

December 15, 2021

City of Aurora
Attn: Ms. Brit Vigil, Project Manager
Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, CO 80012

RE: Horizon Uptown Filing 4- Phase 5 (#1557297) Pre-Application Notes

Dear Ms. Vigil,

Key Issues:

- **Horizon Uptown Master Plan:** The subject property is within the Horizon Uptown Master Plan and will be governed by both the Unified Development Ordinance (UDO) and the Horizon Uptown Design Standards and Guidelines. If there is a conflict, the more stringent requirements will apply. **Response: Understood.**
- **Horizon Uptown Design Standard and Guidelines (HUDSG):** The applicant is responsible for reviewing the HUDSG to ensure compliance with all standards. A letter of approval from the Horizon Uptown Design Review Board will be required prior to approval of the Site Plan. See page seven for further information. **Response: Understood.**
- **Lot Design and Layout:** All lots shall have direct or a permitted form of indirect access to a dedicated public or private street. The proposed green court lots surrounding the 0.594-acre park in PA-14 do not comply with this requirement. Please review the green court standards on pages seven and eight for further information. **Response: The lot layouts around the PA parks have been discussed with planning and revised layouts have been accepted.**
- **Traffic Signals:** Multiple intersections are candidates for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, participation in the cost of the traffic signal installation is required. **Response: Understood.**
- **Public Improvements:** Public improvements shall be in conformance with the approved Public Improvement Plan (PIP). Triggers requiring the Picadilly Road improvements shall be evaluated. **Response: The Picadilly Road improvements are not triggered with the development of Filing 4 or Filing 5.**
- **Right-of-Way (ROW) Dedication:** ROW dedication is required for public streets. Additionally, the dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways and a 15-foot lot corner radius is required at the intersection of local roadways. **Response: Understood.**
- **Mile High Flood District (MHFD):** The engineer is responsible for researching and determining if there has been a study by MHFD proposing improvements within or adjacent to the development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development. **Response: Understood.**

- Subdivision Plats: 2 Subdivision Plats are required (the two proposed areas shall be separate subdivision filings with separate submittal documents). **Response: Understood. They are presented as Horizon Uptown Filing 4 & Filing 5.**
- Roadway Design and Construction Specifications: This project is required to widen an existing street. Per Section 4.05.10 of the Roadway Manual, cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility. **Response: Picadilly Road and E. 6th Avenue are not triggered to be extended or widened with this development.**

Planning and Development Services Department

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

Key Issues:

- Compliance with the Horizon Uptown Design Standards and Guidelines (HUDSG) **Response: The HUDSG has been referenced during the production of these filings.**
- Block Size Over 5 Acres **Response: The block shown within HUF5 – Phase 6 has been modified with an additional street to decrease the block size. Blocks within HUF4 – Phase 4 meet the block size requirements within the HUDSG.**
- Park (PA-76 Location) **Response: After meeting with the City Staff, the location of PA 76 will remain as shown, west of Road A. The 30ft trail corridor will be placed on the east side of this park and connect to the existing southern trail connections. The trail corridor will also continue north when PA12 is developed.**
- Green Court Standards **Response: The Green Courts have been updated around the PA 77 park to provide a connection to right-of-way. The green courts around PA 76 has additional parking pockets to provide off-street parking closer to the units. We are requesting an adjustment of Code Section 4.2.3.C.1.b.vi for the green court maximum length of 360 feet. Horizon Uptown Filing 4, Block 2 exceeds this length. These block length configurations have initial agreement from both the City and HUDRB. Within Filing 4 and PA-77, this green court open space provides an east-west view corridor between PA-76 and the future central park. The green court will also provide walk connections between the parks providing walkability and aesthetics.**

Street Connectivity Response: The intersection to the north of E. 11th Avenue has been added to the plans.

Project Overview:

- Zoning: R-2 (Medium Density Residential) District with Flexible Residential Lot Designation

- Character Area: Subarea C
- Proposed Uses: Single-Family Detached Homes, Duplexes, and Green Courts
- Permitted Uses: Yes

Type of Application:

- Two Subdivision Plats
- Two Site Plans

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- Two separate Site Plans and two separate Subdivision Plats will be required given that the subject proposal is in two separate, unconnected areas within the Master Plan. The Site Plans and Subdivision Plats can be reviewed and approved administratively. If any adjustments from the Unified Development Ordinance or Horizon Uptown Design Standards and Guidelines are requested with the Site Plans, a public hearing before the Planning and Zoning Commission will be required. The applications will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below. **Response:** **Noted.**

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

- The purpose of the R-2 District is to promote and preserve various types of medium density housing with adequate amounts of usable common space and amenities. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. Many commercial uses are also allowed.
- The subject property also has the Flexible Residential Lot Option (formerly Sustainable Use Neighborhood) per the Horizon Uptown Master Plan. This designation is intended to “promote neighborhoods that emphasize a highly integrated, fine grain mix of uses and diverse housing types to meet the needs of a variety of households and incomes.” It encourages higher density development, pedestrian-oriented, walkable streets, quality urban form, and the creation of special community places and amenities that are easily accessible to residents and businesses. In exchange for allowing more density and smaller lots, there are requirements related to lot size diversity, streetscapes, connectivity, sustainability, building design and mix of uses. **Response:** The majority of the proposed blocks contain two product types, single-family detached and duplex lots. We are requesting an adjustment of Code Section 4.2.3.B.3.b.i.b Required Lot Mix for Block 4. Block 4 of the Horizon Uptown Filing 4 development will complete Horizon Uptown Filing 1, Block 1. Filing 1 developed the south lots and alley of the block with single-family units. Due the alley alignment and other surrounding infrastructure, a longer lot length on the north side was not

feasible. Therefore, the product that fits the lots was restricted to single-family. This block will also have the 30ft trail corridor within it to mitigate the housing types.

1B. Placetype

- The subject property is within the Emerging Neighborhood placetype, which is characterized by a newer, largely residential neighborhood in previously undeveloped areas. This placetype is more than just an isolated residential subdivision but is instead a complete neighborhood with mixed residential housing types and pedestrian and bicycle infrastructure. This makes it walkable and well-connected throughout the neighborhood and to adjacent placetypes, with highly accessible parks and open space integrated into the neighborhood. **Response: Noted.**

1C. Master Plan

- The subject property is within the Horizon Uptown Master Plan and will be governed by both the Unified Development Ordinance (UDO) and the Horizon Uptown Design Standards and Guidelines. If there is a conflict, the more stringent requirements will apply. **Response: It is our understanding that the HUDSG requirements apply unless they are silent on a requirement.**

2. Land Uses

2A. Proposed Land Uses

- The proposed uses – alley-loaded single-family detached homes, alley-loaded duplexes, and green courts – are permitted in the R-2 District. **Response: Noted.**

3. Development Standards

3A. Dimensional Standards

- The subject property has the Flexible Residential Lot Option (formerly Sustainable Use Neighborhood) per the Horizon Uptown Master Plan. The Horizon Uptown Design Standards and Guidelines (HUDSG) include the lot size, setback, encroachment, building height, and porch size requirements for this site based on the lot type. The lot types in the HUDSG include Village, Town, City, Corner Duplex, Backyard Row House, Cottage, Cottage Duplex, and Compact Row House. Each lot type has different requirements. Please clearly state which lot types are proposed when the application is submitted and ensure that all standards are met for all product types. **Response: These filings use Cottage and Cottage Duplex. These products are also placed on green courts where shown.**

3B. Subdivision Standards

- Lot Design and Layout: All lots shall have direct or a permitted form of indirect access to a dedicated public or private street. The proposed green court lots surrounding the 0.594-acre park in PA-14 does not comply with this requirement. **Response: The green court has been modified to connect to the roadways to the east and west of the green court. This will also provide a view corridor to the central park. This will be presented with Phase 5 Site Plan documents.**
- Remainder Parcels Prohibited: No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by the UDO. **Response: Noted.**

- Sidewalks, Trails and Bicycle Paths: All properties shall provide an interconnected system of sidewalks that directly connect all lots to and within commercial centers, employment areas, designated parks and open spaces, and other uses. All lots shall include or directly abut a sidewalk. **Response: Noted.**

3C. Horizon Uptown Design Standards and Guidelines (HUDSG)

- The applicant is responsible for reviewing the HUDSG to ensure compliance with all standards. A letter of approval from the Horizon Uptown Design Review Board will be required prior to approval of the Site Plan. Below are some of the key standards that may conflict with the conceptual plan presented at the pre-application meeting, but this is not an all-inclusive list:

General Requirements

- No block face shall be longer than 660' without being interrupted by a public street, park, or green court. **Response: Noted. Several tracts are present to provide the visual break in the lot.**
- No blocks shall be larger than 5 acres without being interrupted by a public street or not described as neighborhood park in FDP requirement. One potential option could be extending the private street for the multi-family through this area. **Response: HU Filing 5 Block 1 was reduced and Road A was added in between N. Shawnee Street and N. Tempe Street.**
- Road B shall connect across Road A to the Parkway neighborhood to the north. **Response: Road A in HU Filing 4 is shown going north across E. 11th Avenue.**
- All residents in Central Park South (PA-16) shall be within 900' of a park or open space and all residents in Central Park West (PA-14) shall be within 880' of a park or open space and no less than 50% of the perimeter of the park shall be bordered by public streets. As currently shown, PA-76 does not comply with the location requirement because it is not at an intersection and is between two alleys. **Response: After meeting with the City Staff, the location of PA-76 will remain as shown, west of Road A. The 30ft trail corridor will be placed on the east side of this park and connect to the existing southern trail connections. The trail corridor will also continue north when PA12 is developed.**

Single-Family, Duplexes, and Green Courts

- A minimum of two different lot types are required on a block. **Response: The majority of the proposed blocks contain two product types, single-family detached and duplex lots. We are requesting an adjustment of Code Section 4.2.3.B.3.b.i.b Required Lot Mix for Block 4. Block 4 of the Horizon Uptown Filing 4 development will complete Horizon Uptown Filing 1, Block 1. Filing 1 developed the south lots and alley of the block with single-family units. Due the alley alignment and other surrounding infrastructure, a longer lot length on the north side was not feasible. Therefore, the product that fits the lots was restricted to single-family. This block will also have the 30ft trail corridor within it to mitigate the housing types.**
- Lot types may be combined on a block face in accordance with the chart on Page 24. **Response: Noted.**

- Green courts may be designed in a closed configuration with an alley wrapping around two or three sides of the court or placed between two streets with alleys at the rear of lots on each side. **Response: Noted.**
- All single-family residential units shall provide a minimum of two off-street parking spaces, and at least one space shall be in a garage. **Response: Noted.**
- One on-street or off-street guest parking space shall be provided for each residential unit. **Response: Noted.**
- These spaces may be provided on a block by block basis with spaces provided within 200 feet of the residential unit being served. It is unclear whether this requirement is being met based on the proposed lot configuration. **Response: Additional parking spots, accessible by the alley, have been provided in HU Filing 4, Block 1 around PA76.**
- Buildings on corner lots shall address both streets. Corner lots are typically 6 feet wider to accommodate the side yard setback along the street and allow for building articulation and side porches. **Response: Noted.**
- Homes must comply with the “Design Quality Performance Standards” on page 32 and the architectural design standards on pages 42-52. **Response: Noted.**
- Excluding green court, duplex and cottage lots, all single-family detached lots shall contain an open area with a minimum dimension of 15’ and an area of 360 square feet. **Response: Noted**

3D. Miscellaneous Unified Development Ordinance Requirements

In addition to the requirements in the HUDSG, all standards in the UDO shall be met. The more stringent requirement must be followed. Below are some of the key standards that may conflict with the conceptual plan presented at the pre-application meeting, but this is not an all-inclusive list:

Green Courts

- Each green court dwelling shall have direct frontage on and pedestrian access to a street that includes on-street parking and sidewalks on both sides. The green court units surrounding the 0.594-acre park in PA-14 do not meet this requirement. **Response: The Green Courts have been updated around the PA 77 park to provide a connection to right-of-way, Road A and Road B.**
- No more than 14 dwelling units may face the same green court open space, except that the number of units facing a green court open space may be increased to 24 dwelling units if both ends of the green court open space have frontage on a public street and the design is approved by Life Safety. The green court located between Alley T and Alley U shows 28 lots, which surpasses the maximum permitted in the UDO. **Response: As previously mentioned, we are requesting an adjustment to Code Section 4.2.3.C.1.b.vi for the maximum number of units on a green court, from 24 to 25 units. The constraining factors are the necessary minimum lot size for the housing product along with placement of the water meter easements. The units have been placed within the lots in such a manner that the water meter easements are unencumbered by the building roof overhangs. This adjustment is justified since the product would not be able to be shifted forward or to provide wider lots to avoid the conflict. We have reviewed several different building placements within this lot and the configuration presented is the most efficient while**

maintaining Public Works and Aurora Water criteria. This additional lot is mitigated with the landscaping provided within the green court.

- The length of the green court open space shall not exceed 360' in length measured from any street. The proposed green courts in PA-16 appear to be over 500' in length. **Response:** As previously mentioned, we are requesting an adjustment of Code Section 4.2.3.C.1.b.vi for the green court maximum length of 360 feet. Horizon Uptown Filing 4, Block 2 exceeds this length. These block length configurations have initial agreement from both the City and HUDRB. Within Filing 4 and PA-77, this green court open space provides an east-west view corridor between PA-76 and the future central park. The green court will also provide walk connections between the parks providing walkability and aesthetics.
- Green courts should be designed to be usable spaces, with sidewalks typically on the perimeter of the space. Green courts should also vary in design, for example some might be more of a green space design while others a common patio design. **Response:** Noted.
- The green court must provide guest parking for motor vehicles at a rate of one-half parking space per green court dwelling and must be located within 200 feet of the front entrance of the dwelling it serves. **Response:** The parking requirements have been met.

3E. Landscape, Water Conservation, Stormwater Management

- Landscape plans shall be prepared in accordance with the Horizon Uptown Master Plan, the UDO, and the Landscape Reference Manual. The landscape comments provided herein are based upon Section 146-4.7 (Landscape, Water Conservation, Stormwater Management). Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments. **Response:** Noted.

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. **Response:** Noted.
- Landscape plans must be prepared on 24" x 36" sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans 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. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set. **Response:** Noted.

Sight Triangles

- Include sight distance 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:** Noted

Horizon Uptown (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 the Master Plan and determining all applicable landscape conditions.

Volume 2: The Public Realm

- The Parkway shall be constructed as an urban street in accordance with the city's urban street standards. Streets shall have a minimum of two and a maximum of three tree species on each block face. **Response: Noted.**
- Central Park West, 6th Avenue, and 8th Avenue shall be constructed as two-lane collector streets. **Response: Central Park West will be developed with HU Filing 4 as a two-lane collector. Eastern extensions to 6th Avenue and 8th Avenue are not required with this development.**
- Picadilly Road shall be constructed as a six-lane arterial. **Response: The PIP requirement to build the east half of Picadilly road has not been triggered with these Filings.**
- Streets shall have a minimum of two and a maximum of three tree species on each block face. **Response: Noted.**
- Street trees shall be spaced a minimum of 30' and a maximum of 40' on center. **Response: Noted.**
- There are specific streetscape standards regarding accoutrements that are permitted within the furnishings, throughway and frontage zones as noted in Tables 2.4., 2.5, 2.7 and 2.9. **Response: Noted.**
- No less than 70% of the tree lawn shall be turf. **Response: Noted.**

Volume 5: The Neighborhoods

- Local streets are encouraged to utilize the tree lawn as a bio-swale for storage, treatment and infiltration of storm water runoff from surrounding streets. **Response: Noted.**
- In cases where there is a conflict or redundancy between the City of Aurora standards and the Horizon Uptown standards, the Horizon Uptown standards shall apply. **Response: Noted.**
- Refer to Table 5.3 for the required minimum plant requirements by proposed product type for the building perimeter landscaping and front yard landscaping requirements. **Response: Noted.**
- Provide a Residential Product Type Plan (see below) like the one provided for Horizon Uptown CSP No. 1 that breaks down the duplex lots, single family detached and multi-family buildings and the expected landscaping to be provided for each. **Response: Noted.**

Section 146-4.7 (Landscape, Water Conservation, Stormwater Management)

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

Section 146-4.7.5.C.2a (Required Landscaping, Curbside Landscaping)

- Street trees are required at a ratio of one street tree per 40 linear feet along all street frontages. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.
Response: Noted.
- A xeric curbside landscape is suggested over the sod that is permitted by the HUDSG. The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. A xeric landscape would consist of shrubs and ornamental grasses being provided in a minimum five-gallon size at a ratio of one shrub per 40 square feet of curbside landscaping. **Response: Noted.**

Section 146-4.7.5.I. (Private Common Open Space/Tract Landscaping)

- In all development areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for nonpublic active and passive recreation areas and facilities, trails, wildlife habitat or the preservation of view corridors and natural land features, shall be landscaped with one tree and ten shrubs per 4,000 square feet. This excludes areas defined as street buffers, detention and water quality ponds, undisturbed marshes, wetlands, 100-year floodways and lakes. **Response: Noted.**

Section 146-4.7.5 P. (Residential Yard Landscape)

- Building and/or front yard landscaping shall be provided in accordance with the HUDSG. See above comments. **Response: Noted.**

Section 146-4.7.3. C. (Irrigation)

- All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water requires that the applicant to 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: Noted.**

3F. Building Design Standards

- Section 146-4.8 contains design standards for homes within Horizon Uptown. There are standards for design variety, durability, masonry, windows and architectural features. All homes will also need to follow the architectural standards in the approved Horizon Uptown Master Plan, which are generally most stringent than the standards in the UDO. Please be aware that code has specific requirements for single-family design variety and durability, and that the building elevations must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2 in order

to receive building permits. The Horizon Uptown Design Review Board must review and approve all building elevations prior to submitting building permits to the city. **Response: Noted**

3G. Exterior Lighting

- Standards for exterior lighting are found in Section 146-4.9 and in the HUDSG (Volumes 2 and 5). Show typical details of lighting on the Site Plans. **Response: Noted.**

3H. Signs

- Section 146-4.10 governs signage standards. Please review this section for complete details. The HUDSG (Volume 6) will also guide any proposed signage. Please show the location of any monument signs on the Site Plans. **Response: There are no monuments proposed with these filings.**

4. Adjustments

- Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission. **Response: The adjustment requests have been added to the introduction letter and the Site Plans.**

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: Noted.**

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: Noted.**

5C. Mineral Rights Notification

- Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal. **Response: Noted.**

Pre-Submittal Meeting:

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

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: Noted.**

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: Noted.**

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

Oil and Gas Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information. **Response: Noted.**

Parks, Recreation & Open Space Department (PROS)

Project Characterization

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

- Your proposal includes two planning areas within the Horizon Uptown development. **Response: Noted.**
- Your project triggers completion of several parks and open space areas. **Response: Noted.**

Population Impact

If residential density is proposed to increase beyond the density that is approved in the master plan, additional land dedication requirements will apply and will need to be included with the proposal. **Response: Noted.**

PA-16

With completion of Planning Area 16 within the Horizon Uptown FDP it triggers the requirement to complete PA66 park by 50% Certificate of Occupancy. The following is required for this space:

- This park is identified to be 1.86 acres and must include a gathering area, community trail, seating, landscaping, open lawn, playgrounds and themed gardens per the Form J. **Response: Noted.**
- This area should be visible and well-connected back to the trail systems within Horizon. **Response: Noted.**

Trail connections must also be provided within this Planning Area which connect back to the park and larger system. Per PROS standards, a local trail is defined as 30' corridor, off street, which provides a minimum 6' walk. This is eligible for open space land dedication credit. **Response: Noted. Per our review of the existing trail corridor and the PROS document, the 5.5-ft proposed walk will be enough.**

PA-14

With completion of Planning Area 14, this triggers several open space and park areas within the FDP. Please refer to Form J for the following:

- Open Space Planning Areas 73-77 are triggered for completion by 50% Certificate of Occupancy for this site. **Response: Noted.**
- Each of these open space areas are identified to provide a community trail connection in which there are pockets of activity along the trail. **Response: Noted.**
- The total open space to be dedicated within PA-14 per the FDP is 2.24 acres with PA76 being the largest open space park area to include playgrounds and an open lawn. **Response: PA-14 exceeds this requirement. PA-76 and PA-77 are 2.21 acres. Park tracts within the previous development of PA-14 include PA-73, PA-74 and PA-75 bring the park total to 3.06 acres within PA-14.**
- The park as currently proposed does not meet PROS standards for connectivity and right-of-way adjacency. All parks are required to abut at least one public right-of-way. Please note that an alley does not count. Public connection from sidewalks and trails are also required. Please redesign the location of the park and its connectivity within the site. **Response: The Park in PA-76 has been modified by removing housing units to connect the space to the right-of-way of Road A and Road B on either side.**

Park Development Fees

The Horizon Uptown FDP is providing all parks and open space within the full master plan; therefore no park development fees are required. **Response: Noted.**

Aurora Public Schools

The total school land obligation for the number of residential units proposed in the Horizon FDP amendment is approximately 23 acres. APS agreed to apply the school land dedication requirement as site plans are approved for the purpose of calculating cash-in-lieu of land. APS will request cash-in-lieu of land when the cumulative school land requirement for approved site plans exceeds the 14-acre school site that will be dedicated. **Response: Noted.**

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:

- Water meters are to be in a landscaped area. **Response: Noted.**
- Individual water meters are required for common areas and parks. **Response: Noted.**
- Water service is to be 5-feet from side property line, 10-feet from sanitary services and the sanitary service is to be 5-feet from side property line. **Response: Noted.**
- The utility easement minimum is 16-feet for one utility, 26-feet for two utilities. Buildings and eaves are not allowed within the utility easements. We encourage a minimum of 1-foot between any structure and the edge of the easement to allow margin of error for contractors. No license agreements will be issued for structural encroachments and easements will not be vacated to accommodate field conditions. **Response: Noted.**
- Utilities cannot go through green courts or parks. **Response: Noted. There are only a couple of utility mains that pass through an open space and no services are connected to these mains.**
- Extend utilities per the approved MUS and PIP. **Response: Noted.**
- A [domestic allocation agreement](#) will be required for connections 2" and larger. **Response: Noted.**

Utility Services Available:

- Water service may be provided from: Quatar Street, Riviera Street, 8th Avenue, Shawnee Street, Tempe Street, 6th Avenue **Response: Noted. 12-in water mains have been extended per the MUS.**
- Sanitary sewer service may be provided from: Tempe Street, Quatar Street. **Response: Sanitary mains have been extended from previously designed stubs.**

- Project is located on the following Map Pages: 06S, 06T **Response: Noted.**

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - All utility connections in the arterial roadway are required to be bores
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual). **Response: Noted.**

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project. **Response: Noted.**
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy. **Response: Noted.**
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). **Response: Noted.**
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area. **Response: Noted.**

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 with this development. See below for more information.
- Multiple intersections are candidates for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation.
 - Show all adjacent and opposing access points on the Site Plan. **Response: Noted.**

- Objects and structures shall not impede vision within 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](#). **Response: Noted.**
- **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'
 - Show all adjacent and opposing access points on the Site Plan.
 - Homes and drives can front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the Roadway Design & Construction Specifications, October 2016 edition. **Response: Single-family detached and duplex lots shown are alley loaded.**
 - Homes can front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the Roadway Design & Construction Specifications, October 2016 edition. **Response: Single-family detached and duplex lots shown are alley loaded. Rear loaded homes facing E. 11th Avenue will also have a landscaped median in the roadway for additional mitigation.**

ROW/Plat:

- Designate a Public Access Easement along internal site roads. **Response: The internal roads will be dedicated as Public roads. The internal private alleys will designate access easements within the alley.**
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner. **Response: Noted.**
- A traffic signal easement shall be required at future signalized intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet. **Response: The traffic signal easement has been shown.**

Improvements:

- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes). **Response: Full right turn lanes will be provided with the Picadilly Improvements. Right turn storage on E. 11th Avenue and E. 10th Avenue have been shown per traffic study recommendations.**
- 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: **Response: The note has been added.**

- 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.
- Multiple intersections are candidates for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan; **Response: Noted**
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25%/50%/100% of the traffic signalization costs for the intersection of ___and___, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - Trip Generation from the site
 - Site Circulation Plan
 - Existing, buildout and 2040 average daily traffic counts.
 - The City can provide some historic count data, but the City has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Steve Gomez on this item. **Response: Noted.**
 - Include detailed analysis of:
 - All site access points and internal site intersections
 - All primary intersections along Picadilly Road from 11th Avenue to 6th Avenue
 - Intersection of Tibet Street at 8th Avenue
 - Intersection of Tibet Street at 7th Avenue
 - Intersection of 6th Avenue at Rome Street
 - Signal Warrant Analyses of all potentially signalized intersections identified in the detailed TIS - Warrant 1,2,3 all to be included (collect 72-hour tube counts for analysis).
 - If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - Analysis of pedestrian connectivity, Pedestrian LOS.

- Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.
- The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#). **Response: Noted.**

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Steve Gomez at segomez@auroragov.org as soon as possible. **Response: Noted**
 - The Traffic Study shall also be uploaded with the rest of the submittal.
 - Previously approved Traffic Impact Studies/Letters are available through this link.
- A Parking Reduction Study will be required for this site which will include addressing the following items: **Response: Noted**
 - Waivers from the City of Aurora Code.
 - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
 - Site comparison to a minimum of three Comparable Sites. Comparable Sites shall be similar in use and surrounding environment.
 - Parking Reduction Factors, which may include parking management strategies, site specific uses, proximity to local transit modes, and bicycle facilities.
 - Calculations Page showing Parking Reduction Calculations.

Submitting the Parking Reduction Study:

- The Parking Reduction Study shall be sent directly to Scott Bauman at sbauman@auroragov.org as soon as possible. **Response: Noted**
- The Parking Reduction Study shall also be uploaded with the rest of the submittal. **Response: Noted**

Engineering Division

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

Key Issues:

- The two proposed areas shall be separate subdivision filings with separate submittal documents. **Response: Noted**

- Public improvements shall be in conformance with the approved Public Improvement Plan (PIP). **Response: Noted**
- Triggers requiring the Picadilly Road improvements shall be evaluated. **Response: The triggers for Picadilly Road will not be reached until the I-70 interchange is opened.**
- Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request. **Response: Noted**

Improvements:

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. **Response: Noted**
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter. **Response: The homes facing the local roads are alley loaded, therefore, vertical curb and gutter has been used on the roadways.**
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans. **Response: Noted.**
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan. **Response: Noted**
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18. **Response: Noted. There are no areas of vertical separation.**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. **Response: Noted**
- Homes and drives are allowed to front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan. See Section 4.04.2.02.4 of the Roadway Design & Construction Specifications, October 2016 edition. **Response: The homes facing the collector roadways are rear loaded.**
- Homes are allowed to front a local street within 75-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan. See Section 4.07.7.02.5.04 of the Roadway Design & Construction Specifications, October 2016 edition. **Response: The homes near Picadilly Road are rear loaded and are adjacent to a 20ft landscape buffer.**

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

ROW/Easements/Plat:

- ROW dedication is required for public streets. **Response: Noted.**
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways. **Response: Noted.**
- 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. **Response: Noted.**
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way.
- Please coordinate with Life Safety for their alignment. **Response: Noted.**

Drainage:

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage Plan and Report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the Preliminary Drainage Report. The site plan will not be approved until the Preliminary Drainage Report is approved. **Response: Noted.**
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development. **Response: Noted.**
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in

the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued. **Response: Noted.**

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. **Response: Noted.**
- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk. **Response: Noted. The alley connections to the public streets use a typical intersection detail.**
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it. **Response: Noted.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **Response: Noted.**

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.

Address Directory Signs for [Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way](#):

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

- Adjacent public/ private roadways, or fire lane easements/public access easements must provide emergency access to within 150' of all exterior portions of the first floor of each structure. The utilization of a greenbelt product cannot exceed this requirement. **Response: Noted. Alleys have been shown with Fire Access Easements where necessary.**

Addressing Requirements:

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings. **Response: Noted**

Adopted Codes by the City of Aurora – Setbacks:

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

The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series. **Response: Noted**

Show any new lot lines and distance to proposed exterior walls on the site plan. **Response: Noted**

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](#)
- [Grading Plan](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

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.
- Urban Street Standards
 - The site reflects the use of urban street standards. To accommodate large emergency response vehicles, where structures are greater than 30' in height, a minimum of 26' of paved surface width can be required by means of driveways, "No On-Street Parking" areas or other equivalent design features.

Fire Hydrants:

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

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants. **Response: Noted.** See the Overall Utility Plan for spacing.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC. **Response: There are no buildings that require a sprinkler system.**

General Comments:

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

Accessibility Requirements:

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

- [Residential](#)
- The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mailboxes, along with curb ramp and sidewalks abutting the mail kiosks.

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.

Phasing Plans:

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

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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within a noise mitigation area. [Sec. 22-425](#)

- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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

Special Design Considerations:

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

- [Access to within 150 feet of Each Structure](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Public Streets Constructed to the Urban Street Standards](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

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.

Key Issue:

- 2 Subdivision Plats are required. **Response: Noted**

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: Noted**
- A **presubmittal 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: Noted**

Site Plans:

Site Plans 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 [Subdivision Plat Checklist](#). **Response: Noted**

Separate Documents:

- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process: **Response: Noted**
 - [Dedications Packet](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)
- **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 [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan. **Response: Noted**
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan. **Response: Noted**
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan. **Response: Noted**
- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, stair risers, etc. as long as they do not interfere with the use of the easement. Applicant will have to apply for a revocable license per lot to address the encroachments. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the Revocable License Packet. A Revocable License takes about **4-6 weeks** to complete and must be complete before Real Property will record the Site Plan. **Response: Noted**
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, monument signs, etc.). If allowed, these types of encroachments require a **License**

Agreement. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded. **Response: Noted**

- 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: Noted**

STEP II - CONSTRUCTION DOCUMENT PHASE

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

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- 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. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the Preliminary Drainage Report. **Response: Noted**
- Civil Construction Document Plan Set generally includes the following plans: **Response: Noted**
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street Plan and Profiles
 - Area Grading Plans
 - Signing and Striping Plan
 - Street Lighting Plan

- Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings. **Response:** There is no phasing proposed with these plans.

Aurora Water

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - Fire Service Lines
 - Commercial and Domestic Water Service Lines.
 - These devices are required to be located within the building or within a heated and drained vault after the water meter.

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

Public Works Department

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

Traffic Division

- Construction Documents should reflect all approved accesses, laneage, right-of-way and easement dedications. **Response: Noted**
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook. **Response: Noted**
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances
- When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City's review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review. **Response: Noted**
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes via Picadilly Road or 6th Avenue and not through the adjacent residential neighborhood(s). **Response: Noted**

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. **Response: Noted**
- 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. **Response: Noted**

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans. **Response: Noted**
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans. **Response: Noted**
- The civil plans will not be approved until the Preliminary Drainage Report is approved and the plat is ready for recordation. **Response: Noted**

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the "[City's Roadway Design and Construction Specifications](#)" latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s). **Response: Noted**
- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility. **Response: There are no existing streets that will be widened with these projects.**
- 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: Noted**
- Fire lanes: All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer. **Response: Noted**

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.
 - [Single Family Residential or Master Plan Single Family Permits](#)

Additional Building Construction Plan Checklists:

- Based on the information provided, you may also need the following Checklists:
 - [Modular, Construction Trailer, Mobile Home](#)

Key Issues:

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- Based on the reuse and addition to an existing structure please utilize the adopted 2015 International Existing Building Code where applicable.
- If your architect would like to set up a preliminary building construction plan submittal meeting please contact our Plans Examiner Manager Jose Rodriguez (jrodrig@auroragov.org).

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 . **Response: Noted**

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. **Response: Noted**

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. **Response: Noted**

Day-Night Sound Level (LDN or DNL):

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

Geographic Design Criteria:

- New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above. **Response: Noted**

Occupancy Specific Building Code Requirements:

- Based on the information provided, your building occupancy or occupancies are as follows.
 - R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC. **Response: Residential Care facilities do not apply to this project.**

Single-Family Master Plans:

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

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: Noted**

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. **Response: Noted**

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.

Response: Noted

Wet Tap Fees:

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. Response: Noted

Irrigation Water Meter Fees:

- Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas. Response: Noted
- The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations. Response: Noted
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#). Response: Noted

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: Noted
- Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and

bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report. **Response: Noted**

- 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. **Response: Noted**
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following: **Response: Noted**
 - major and minor arterials
 - collector streets
 - local streets
 - fire lanes
 - alleys
 - curbs, gutters, curb ramps, and sidewalks
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key 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 meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner. **Response: Noted**

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. **Response: Noted**

Access Roadways during Construction:

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

Response: Noted

We look forward to gaining your approval on this project. Please let us know if you have any questions during your review as we would love to resolve any issues as soon as possible.

Respectfully Submitted,

A handwritten signature in black ink, reading "Alaina Kneebone Marler". The signature is fluid and cursive, with the first name "Alaina" being the most prominent.

Alaina Kneebone Marler, PE

Project Manager