:**

- ☐ Your Neighborhood Services Liaison is Scott Campbell. He has put together a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.
- ☐ All meetings with registered neighborhood organizations should also include the Oil and Gas Division Case Manager so that questions concerning the Elevation Midstream Operator Agreement or Oil and Gas Manual and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- ☐ Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website.

***A Neighborhood Meeting was deemed not necessary at this point during the Pre-Application Meeting.***

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

Despite the comments provided at the meeting, upon re-examination of the pre-application materials it has been determined that those items are non-issues. However, as requested, copied below is **PROS Mixture 5 - Sand Prairie**, which is the seed mix preferred for restoring vegetative cover in disturbed areas for our nearby open space.

***Acknowledged.***

**Forestry Division**

It was difficult to determine if there are trees within this project that will be impacted by construction. There will need to be protection measures for all trees near construction that will be preserved. A Consulting Arborist will be required to conduct the tree inventory and provide appraisal information.

***Acknowledged. There are no trees being removed with this project.***

**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.

***Acknowledged.***

*Key Issues:*

- ▶ A potholing profile is required for all crossing of Aurora Water infrastructure and across the ROW. **Acknowledged. There are no ROW crossings proposed with this project.**
- ▶ Laterals crossing the Prairie Waters 60" water line will require mitigation for additional loads placed on the water line. This must be included with the civil submittals. **Acknowledged.**
- ▶ A stormwater management plan and report will be required. **Acknowledged. A fieldwide SWMP Report was approved with the original application.**
- ▶ A referral to the Rangeview water district is required for the Cottonwood lateral project. **Acknowledged.**
- ▶ A domestic allocation agreement will be required for connections 2" and larger. **Acknowledged.**

*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

**Acknowledged.**

- 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).

**Acknowledged.**

*Utility Development Fees:*

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

**Acknowledged.**

Public Works Department

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

**Acknowledged.**

*Key Issues:*

- ▶ A Roadway Maintenance Agreement is in effect for this development. **Acknowledged.**
- ▶ All pipeline easements shall be outside of future City Right-Of-Way as identified in City master plans (NEATS & SEATS). **Acknowledged.**
- ▶ All components of the City's Oil & Gas Manual shall be reviewed. A Detailed Traffic Management plan will not be required for this development. **Acknowledged.**
  - Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time. **Acknowledged.**
- ▶ Identify the haul routes proposed on this project & construction/maintenance access points.
  - Site access road connections to arterials would need to be a minimum of 300ft, preference for multiple of 660 feet (660 ft, 1320 ft, etc.) which aligns with the City's minimum Traffic Signal spacing. **Acknowledged.**
  - If roadway is provided that is near to the access road, strong preference and potentially a requirement, is to connect to internal access roads within the Planning Area. Use of Well Pads access roads is supported by Traffic Engineering. **Acknowledged.**
- ▶ Ensure all above ground appurtenances are out of sight triangles. **Acknowledged.**
  - 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-13.3. **Acknowledged.**

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' **Acknowledged.**

- ☐ Show all adjacent and opposing access points on the Site Plan. **Acknowledged.**
- ☐ A minimum paved access of 100-feet in length must be provided from flowline of the street into the site. Once the access road is connected to an internal Planning Area street, the new connection will be required to be paved for 100-feet in length into the remaining access road.
- ☐ Gates are required to be setback from the street flow line a minimum of 35-feet or one truck length whichever is greater (future flowline, for unbuilt roadways). **Acknowledged.**
- ☐ Provide a Turning Template for access point on and off City roadway and all intersections along the Haul Route. **Access points will be shown on the Site Plan and Civil Plans for this project. These access points are typically existing gravel well pad roads or proposed temporary VTC. VTC will follow City of Aurora standards.**
- ☐ Label the access movements on the Site Plan. **Acknowledged.**
- ☐ 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: 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. **No street signs will be proposed or removed with this project.**
- ☐ The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment. **No street signs or striping will be proposed or removed with this project.**
- ☐ Based on our review of the Traffic Documents, additional improvements may be required. **Acknowledged.**

### **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.*

**Acknowledged.**

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

- ▶ Existing and proposed ROW shall be shown on the site plan. **Acknowledged.**
- ▶ No drainage report is required. **Acknowledged.**
- ▶ Any work within a floodplain requires a floodplain permit. Floodplains shall be shown on the site plan. **Acknowledged.**

### ***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.

**Acknowledged.**

### Fire/Life Safety Comments - Building Division

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

***Acknowledged.***

***Key Issue:***

- ▶ An update to the previously approved BMPs and the field-wide Emergency Response Plan(s) of each of the three new sites will be needed that includes the increase of the diameter of pipe from 6" to 10".

***Acknowledged.***

***Gated Entry:***

- (Oil & Gas Sites) Gating systems shall be labeled on the site plan by using one of the following examples:
  - (2) 11' - 6" Swinging Gate's with Approved Knox Hardware.
  - 23' Manual Swinging Gate with Approved Knox Hardware.

***Acknowledged.***

***Knox Hardware:***

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

***Acknowledged.***