

September 22, 2020

Ryan Loomis
City of Aurora Planning Department
1515 E, Alameda Parkway, Ste 2300
Aurora, Colorado 80012

RE: Majestic Phase 10 Bldg. 16 Subaru Library Time (#1445425) Response to Pre-App Meeting Comments

Enclosed you will find our submittal of the Planning Documents for the above referenced project. Below you will find our responses to the pre-app meeting comments in bold.

Standards and Issues:

I. Zoning and Land Use

Issues 1A. Zoning

The subject property is zoned I-1 (Business/Tech District). The I-1 district is intended to provide employment centers with offices, office showrooms, light manufacturing, research and development operations, and a limited range of associated retail services, at a low to medium scale with high building design quality in an integrated or campus-like setting.

Response: Our submittal will meet the zoning requirements of I-1.

1B. Subarea

This area is within Subarea C, which includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora. It currently includes expanding residential developments, industrial parks and areas of city- owned open spaces and parks. Development pressures within Subarea C continue to rise as the demand for more housing choices intensifies; the pressure for large industrial storage facilities increases and the need for expanded infrastructure to accommodate the demands of growth become a priority. Because these lands will develop over a long period of time, their layouts, design, and building styles need to be flexible enough to accommodate new forms of development at a variety of development densities while avoiding patterns and practices that have increased traffic congestion and/or reduced the visual appeal of the city in the past.

Response: Acknowledged.

1C. Aurora Places

This area is designated as an Industrial Hub Placetype in the Aurora Places Comprehensive Plan. The Industry Hub includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. It can generate high volumes of traffic from both its employees and associated truck traffic. Adjoining roadways should accommodate traffic without negatively impacting quieter placetypes or traffic on local streets serving residential areas.

Response: Understood. The proposed site plan will include a median opening and left-turn lane for westbound traffic on 32nd Parkway.

1D. *Majestic Commercenter Master Plan*

The project is located within the Majestic Commercenter Master Plan (FDP). The intent of the Master Plan is to provide guidelines and standards for urban design, landscaping, architecture, and public improvements for the development of the Majestic Commercenter into a vibrant employment center. Please ensure that the Site Plan complies with all components of the Majestic Commercenter Master Plan. A letter of approval from the Majestic Commercenter Architectural Control Committee will be required with submittal to the City.

Response: Understood.

2. Development Standards

2A. *Dimensional Standards.*

The development of the project site shall comply with the Urban Design Standards in the Majestic Commercenter Master Plan including:

Setbacks:

North: Modified Arterial (E 32nd Pkwy): 50 feet

South: Interstate Highway (I-70): 100 feet from I-70, as measured from the right- of-way

East (Building greater than 50,000 SF):

10 feet West (Building greater than 50,000 SF): 10 feet

Further discussion on required landscape buffers is found further below under Landscape Design Issues.

Height: 120 feet maximum.

Lot Coverage: There is no restriction on maximum non-residential densities or intensities.

Response: Understood.

2B. *Access and Connectivity*

Per the Landscape Standards highlighted in the Master Plan, building entries shall be enhanced with landscaping, lighting, paving, furnishings, etc. The landscape shall be designed to create a sense of arrival, provide for pedestrian scale, and create a pedestrian space. The landscape will complement the architecture and provide for year-round seasonal interest. Please ensure the project provides adequate pedestrian access from E. 32nd Parkway to meet these standards.

The Site Plan shall conform to the Access and Connectivity standards highlighted in [Section 146](#). Please revise the plan so that access points align with neighboring vehicular connections as required by Section 146-4.5.4.A, Table 4.5-1. The proposed connection on the east side of the property currently does not align with the access point of the building east of the site. Show cross-access vehicular circulation between the proposed buildings. In addition, please show the complete alignment of the drive aisle along the west portion of the site. Indicate locations of cross-access with properties to the west, landscape medians, and curb and gutter. The north-south drive on the west needs to include a sidewalk connection from 32nd Parkway to the south end of the drive with sidewalk connections to building entrances and the internal sidewalk network on the site. The sidewalk along the drive should be 5.5-foot wide and detached from the curb, with landscaping and trees between the sidewalk and curb.

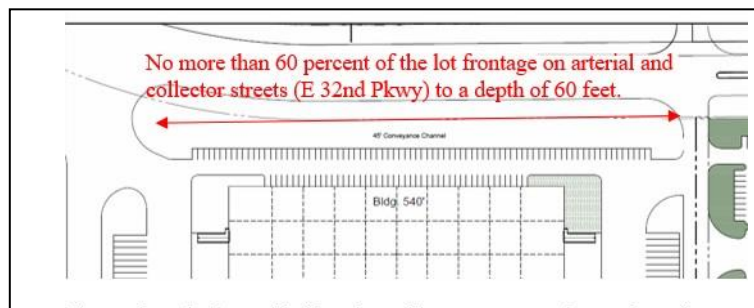
Response: Understood.

2C. Vehicular and Bicycle Parking

On-site parking is required per [Section 146-4.6.3.C](#), Table 4.6-1. For distribution facilities, one parking space is required for every 1,000 square feet of gross floor area. In addition, office uses require 3 spaces per 1,000 square feet of gross floor area. There is no parking requirement for storage and warehousing uses. As submitted, the site plan does not meet parking requirements for a distribution facility. However, if portions of the building are used for storage/warehousing, the parking requirement can be decreased to reflect this. With the formal submittal, please provide a breakdown of the square footage of all uses and the associated parking requirements.

The project site plan appears to not conform to parking design and location requirements as discussed in [Section 146-4.6.5.A.3.a](#), which states that no more than 60 percent of the lot frontage on arterial and collector streets (E 32nd Pkwy) to a depth of 60 feet shall be occupied by surface parking in Subarea C. Please ensure site plan meets the Code requirements. See visual provided below.

Response: Total parking requirements have been met on the uploaded Site Plan, refer to site plan data block provided on Cover Sheet for the final parking counts. Site Layout has been designed to meet the requirements and restrictions as provided in the approved Majestic Commercenter FDP Master Site Plan.



The project shall provide bicycle parking spaces equal to at least five percent (5%) of the required automobile parking spaces, or a maximum of 15 inverted-U racks (30 spaces). Bicycle parking shall be located in convenient, highly visible, well-lighted areas that do not interfere with pedestrian movements. At least 10 percent of required bicycle parking spaces shall be located within 100 feet of the primary building entrance.

Response: Understood.

2D. Building Design Standards

The Majestic Commercenter Master Plan (FDP) and Unified Development Ordinance (UDO) provide specific architecture standards for the design of buildings. These standards include requirements for building forms and massing, facades, fenestration, materials and color, roof forms and mechanical screening, and building articulation. Please follow Form H, Architectural Design Standards Matrix found in the FDP. The design standards listed in the matrix implement the design themes of the FDP and are intended to complement and exceed E-470 (or Northeast Plains) and other ordinance standards. Unless a waiver has been specifically requested and granted, if a conflict should exist between any specific provisions of this matrix and any other

ordinance standards, the higher standards shall govern. Please see the Table 4.8-1 from the UDO below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Table 4.8-1 Building Design Standards Applicability by Building Type Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6						
Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓
Notes:						
[1] Only applies when more than two stories or over 30 feet tall.						

Below are both building design standards from both the Majestic Commercenter Master Plan (FDP) and UDO the proposed development shall follow:

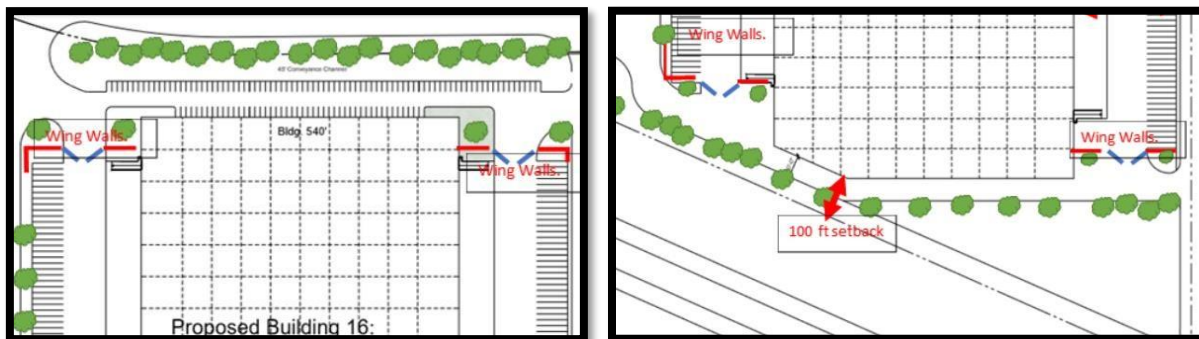
- Building Orientation, Forms and Massing
 - Inclusion of entry/pedestrian plazas coordinated with the landscaping (FDP)
 - Main pedestrian entry, orients onto and provides direct pedestrian access onto a public street, plaza, courtyard, or pedestrian passage. (UDO)
 - Buildings shall incorporate primary entries to either primary and/or secondary building faces by using one of the methods shown in Table 4.8-9. (UDO)
 - Increased glazing areas and/or special glazing treatments at entry. (FDP)
 - Wrapping the glazing at corner walls should be used to accentuate entries. (FDP)
 - Buildings should be bold, clean, simple geometric forms with coordinated massing. (FDP)
 - Utilize at least one of the horizontal articulation methods shown in Section 146-4.8.5.B, Table 4.8-3 at an interval of 100 feet or less on each street facing façade of the primary building. (UDO)

- At least one of the following vertical articulation options shall be used for each of the three vertical element categories shown in Table 4.8-4. (UDO)
- Single walls exceeding 50 feet in length shall incorporate one or more of the listed features shown on Sheet 11 of the FDP for every 50 feet in length (FDP)
- Buildings shall incorporate four-sided design and meet the façade character elements highlighted in Table 4.8-8. (UDO)
- Building Materials and Color
 - Accent colors should be used at the entries to accentuate their identity and be coordinated to provide a continuity. (FDP)
 - There shall be a minimum of two primary building colors, light in shade with an additional accent color added that would blend with the primary colors. (FDP)
 - Bright colors or colors which are used simply to attract attention to the building should be avoided. (FDP)
 - Building materials should be appropriately used with relation to building form, scale, location and function, and provide a unifying theme throughout. Table 4.8-5 in the UDO provides a list of permitted building materials. (FDP and UDO)
 - No pre-engineered or insulated metal panels shall be allowed unless required due to an increased height or construction requirement. (FDP)
- Roof Design and Forms
 - Rooftop and ground mounted mechanical units shall be screened from the street and adjacent buildings with materials compatible in material, color and detailing to the architectural style of the building. (FDP)
 - Gutters should be integrated within the architectural design of buildings to be visually unobtrusive. Downspouts and overflows should be painted to match adjacent wall material, or enclosed within the structure whenever possible. (FDP)
 - Isolated skylights are to be restricted to flat roof or screened locations
 - Where flat roofs are used the design and height of the parapet shall include at least one change in setback or height of at least three feet along each 60 linear feet of façade. (UDO)

Response: Understood.

2E. Loading Dock, Storage Yard, and Service Screening

Loading docks and all other services areas shall be screened from view from all public and private rights-of-way by fences (no chain link), walls, and berms or any combination of those items with landscaping consistent with the Majestic Center Master Plan, and as required by Section 146- 4.7.8.B.2.a. Wing-walls, separating the loading docks from the car parking areas, shall be required to partially separate these two areas. Such walls shall be of a color and material matching or compatible with the dominant colors and materials found on the facades of the primary building. The screen height shall be sufficient height to hide the equipment, vehicles, materials, or trash being screened from public view, but in no case shall exceed a height of 10 feet. Please ensure wing-walls are provided along both the E 32nd Parkway and the I-70 frontages, and include returns and landscape to help with screening, as demonstrated in images below.



Please show any outdoor storage areas, if applicable. Where outdoor storage is permitted as an accessory use, the outdoor storage areas shall be screened and landscaped in a manner consistent with the Master Plan and Section 146-4.7.8.B.2.a, whichever is more restrictive.

Response: Understood.

2F. Trash Enclosures

Show location(s) of proposed enclosure(s) on the site plan. The sharing of trash facilities is encouraged. Staff recommends trash storage areas shall be located near loading areas for industrial buildings, and away from views from nearby public right-of-ways, including I-70. Where visible from a public way, enclosures should be constructed of materials that complement the building materials. Per Section 146-4.7.8.B.2.b, refuse storage and disposal areas shall be screened on at least three sides from public view by a solid wall, not less than six feet in height, with the fourth wall consisting of a solid metal gate, painted to match or coordinate with the adjacent building. Slated chain link or wood shall not be acceptable.

Response: Understood.

2G. Exterior Lighting

Standards for exterior lighting, including building lighting and parking area lighting are found in [Section 146-4.9](#). In general, on-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall and providing consistent illumination of at least one foot-candle on the walking surface. Fixtures shall be of a downcast type. Show typical details of lighting on the plan and/or building elevations. These light fixtures should match those utilized throughout Majestic Commercenter.

Show typical details of lighting on the plan and/or building elevations.

Response: Understood. Lighting plans will be included as part of the Building submittal package, and photometrics will be included in the CD submittal package to Public Works.

2H. Signs

Section 146-4.10 governs signage standards. Please show the location of any monument signs on the plans and indicate the locations of wall-mounted signs on the building elevations.

Response: Understood. Signage will follow the criteria outlined in the MCC FDP.

3. Landscape Design Issues

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP.

The general landscape comments on your proposal are listed below:

3A. General Landscape Plan Comments. Prepare the landscape plans in accordance with the UDO, the Majestic Commercecenter Master Plan (FDP), and the Landscape Reference Manual. Please ensure that the landscape architect or designer has a copy of these documents, as well as the project specific comments.

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

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

Landscape plans must be prepared on 24”x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. This may result in additional submittals and ultimately delays in approval of the plan set.

Response: Understood.

- **Sight Triangles:** Include sight triangles per the [Roadway Design and Construction Specifications](#) document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

Response: Understood. Sight Triangles are included in the Site Plan and Landscape Plans.

3B. Majestic Commercecenter Master Plan

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

➤ **Service and/or Delivery Areas**

- Screening to be a durable, high-quality fence or wall.

➤ **Streetscapes**

- The curbside landscape has already been provided.

➤ **Parking Lot Screening**

- Parking lots shall be screened from public rights-of-way and adjacent property.
- Parking lot screening may be integrated into the adjacent buffers and street frontages.
- Screening shall consist of a berm between 2.5’-3’ tall with a maximum slope of 4:1 in combination of evergreen and deciduous trees and shrubs. Shrubs shall be chosen that reach a mature height of at least 3’. If berms are not practical, then

one of the following alternatives shall be provided: (1) Continuous landscape hedge between 2.5'-3' tall

planted in a double row, triangular spaced. (2) A decorative masonry wall between 2.5'- 3' tall in combination with landscaping.

- No more than 15 parking spaces may be in a row without a landscaped parking lot island.
- Interior parking lot landscaping is required and shall follow current landscape standards.
- Tractor trailer parking lots may have more than 15 parking spaces in a row and are exempt from providing landscaped parking lot islands but shall provide landscaping around the perimeter of the lot to screen the tractor trailers.

➤ Service and Loading Dock Areas

- Loading and service areas shall be screened from view from all public and private right- of-way by berming or landscaping in accordance with the UDO.
- Wing walls shall be used to separate cars from loading areas.

➤ Detention Pond Landscaping

- Landscaping shall be provided and will be determined at the time of site plan submission. Refer to Section 146-4.7.5.M.

➤ Building Perimeter Landscaping

- Provide landscaping to enhance building entries and create a sense of arrival and pedestrian scale.
- Building perimeter landscaping shall meet current landscape code standards.

Response: Understood.

3C. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

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

- Curbside Landscaping. The curbside landscape along E. 32nd Parkway has already been provided.
- Street Frontage Landscape Buffers. A 25' wide street frontage landscape buffer is required along 32nd Avenue. All buffers are measured inward from the back of walk. Landscape with one tree and ten shrubs per each forty linear feet of buffer length. Reductions in buffer width are not permitted for industrial developments along arterial street frontages. Refer to Table 4.7-2. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls.

If utilizing tree equivalents, one 2.5" diameter tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs, one 2" diameter tree or 6' evergreen tree is equivalent to 10 five-gallon shrubs or any combination of trees and shrubs meeting equivalents. When overlapping landscape standards occur, such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements. However, the most restrictive requirements shall be met. Refer to Section 146-4.7.5.D.

- **Non-Street Perimeter Buffers.** Refer to Section 146-4.7.5 E. Non-street perimeter buffers are not required between the same or differing land uses in multiple phases of a single approved Master Plan.
- **Special Landscape Buffers for Development Adjacent to I-70** Provide a 25' wide special landscape buffer along the southern property boundary adjacent to I-70. Landscaping shall consist of one tree and 10 shrubs per 25 linear feet of frontage when the site contains industrial development.

The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and

water quality pond infrastructure into landscape buffers is prohibited. A reduction in the buffer width to 15' is permitted in accordance with Table 4.7-2.

- **Building Perimeter Landscaping.** Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. 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 146-4.7.5.J.
- **Parking Lot Landscaping.** Both interior and exterior parking lot landscaping is required. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in Section 146-4.7.5.K. Street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. Staff will determine whether the overlap exists once a formal site plan submittal is made.

Screening shall consist of a berm between 3'-4' tall with a maximum slope of 4:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between 3'-4' tall planted in a double row at 3 feet on center in a triangular pattern; or
- b. A decorative masonry wall 3' tall in combination with landscaping.

Shrubs must reach a height of 3' at maturity and large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed.

No more than an average of 15 parking spaces are permitted in a row without a landscape island. All parking rows shall be provided with a terminal landscaped island. Landscaping shall consist of one deciduous canopy tree and six shrubs per

9'x19' island and two trees and twelve shrubs per 9'x38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot. Refer to Section 146-4.7.5.K.

- **Outdoor Storage and Screening.** Per Section 146-4.7.8.B.2.a, all service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet. If the required street and non-street frontage buffers overlap with the required outdoor storage screening as determined by staff, additional plant material may not be required.

In addition, trash dumpsters and recycling bins must be enclosed and set back at least 12 feet from adjacent properties and be completely screened from public view from streets and

adjacent properties. Screening shall include a minimum six-foot tall wall or opaque fence with exterior evergreen plantings.

- **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 146-4.7.5.L.
- **Detention Pond and Water Quality Measures:** In the event detention and/or water quality are required, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, property owners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



Porous Pavement



Vegetative Swale



Rain Garden

Applicants may propose their own BMPs or work with Aurora Water / Public Works. Aurora Water has a manual titled “Low Impact Development Techniques for Urban

Redevelopment in Aurora” that may be helpful. To obtain a copy, please contact Vern Adam at vadam@auroragov.org. The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver.

All detention pond facilities shall not exceed 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 4,000 square feet above the 100-year water surface elevation.

Depending upon the ultimate location of the pond, staff may work with the applicant to determine whether landscaping of the pond would be necessary depending upon its visibility and aesthetic impact to the surrounding developments. When overlapping landscape standards occur, such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements. However, the most restrictive requirements shall be met. Landscaping shall be provided in accordance with Section 146-4.7.3.M.

- **Irrigation.** Refer to Section 146-4.7.3.C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water requires that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 regarding irrigation plan requirements and

application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Understood.

4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustments may require mitigation techniques that go *above and beyond* requirements from other code sections to offset negative external impacts on surrounding uses. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

Response: Understood.

5. Submittal Reminders

5A. CAD Data Submittal Standards

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

Response: Understood.

5B. PDF Requirements

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

Response: Understood.

5C. Mineral Rights Notification

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

Response: Understood and provided with Site Plan submittal package.

Pre-Submittal Meeting

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

Response: Completed.

Community Participation

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

Response: Understood.

Neighborhood Services Liaison

- ☐ Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed

project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

- ☐ All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

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

Response: Understood.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

Aurora Water

Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.

Key Issues:

- ▶ Looped Water Supply will be required. Utility easement will need to be dedicated for water main extension. Be aware of multiple Pressure Zones (3 and 3D) in the area.
- ▶ Pre-design potholing required per 2020 specifications.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2" and larger.

Utility Services Available:

- ☐ Water service may be provided from: 32nd Parkway.
- ☐ Sanitary sewer service may be provided from: 32nd Parkway.
- ☐ The project is located on Map Page 02P.

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.
- ☐ 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:

- ☐ A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- ☐ The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- ☐ For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study will be required for this development. See below for additional information.
- ▶ Access points both on west and east need to be shifted to the south to provide at least 300' from CL of 32nd Parkway to CL of first intersection. Interior access to accesses on 32nd Parkway will not be approved as shown.
 - Western access point's connection to 32nd Parkway is too wide. This access point shall be narrowed appropriately to accommodate the needed lanes and turning radius for large vehicles as identified by turning templates after the interior intersection shifts to the south per the above comment.
 - On eastern access point, large vehicle access point shall shift to align with the access point on the east with Building No 15's truck court.
 - On eastern access point, standard parking lot access may align with the access point on the east or shall be off an access that is at least 300' from the centerline of 32nd Parkway.
- ▶ Modifications to medians on 32nd Parkway may be required to contain the needed left turn pockets. If a right turn lane is required, modifications would be required.
- ☐ Show all adjacent and opposing access points on the Site Plan.
- ☐ Label the access movements on the Site Plan.
- ☐ Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

ROW/Plat:

- ☐ Designate a Public Access Easement along shared accesses.
- ☐ A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.
- ☐ ROW dedication is required for an additional future right turn lane along 32nd Ave if identified as a need as determined by the City's Traffic Engineer's review of the Detailed Traffic Impact Study.

Response: Understood. Traffic Study included in Site Plan submittal package.

Improvements:

- A deceleration lane may be required on 32nd Parkway at an access point, as determined by the City's Traffic Engineer's review of the Detailed Traffic Impact Study.
- ☐ 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 not to the Site Plan:

- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

Response: Understood. Traffic Study included in Site Plan submittal package.

- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs if applicable. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.
- There is a traffic signal funding agreement on file per the approved GDP. The City requests the developer / owner consider converting the phasing agreement into the new traffic signal escrow ordinance. It is recommended that the developer / owner contact the City Public Works Traffic representative to discuss the benefits of such a conversion.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2040 average daily traffic counts.
 - 2) Include detailed analysis of:
 - a) All site access points to public ROW
 - b) Intersection of 32nd Avenue at Himalaya
 - 3) Signal Warrant Analyses of 32nd Avenue at Himalaya – Warrant 1,2,3 all to be included (collect 72 hr. tube counts for analysis)
 - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - 5) Analysis of pedestrian connectivity
 - 6) Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In- Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Brianna Medema* at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

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

Response: Understood. Traffic Study included in Site Plan submittal package.

Engineering Division

The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

- ▶ Public improvements required include updating curb ramps adjacent to the site as necessary.
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be provided in conformance with the master drainage study.

Improvements:

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

- ☐ Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- ☐ Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.
- ☐ Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- ☐ Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
- ☐ The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- ☐ If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

Response: Understood.

ROW/Easements/Plat:

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

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Response: Understood.

Drainage:

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

- ☐ Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.
- ☐ Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- ☐ 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.
- ☐ Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Response: Understood. The Preliminary Drainage Report has been included in the Site Plan submittal package.

[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.

[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: Understood.

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: Understood.

Civil Plans:

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

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
 - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

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: Understood.

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](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.

- Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

- Outdoor Storage Yards

Response: Understood.

Fire Hydrants:

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

Response: Understood.

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: Understood.

Flag Lots:

A flag lot is considered a parcel of land that is entirely dependent upon an adjacent property for access to a public street and to a public water supply. A flag lot can create an area of land that is undevelopable unless a dedicated means of access and water is established at the time of the subdivision of the site.

Response: Understood.

Gated Entry:

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a

structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the he installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

Response: Understood.

Handicap Accessibility Requirements:

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

- [Commercial](#)

Response: Understood.

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: Understood.

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.

- Per the 2015 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage.

Response: Understood.

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: Understood.

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: Understood.

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: Understood.

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED.

SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

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

Response: Understood. Photometric plan will be submitted to Public Works as part of the Construction Document submittal package.

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](#)
- [\(Site Plan Note\) 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: Understood. COA Typical notes have been provided on Site Plan.

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: Understood. Site Plan Data Block is provided on Cover Sheet of Site Plan.

Special Design Considerations:

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
 - See the 2015 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)

- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
 - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.
- [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: Understood.

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: Understood.

Real Property Division

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

Subdivision Plats:

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

Response: Understood. Subdivision Final Plat documents have been included in the Site Plan submittal package.

- ☐ A pre-submittal meeting with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 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 the meeting. Please bring two sets of the plat.

Response: Plat documents were emailed to Darren Akrie on 9/20/2020.

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: Understood.

Separate Documents:

- ☐ During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [License Agreement Packet](#)

Response: Understood.

- Offsite easement dedications may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [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.
- ☐ 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.
- ☐ If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

Response: Understood.

STEP II – CONSTRUCTION DOCUMENT PHASE

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

Civil Engineering Plans

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

- [Fees](#)

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

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Signing and Striping Plan

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

[Aurora Water](#)

General Requirements:

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

Response: Understood.

Construction Stormwater Quality Requirements:

- ☐ A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- ☐ CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal

Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Response: Understood.

Public Works Department

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

Traffic Division

- ☐ Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 32nd Ave, via Tower Rd and not through the adjacent residential neighborhood(s).

Response: Understood.

Engineering Division

General Requirements:

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

Response: Understood.

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 one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

Response: Understood.

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

Response: Understood.

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](#)
 - [Limited Plan Permits](#)
 - [Tenant Finish Permits](#)

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

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

Fire (click on this [link](#) to find checklist below)

- 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
 - Fire Alarm and Detection Systems and related equipment
 - Hazardous Materials
 - 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
 - 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.
- 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

Response: Understood.

Key Issue:

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

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.

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.

Response: Understood.

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.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.

Response: Understood.

Request for Modification or Alternative Material:

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.

Response: Understood.

Real Property Division

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

STEP III – CONSTRUCTION PHASE

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

Aurora Water

Utility Connection Fees:

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

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

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

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is not required. A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy. See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor’s risk to begin paving without the initial acceptance of the wet utilities.

Response: Understood.

- ☐ 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:
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - 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.

Response: Understood.

Building Division

Key Issue:

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

Construction Permits:

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

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

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

Secondary Access Roadways during Construction:

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

Response: Understood.

We hope this assists you in your review of the project. We look forward to working with you through the Site Plan process. Should you have any questions please contact me at (303) 689-1526.

Sincerely,

Ware Malcomb



Erik A. Morse
Project Manager