

May 4, 2021

City of Aurora  
Planning Department  
15151 E Alameda Pkwy  
Aurora, CO 80012

**Re: Cross Creek – PA-C2 – Library Time (#1515272)/Pre-Application Meeting held February 4, 2021**

Dear Mr. Osoba:

Thank you for taking the time along with City staff to review information from the Cross Creek Pre-Application Meeting held on February 4, 2021, and again on March 12, 2021. Valuable feedback was received in both meetings and updates made can be seen on the following pages. Should you have any questions or concerns please feel free to reach out by phone, 303-892-1166 or by email, [eappelgate@norris-design.com](mailto:eappelgate@norris-design.com).

We look forward to working with the City of Aurora to make this project a success.

Sincerely,  
Norris Design



Elyse Appelgate  
Project Manager

*Standards and Issues:*

1. **Zoning and Placetype**

1A. *Zoning*

The property is zoned R-2 Medium Density Residential District in Subarea C. The primary use in this district is single-family residences; however, several types of attached dwellings are also permitted. In Subarea C, the Small Residential Lot option per Section 146-4.2.3 may be utilized and all proposed residential lots must comply with dimensional standards within that section.

**Response: Noted, thank you.**

1B. *Placetype*

This area is designated as a Commercial Hub Placetype in the Aurora Places Comprehensive Plan. The Commercial Hub primary uses are retail, commercial service and restaurant uses. Smaller community parks, trails, plazas, common greens and shared outdoor areas provide social gathering spaces as well. Transit, pedestrian and bicycle connections should safety and conveniently link this placetype to other placetypes. Supporting land uses permitted within the Commercial Hub include single-family attached residential and multifamily residential.

**Response: Noted, thank you.**

1C. *Cross Creek Master Plan*

This development proposal is located in the Cross Creek Master Plan. The guidelines and standards within the Master Plan provide a framework for development of the different Planning Areas. The maximum residential density for PA-C2 is 12 dwelling units per acre or 247 total units.

**Response: Noted, thank you.**

2. **Land Use**

2A. *Historic Land Use*

The Cross Creek Master Plan was amended in July 2018 to create areas within the original Planning Area C (Regional Activity Center) which allowed single-family attached and detached residential. The commercial corridor along S. Gun Club Road remains an activity center and is designated for commercial development on the Master Plan.

**Response: Noted, thank you.**

3. **Development Standards**

3A. *Dimensional Standards*

The dimensional standards are listed below for an alley-loaded duplex as shown in the concept plan:

- Front: 10' to building; 5' to porch
- Side: 5'
- Rear: 3'

With the reduced front setbacks additional attention to design is needed to assure all required landscape elements can be accommodated and effectively maintained. This needs to take into account the grade and space needed for utilities. Detached sidewalks should be part of the frontage design as well.

Green Court standards must comply with Section 146-4.2.3.C. A standard green court open space must have a minimum of 30-feet or the height of the tallest residential building facing the green court open space, whichever is greater. If a variable open space is proposed, at least 75% of the length of the green court must be 30-feet or greater and no portion of the remainder can be less than 15-feet in width for one- or two-story homes (25-feet minimum for 3 story homes). The width of green courts is measured from building face to building face. Per code, both end units of each group of green court dwellings shall abut a public or private street or a street and an alley without intervening common open space between the side wall of the end unit and the ROW; however, the Planning Director may approve green courts not meeting this

requirement if the following are met:

- Along arterial streets, the maximum continuous frontage of green court dwellings is limited to 700-feet.
- The continuous frontage of green courts must be separated from other continuous frontages by a pocket park tract of at least 60-feet in width, or by a street connection.
- No more than two (2) continuous frontages meeting these standards are allowed on a single-perimeter condition that limits street connectivity.
  - \*NOTE: in order to comply with these standards, the green court measuring 57-feet fronting E 6th Pkwy must be increase to no less than 60-feet throughout.
- The expectation is the common space in the green court be designed as usable spaces for residents and guests per design requirements in the UDO.

***Response: The plan does not feature duplexes, but rather single-family detached homes. All green court standards are met in this plan.***

### 3B. Subdivision Standards

All residential lots must have direct or indirect access to public or private streets. Alternative lot layouts are utilized to meet this requirement as shown in the concept plan (green courts per the dimensional standards above); however, there are a few lots which are not fronting onto a compliant green court or public/private street. The four (4) lots at the southeast corner of the alley intersection just north of the park are fronting a ~23-foot open space, which does not meet the subdivision standard requirements. In this configuration, the open space in front of the lots must comply with green court standards and be a minimum of 30-feet in width.

***Response: Although the lot lines are 29' apart, the 10' front setback and 5' side setback provides a minimum 47' separation between building faces. The UDO dictates that green courts are measured from building face to building face.***

The maximum block length is 700-feet and the maximum block perimeter is 2,800-feet. If a block is greater than the two standards above, a minimum 30-foot wide tract with a sidewalk connection may be utilized to break up blocks to meet this requirement.

***Response: Connecting sidewalks are used to break up any blocks that exceed these dimensions.***

### 3C. Access and Connectivity

All local streets shall be organized so that each lot may be accessed by travelling over no more than two (2) local streets after leaving the grid arterial or collector streets. Please note that Catawba Way and East 5th Avenue are designated collector streets.

In general, the expectation is for streets to accommodate the detached sidewalk as well as on-street parking. Whenever possible the alley should connect to local streets and streets with lower traffic volumes. Please look to connect the north/south alley to 5th Avenue.

***Response: The plan has been designed to provide alley connections to local streets and private drives only.***

### 3D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, two (2) parking spaces will be required per dwelling unit. Driveway surfaces in the rear yard of alley-loaded residential lots may not exceed 50% of the rear yard area. Alley-loaded garages are to be setback 3-feet or a minimum of 20-feet from the alley ROW. Please be sure to indicate ROW sections within the Site Plan in which on-street parking is permitted.

**Response: On-street parking will be provided on the public local street (N Addison Way) and along all private urban local drives, as shown in the street sections. All homes will feature two-car garages accessed via private alleys. Driveways will be setback from alleys a minimum of 3' and maximum of 9', per conversation with planning staff on March 12, 2021.**

**The above-stated requirement that driveway surfaces in rear yards may not exceed 50% of rear yard area appears to be inapplicable to this application. UDO Section 146.4.6.5.C. states**

***"Where vehicle access to single-family detached or two-family residential dwelling structures is provided by individual driveways, those driveways shall meet the standards in this Section 146-4.6.5.C".***

**The UDO then goes on to state in "4. Rear Yard Restrictions" that driveway and parking surface area shall not exceed 50% of the total rear yard area. The proposed alley-loaded attached garages do not meet the standards to be reviewed within the realm of rear yard restrictions because they are not accessed by individual driveways.**

### 3E. Landscape, Water Conservation, Stormwater Management

- General Landscape Plan Comments

Prepare your landscape plans in accordance with the Cross Creek Framework Development Plan (FDP), the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section: 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

**Response: Noted, thank you.**

- 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. 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, thank you. Tables demonstrating compliance with code requirements included. Prepared as "not for construction" on 24x36" sheets.**

- 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: Sight distance triangles included. Landscape in sight triangles less than 26".**

- Cross Creek FDP

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

***Response: Noted, thank you.***

Right-of-Way Landscaping (Tree Lawn)

- Provide street trees (canopy) at a ratio of 1 tree per 40 linear feet. Deciduous trees shall be 3" caliper and ornamental trees shall be 2.5" caliper.

***Response: Noted, thank you.***

Street Frontage Landscape Buffer

- Street frontage buffers shall be landscape tracts outside of the right-of-way adjacent to arterial and collector streets.
- Provide a 20' wide landscape buffer along all arterial and collector streets.
- Buffers shall consist of 1 tree and 10 shrubs per 30lf.
- Shade trees 2.5", ornamental Trees 2" and evergreen trees 8' height.

***Response: Noted, thank you. This condition is not applicable to the current site plan.***

Local Streets

- Local streets shall be landscaped with street trees at a ratio of one tree per 40 linear feet.

***Response: Planted at 1 tree per 40 linear feet. Table provided.***

Enhanced Landscaped Areas

Arterial intersections, neighborhood entries and community monumentation shall have graded plant sizes as follows: Shade trees 3" caliper, ornamental trees 2.5" caliper, evergreen trees 8' tall.

***Response: Noted, thank you.***

- 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 Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

***Response: Noted, thank you.***

- Section 146-4.7.5 (Required Landscaping (C) Curbside Landscaping 2a.)  
Street trees and curbside landscaping shall be provided along all street frontages, public or private at a ratio of one (1) tree per 40 linear feet of curbside landscaping. Where street trees exist but have subsequently died, the applicant shall be responsible for replacing those street trees. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

Although the FDP permits the installation of sod, the city encourages the applicant to follow the UDO which limits the use of sod to curbside landscapes that are 10' in width or greater. The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired.

***Response: Curbside landscape designed in accordance with UDO. Trees are provided at 1 per 40 linear feet, minimum. Water conserving sod mix provided to match current***

***surrounding Cross Creek design in areas wider than 6' per Sec. 146-4.7.5.C.iii code. Curbside landscaping shrub requirements will be met by shrub equivalents transferred to landscape tracts. Curbside landscape areas less than 6' shall be bed with shrub equivalents.***

- Section 146-4.7.5 D. (Street Frontage Landscape Buffers)  
The FDP requires 20' wide street frontage landscape buffers along E. 6th Avenue and E. 5th Avenue which may not be reduced. Buffer quantities shall follow the FDP as noted above.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. If an encumbrance is present and the applicant wishes to use tree equivalents, then one 2.5" deciduous tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs or a 2" deciduous tree or 6' tall evergreen tree is equivalent to 10 five-gallon shrubs. When over lapping 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.

***Response: Aurora staffing has confirmed that 20' buffers are only required where residential lots back to arterial and collector streets. This condition does not exist within the site. Comments regarding encumbrances and landscape standard overlaps noted.***

- Section 146-4.7.5 I. (Private Common Open Space/Tract Landscaping)  
All private common open space tracts not defined as street frontage buffers shall contain a minimum of one tree and 10 shrubs (or the approved tree and shrub equivalents) per 4,000 square feet.

***Response: Required landscape planting provided.***

- Section 146-4.7.5.P. (Residential Yard Landscape)  
All new single-family detached residential developments shall provide for front and side yard landscaping when corner lot side yards are visible from public view to meet the water-wise or turf landscape options. Front yard landscape requirements can be found in Table 4.7-3 Residential Yard Landscape Requirements. The city does offer developers a \$1,000 tap credit for each home that has a separate meter and participates in the "xeric" front yard landscape requirements. For further information on the xeric tap credit, contact Tim York at (303) 326-8819 for the specific landscape requirements.

Landscaping shall be completed prior to the issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1st through October 31.

***Response: Required landscape planting provided. Xeric and non-xeric lot types identified with keymap and lot typicals.***

- Section 146-4.7.5 L. (Site 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.

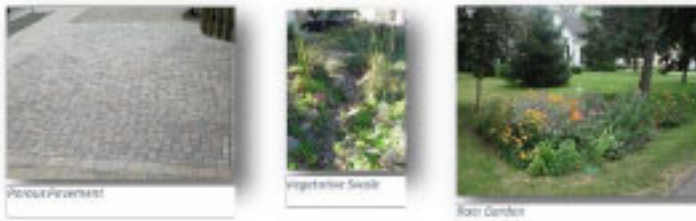
***Response: Area of distinctive landscaping provided at entrance monument.***

- Section 146-4.7.3 M. Detention and Water Quality Ponds.



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.



Applicants may propose their own BMPs or work with Aurora Water and/or Public Work's Departments. Aurora Water completed a study and produced a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora". Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adam at [vadam@auroragov.org](mailto: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 4000 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.

**Response: Noted, thank you.**

- Section 146-4.8.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at (303) 739-8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: Table to be provided with irrigation plans.**

### 3F. Building Design Standards

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

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

Notes:  
 [1] Only applies when more than two stories or over 36 feet tall.

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. The Cross Creek Master Plan illustrates architectural design concept and guidelines that must be incorporated into building elevations. This will be reviewed along with compliance with UDO standards during a building permit review of the model/elevation plans.

The model/elevation plans will need to follow the styles and level of quality and detail shown in the approved Master Plans. Please be aware that code has specific requirements for 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.

**Response: Noted, this will be addressed at the time of building permit application.**

### 3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9.

**Response: Noted, thank you.**

### 3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans. These must comply with both UDO standards and sign design and placement standard within the Cross Creek Master Plan.

**Response: Noted, thank you.**

## 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: Noted, no adjustments are requested at this time.**

### **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, the CAD Standards will be utilized for the submittal.**

#### **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, the PDF files will be printed accordingly.**

#### **5C. Mineral Rights Notification**

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

**Response: The Mineral Rights Affidavit is included in this submittal.**

#### **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, thank you.**

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, thank you.**

#### **Neighborhood Services Liaison:**

- Meg Allen is the neighborhood liaison for the project. She 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 Housing and Community Services page of the city website.

***Response: Noted, thank you.***

### **Oil and Gas Department**

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.

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. The potential horizontal well would be drilled from the Prairie Dog E 20-6 pad location, operated by Axis Exploration. The pad has not been approved by the COGCC and no permits have submitted to the City of Aurora for this well site. The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC) for more information.

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.

Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

***Response: Noted, thank you.***

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

#### **Forestry Division**

There are no trees in the immediate build area, but protection of the trees at the corner of Gun Club Road and E 6th Avenue is necessary. Also, depending on the traffic study results, it may be necessary to remove a portion of the median on E 6th Parkway. If trees need to be removed in the median, mitigation will be required.

#### **Tree Mitigation Requirements**

- Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the median should be accomplished by payment made into the Tree Planting Fund.

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

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed and payment should be made into the Tree Planting Fund based on the dollar value associated with tree loss.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080>

**Response: Noted, thank you.**

### Ash Trees Prohibited

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

**Response: Noted, thank you. No Ash trees provided.**

### Aurora Public Schools

The Cross Creek development previously paid cash-in-lieu of school land dedication for 8.2254 acres when the original FDP was approved. The school land dedication requirement for the previously approved units plus the 140 additional residential units in this current proposal is 10.4742 acres.

In accordance with Section 4.3.18 of the Unified Development Ordinance, APS will accept cash-in-lieu of land for 2.2489 acres which is the difference in the school land requirement between the current proposal and what was previously paid. Cash-in-lieu shall be valued at market value of zoned land with infrastructure in place and is due at the time of recording of the first plat.

**AURORA PUBLIC SCHOOLS - STUDENT YIELD**  
2/16/2021

Cross Creek - Previous Dedication			
Dwelling Type	Units	Yield Ratio	Student Yield
SFD	413	0.7	289
MF-LOW	224	0.3	67
MF-HIGH		0.145	0
TOTAL	637		356

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	140	0.18	88	207	0.2	83	340
MF-LOW	0.17	38	0.08	16	56	0.05	11	67
MF-HIGH	0.075	0	0.04	0	0	0.03	0	0
TOTAL		178		94	263		94	356

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	178	0.0175	3.1258
MIDDLE	94	0.025	2.1000
HIGH	94	0.032	3.0016
TOTAL	356		8.2254

  
Cross Creek PA-C2 - February 2021 Pre-application			
Dwelling Type	Units	Yield Ratio	Student Yield
SFD	561	0.7	393
MF-LOW	198	0.3	59
MF-HIGH		0.145	0
TOTAL	759		452
  

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	191	0.18	90	261	0.2	112	393
MF-LOW	0.17	34	0.08	16	50	0.05	10	59
MF-HIGH	0.075	0	0.04	0	0	0.03	0	0
TOTAL		224		106	330		122	452

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	224	0.0175	3.9270
MIDDLE	106	0.025	2.6400
HIGH	122	0.032	3.9072
TOTAL	452		10.4742

**Difference 2.2489**

**Response: Noted, thank you.**

## **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:*

- A conformance letter is required to ensure the new density does not exceed what was proposed in the approved Master Utility Study (MUS). Depending on the results of the letter an amendment to the study could be required.
- No direct service connections to 5th Avenue or Gun Club Road.
- Water meters are to be in landscaped areas. Easements are required where the water meter is outside of public Right-Of-Way.
- Phasing of the utilities will be essential. Each phase must include a looped water supply. There are two (2) existing stubs provided to the site. An 8-inch stub from 6th Parkway and a 12-inch stub just south of the club house from Catawba Way. Please consider the three pad sites in this layout as service connections to Gun Club Road are not permitted.
- A domestic allocation agreement will be required for commercial connections 2" and larger.

### *Utility Services Available:*

- Water service may be provided from: 6th Parkway and Catawba Way
- Sanitary sewer service may be provided from: 6th Parkway
- Project is located on the following Map Pages: 07U

***Response: Noted, proposed connections will be shown.***

### *Utility Service Requirements:*

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

***Response: Noted, the utility layout as mentioned above will be completed.***

- 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, the Design Criteria will be utilized in the design of the site utilities.***

### *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.

***Response: Noted.***

**Public Works Department**

***Key Issues:***

- Traffic Letter of Conformance will be required with this development. See below for additional information.
  - If the removal of the central access point on 6th Pkwy is proposed include review of Roadway Manual section 4.04.1.04 and include a justification discussion and updated analysis.
- As identified in the MTIS, a southbound right turn lane is required at the western access (1st Ave extension)
- Ensure all access points are either aligned or sufficiently offset to avoid turning conflicts.
- Provide turning templates for alley connection to main N/S roadway on western edge of the project. On-street parking between this alley and the intersection ~80' south may need to be restricted.
- 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.

***Response: Adjacent and opposing access points are shown on the site plan. Access movements are indicated on the site plan.***

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

***Response: Note included in general notes, thank you.***

- 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 & Construct Specifications, October 2016 edition.

***Response: Noted, thank you.***

- 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: Noted, existing and proposed signs are shown on the Signing, Striping and Lighting Plan sheet in the site plan.***

**ROW/Plat:**

- Designate a Public Access Easement along private roadways and alleys.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.
- ROW dedication is required for an additional future right turn lane along 6th Pkwy if not dedicated by master documents.

***Response: Noted, access easements are provided as indicated. Cross access agreement will be worked out between the property owners. The additional ROW dedication for the turn lane on 6<sup>th</sup> Parkway is shown.***

#### *Traffic Conformance Letter*

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site and conformance with the Master Traffic Impact Study.
  - Site Circulation Plan
  - If the removal of the central access point on 6th Pkwy is proposed include review of Roadway Manual section 4.04.1.04 and include a justification discussion and updated analysis.
  - Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

***Response: The requested letter has been provided.***

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines. Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Brianna Medema at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.

***Response: The letter was submitted prior to the site plan and included in this submittal.***

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

***Response: Noted, thank you.***

#### **Engineering Division**

##### *Key Issues:*

- Public improvements required for this development include installing street lights on 6th Parkway and 5th Avenue and completing the public north/south road extension to 5th Avenue. Existing curb ramps shall be updated as required.
- Streets internal to the residential development are private. A note shall be included on the site plan stating that the private streets will be privately owned and maintained in perpetuity. Since a typical street section was not included, it is not clear if the proposed 50' section will adequately serve the development. The proposed 50' proposed private street section does not meet our requirements for a local street serving this many units. Further discussions with staff may be required.
- A preliminary drainage report shall be submitted with the site plan. Detention and water quality is required. The existing pond(s) shall be updated to provide the necessary volumes. Maintenance access, drainage and access easements are required. An Inspection and Maintenance Plan (I&M) shall be
- submitted with the civil plans and a new pond certificate shall be approved prior to the issuance of a Certificate of Occupancy.



- 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.

#### *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: The typical roadway sections are shown on the Site Plan Detail Sheet.***

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: Noted.***

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

***Response: Curb ramps are shown on the site plan. Detailed grading for street grades exceeding 3.0% will be provided as needed.***

- 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: Curb returns are being proposed for all private access drives from the local street. The radii are labeled.***

- 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.***

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

***Response: Noted, wall material type and height range are labeled.***

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

***Response: Noted, access drive slope designed as indicated above.***

- 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: Noted, no gates are proposed.***

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

***Response: Noted, thank you.***

*ROW/Easements/Plat:*

- ROW dedication is required for the north/south street on the west side of the residential development.  
**Response: Noted, the ROW dedication for the north/south street is being proposed on the final plat.**
- The dedication of a 15-foot lot corner radius is required at the intersection of the north/south street and the private streets as well as 5th Avenue.  
**Response: 15 foot lot corner radii are shown at the intersections as 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.
  - 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, easements will be provided if required.**

*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. Full spectrum detention is required for this project.  
**Response: Noted, a Preliminary Drainage Report is being provided with the submittal.**
- 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, there are no proposed improvements for MHFD needed with this development.**
- 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, the SDI Design Data form will be provided as indicated.**
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.  
**Response: Noted, detention is proposed for this development.**

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

**Response: Noted, the latest Criteria Manual will be used for the design.**

- 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.**

- 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, the existing storm will be utilized if possible.**

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

**Response: Noted, the storm sewer will be installed and extended as needed.**

#### **Fire/Life Safety Comments - Building Division**

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

Key Issue:

- 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.

*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: This has been evaluated and structures are within the 150' of any fire lane.**

*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, addressing will be provided as required.**

*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.**

*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
- Handicap Accessible Parking Signs
- Keep Drive Aisle Passable at All Times Signs
- Sign Package
- Signature Block
- Street Standards and Street Section Details

**Response: Noted.**

*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.

**Response: Noted, fire lanes are being proposed as indicated.**

*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.**

*Fire Sprinkled Structures:*

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

*General Comments:*

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

***Response: Noted, thank you.***

*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.

*Accessibility Requirements:*

The City of Aurora reviews accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

- Residential
- Please show the location of all mail kiosks proposed within this site. Public Works will require a curb ramp to access the mail kiosks from the adjacent urban streets. A detail will be needed of the mail kiosk layout that includes the mail boxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009 edition.

***Response: Noted, thank you.***

*Legend:*

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

***Response: A legend will be provided as noted.***

*Phasing Plans:*

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

***Response: A phasing plan will be provided if needed.***

*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 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

***Response: The appropriate notes are being provided on the plat and site plan as indicated.***

*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: The Site Data Block is provided with the applicable information.***

*Special Design Considerations:*

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

- Access to within 150 feet of Each Structure
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway has to 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
- Cul-De-Sac's
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- No Parking is allowed within a Fire Lane Easement
- Private Streets Constructed to Public Street Standards
- Public Street Systems Adjacent to Site
- Remoteness
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

***Response: Noted, these have been reviewed and are reflected on the plans.***

### **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: Noted, the plat is being prepared per the most recent checklist.***

- 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: Noted.***

#### *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 Subdivision Plat Checklist.

***Response: Noted, the plat is being prepared per the most recent checklist.***

#### *Separate Documents:*



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

***Response: Noted, thank you.***

- 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, easements will be prepared accordingly.***

- 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.***

- No portion of any roofed structure or footers may encroach into any easement, 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 Master 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: The applicant has been in contact with Leslie Gaylord regarding a potential partnership. Thank you for the information.***