



05/01/2019

**Gary Sandel**  
**Project Manager**  
**City of Aurora**  
**Development Review Team**  
**15151 E. Alameda Pkwy**  
**Aurora, CO 80012**

**Re: 753 Salida Way – Hernandez Trucking (#1269041)/Pre-App Mtg Notes Responses**

These comments have all been addressed and responded to the best of my knowledge. Please let me know if there are any questions or concerns.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process. ***R/Acknowledged***

Key Issues:

- ▶ **Site Design and Building Orientation:** In the pre-application meeting it was suggested that you revise your site design to orient the building and parking closer to your street frontage. This will reduce lengths of utility service mains, fire lane easements, required sidewalk access, fencing, landscaping requirements, etc. Additionally, it will provide better screening of your site. ***R/Revised accordingly***
- ▶ **Accident Potential Zone:** This property is located in the Buckley Air Force Base Accident Potential Zone (APZ II-N). The applicant will need to comply with lot coverage, height restrictions, emissions release, hazardous materials restrictions, and other prohibitions required in Section 146-807 of the zoning code. Please see additional requirements beginning on page 8. ***R/Acknowledged***
- ▶ **Gate Setback Requirement:** 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. ***R/Complied***

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised ***R/Acknowledged***

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7354 or [gsandel@auroragov.org](mailto:gsandel@auroragov.org). ***R/Acknowledged***

Development Process

While the development process is described in more detail in the Development Handbook, the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

### Step I - Planning Phase

- o The application is submitted to the Planning Department.
- o The Planning Department refers the plan to other city departments for comment.
- o Neighborhood meeting(s) are scheduled as necessary.
- o The Site Plan is approved at a public hearing.
- o A Subdivision Plat is not needed. ***R/Acknowledged***

### Step II - Construction Document Phase

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

- o A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- o A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal. ***R/Acknowledged***

Building Plans: (construction plans for structures)

- o Usually reviewed after Planning decision is made. ***R/Acknowledged***

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora ***R/Acknowledged***

CAD Data Submittal Standard. The standards and template can be found here: CAD Data Submittal Standard ***R/Acknowledged***

### Step III - Construction Phase

Building/Civil Permits:

- o Stormwater Quality Discharge permits must be issued prior to any site work (Aurora Water).
- o Public Improvement permits can be issued after civil plan approvals.
- o Building permits are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved. ***R/Acknowledged***

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete. ***R/Acknowledged***

### STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months. ***R/Acknowledged***

### STEP I – PLANNING PHASE

Planning Department

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

### ***R/Acknowledged***

#### Key Issues:

- Code required additional architectural enhancements to break up the length of the building and enhance the buildings appearance from the public street. ***R/Acknowledged***
- Please provide a direct and continuous pedestrian connection from the office building to the public sidewalk and any handicap parking areas R/Provided

#### General Zoning Code Review of your Property:

- Your property is zoned (M-1), Light Industrial District. ***R/Acknowledged***
- The use you propose, office building with the outdoor storage of company trucks, cars, equipment and materials, is permitted by the current zoning. ***R/Acknowledged***

#### Type of Application(s):

- As part of your application, you will need to make the following land use requests:
  - Site Plan
- The uses you propose will require a 12-13 week review process of the Site Plan, which can be processed concurrently. The site plan portion of your project will require approval in a public hearing before the Planning Commission. ***R/Acknowledged***
- The following applications, manuals and design standards may also be helpful in completing your application for submittal: ***R/Acknowledged***
  - City of Aurora CAD Data Submittal Standard
  - Air Influence Districts
  - Fence Ordinance, City Code Chapter 146, Article 17
  - Landscape Reference Manual
  - Landscape Ordinance [Chapter 146, Article 14]
  - On-Line Application
  - On-line Application and Plan Submittal Guide
  - Noise, vibration, & engine idling ordinances [Chapter 146, Sections 1800 - 1805]
  - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
  - Site Plan Manual
  - Xeriscape Plant List (see Landscape Manual)

### ***R/Acknowledged***

#### Standards and Issues:

##### 1. Zoning and Land Use Issues

1A. This site is currently zoned as (M-1) Light Industrial District. The purpose of this district is to provide locations for light manufacturing, office uses, wholesaling, and related services. The lot is bordered by (M-1) Light Industrial District to the east, (M-1) Light Industrial District to the north, (M-1) Light Industrial District to the west and Salida Way to the south. ***R/Acknowledged***

1B. This property is located in the Buckley Air Force Base Accident Potential Zone (APZ II-N). The applicant will need to comply with lot coverage, height restrictions, emissions release, hazardous materials restrictions, and other prohibitions required in Section 146-807 of the zoning code. Please note

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

that bulk storage of hazardous or flammable materials is limited to 50 gallons in the APZII. Generally, retail uses which concentrate people are not allowed in the APZII. The proposed light industrial use is a compatible use within the APZII. The property is subject to the requirements set forth by the designated zoning. The maximum building lot coverage in the APZ II-N is 35 percent. At time of development application submittal, the applicant should provide staff with the maximum number of employees that will be working at the site during a typical shift. This number helps staff determine building lot coverage. For a full list of and details for prohibitions within the APZ, please see Section 146-807.

***R/Acknowledged***

1C. Please see Section 146-1259 through Section 146-1262 for requirements under General Performance Standards for industrial areas regarding screening, access and circulation. These restrictions include appropriate screening from adjacent properties by landscaping, decorative walls, opaque fencing, or other approved materials. ***R/Acknowledged***

1D. Please identify surface materials for parking and outdoor storage. The proposed surface materials need to meet all Public Works and Life Safety requirements. ***R/Recycled Asphalt/Gravel.***

1E. As discussed at the pre-application meeting please submit an Operations Plan with your submittal including the hours of operation, operations to be conducted on-site, the number of employees and the number and type of vehicles to be stored on-site, and other issues identified in IB. above. ***R/Submitted***

### **2. Traffic and Street Layout Issues**

2A. All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. City design standards call for 5.5 ft. detached sidewalks and 8ft. tree lawns along Salida Way. ***R/Provided as requested***

### **3. Environmental Issues**

3A. Because this property is located within the Airport Influence District of Buckley Air Force Base (BAFB), the applicant must assure that an Avigation Easement has been conveyed to the city of Aurora for this parcel and that this easement has been recorded with the Arapahoe County Clerk and Recorder in accordance with Section 146-817 of the Aurora Zoning Code. The city's GIS system indicates that an Avigation Easement has been previously recorded for this property and submitted to the city. ***R/Acknowledged***

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact Porter Ingram at 303-739-7227 with any additional questions regarding the AID. ***R/Acknowledged***

3B. Proposed or expanded industrial uses shall be assessed to ensure mitigation of adverse effects to the surrounding area, including but not limited to air emissions, noise, solid and hazardous waste, vibrations, radiation, glare, heat, water pollution, etc. Please see Section 146-1259 for further details.

***R/Acknowledged***

### **4. Site Design Issues**

#### **4A. Parking**

On-Site parking is required by Section 146-1504 of the Zoning Code with on-site designated customer parking. To determine the required total number of parking spaces to be located on the site for both handicapped and non-handicapped spaces, refer to Table 15.1 and Table 15.4 of Section 146-1504. When this calculation is expressed in parking spaces per number of employees, the number of employees should

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

mean the peak number of employees present on the site during any one-hour period. The area designated for parking needs to be paved with a hard surface material that meets Public Works standards. Per the number of employees detailed in the pre-application meeting, 8-10 employees during peak hours, the on-site parking described for this development is deemed adequate. Based on this preliminary estimate, the minimum parking requirement is 7 parking spaces which includes 1 accessible parking space.

***R/Acknowledged***

### **4B. Fencing / Screening**

Section 146-1741 details the design standards and allowable materials for fencing in the (M-1), Light Industrial District. Within this zoning, a maximum of 9 feet in height is allowed. The stacking of materials against fencing is not permitted and materials cannot be visible over the top of the fence.

***R/Provided as requested***

Table 17.2 in Section 146-1743 contains a summary of allowable fencing design and materials standards. Please note that any outdoor storage needs to be screened with an opaque fencing. Fencing materials detailed in the pre-application meeting, i.e. the use of cedar wood planks with stone pilasters at a frequency described in your pre-application would meet minimum requirements as shown in Figure 17.3c in Section 146-1743 of the code. ***R/Acknowledged***

Section 146-1711 requires that a fence permit be obtained prior to the installation of any new fence higher than 6 feet. ***R/Acknowledged***

### **4C. Pedestrian Linkages**

Section 146-1107 details pedestrian access standards applicable to all developments in the city of Aurora. These general standards dictate that sidewalks or walkways shall be constructed so that all primary access locations to non-residential buildings has direct access to a system of sidewalks and to the public right of way. For this property, a pedestrian connection (minimum 5 ft. wide) from the entrance of the office building to the public sidewalk and any handicap parking spaces be required. This connection must incorporate access through the proposed gate and fencing and be designed to minimize crossings of drive aisles and parking lots.

***R/Acknowledged***

### **4D. Trash Enclosures**

The screening of trash enclosures is required. Enclosures used to screen trash enclosures should be constructed of durable materials that complement the building materials. The screening should cover all four sides with opaque gates. Show location(s) of proposed enclosure(s) on the site plan, preferably in an area that is convenient to access and does not interfere with the business operation. The sharing and minimization of trash facilities is encouraged. Please include proposed design with site plan submittal.

***R/Acknowledged***

### **4E. Site Lighting**

Section 146-1509(H) governs the design of parking lot lighting. Parking areas should be illuminated as unobtrusively as possible to meet the functional needs of safe circulation and or protecting the people and property on the site. To achieve this, light sources should be of a full cut-off luminaire type, and concealed or shielded to the maximum extent possible to minimize interference with adjacent properties. Lighting sources should also be downward facing. ***R/Acknowledged***

It has been indicated that your property will include pole lights inside the yard at the 4 corners of the property within the fence line. Section 146-1509(H) states that light poles shall not exceed 40 feet in height. Pedestrian scale standards of 12 to 16 feet in height are recommended for use whenever

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

reasonable. Please include cut sheets of the intended fixtures for any lighting proposed including wall packs and pole lights. Also identify pole heights. ***R/Acknowledged***

Please show typical details of lighting on the plan and/or building elevations. ***R/Shown in plans***

A photometric plan in accordance with the site plan manual is required with your site plan submittal.

### 5. Landscape Design Issues

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

A. General Landscape Plan Comments. Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, specifically Article 14 Landscape Ordinance as well as the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. ***R/Acknowledged***

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. street frontage, building perimeter and buffer tables etc. ***R/Provided***

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

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

### B. Article 14 Landscape Ordinance Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements. ***R/Acknowledged***

- Standard Right-of Way Landscaping. Provide one shade/street tree per 40 linear feet of street frontage along Salida Way. Refer to Section 146-1451 Additional Requirements for Non-Residential Development (B) 2 of the Landscape Ordinance or Article 14. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. If a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. Avoid the use of blue grass sod and install a more xeric sod mixture. As an alternative to sod, applicants are encouraged to plant shrubs, ornamental grasses and perennials for a more xeric approach at a ratio of 0.025 shrub substitutes for the total square footage of sod area. ***R/Provided***

- Landscape Street Buffers. As a local street, Salida Way will require a 10’ wide landscape buffer. All buffers are measured inward from back of walk or from the right of way if no walk is provided. Buffer widths can be reduced to 4’ through the use of landscape incentive features as noted in Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. Reductions in the buffer widths do not reduce the required plant material. The buffer width should take into account the ultimate growth of the plant

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

material. Landscape street buffers shall be installed along the exterior sides of existing or proposed fencing or walls. ***R/Provided***

If proposing tree substitutes, one tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents. When overlapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the more restrictive requirements shall be implemented. Refer to Section 146-1422. ***R/Acknowledged***

- **Non Street Frontage Landscape Buffers.** A 10' wide non-street frontage landscape buffer is required along the north, east and west sides of the property per Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development. Buffer widths can be reduced through the use of specific landscape incentive features as noted in the table. Buffers shall consist of 1 tree and 5 shrubs per 40 linear feet of buffer and shall be located on the exterior sides of proposed or existing fencing. It appears as if there is an existing fence along the eastern property line and in order to avoid a fence canyon with the installation of a secondary fence by the applicant, the applicant may provide the plant material on the internal side or applicant's side of the fence to allow for ease of future maintenance. Refer to the landscape ordinance Section 146-1451 Additional Requirements for Non-Residential Development (B) 3. b. ***R/Provided***

- **Outdoor Storage Screening – Per Section 146-1451 (A) Additional Requirements for Non-Residential Development,** truck or rail loading docks facing a view corridor, drainage, public open space or public right-of-way shall be screened from view. In addition, accessory features, parking lots and outdoor storage shall be screened from view. ***R/Provided***

- **Building Perimeter Landscaping.** Landscape building elevations facing public rights-of-way, residential neighborhoods, public open space, or having an entrance door shall be landscaped. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to Section 146-1451 (D) Additional Requirements for Non-Residential Development. ***R/Provided***

- **Parking Lot Landscaping and Screening.** Screen the perimeter of all parking lots from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in Section 146-1440. If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum of height of 3 feet at maturity. Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. No more than an average of 10 parking spaces are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in Section 146-1431 Living Material Requirements. ***R/Provided***

When overlapping landscape standards occur such as when parking lot landscape screening fall within the buffer, they may be counted towards meeting the buffer requirements, however the more restrictive requirements shall be implemented. Should the parking lot occur behind a fence, the city will review the necessity of providing parking lot screening at that time. ***R/Acknowledged***

- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to Section 146-1433 Service Areas and Trash Enclosures. ***R/Acknowledged***

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

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

***R/Acknowledged***

Should the applicant chose to utilize a traditional detention pond, pond depths shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 sf above the 100 year water surface elevation. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.

***R/Acknowledged***

- Special Landscape Features. Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-1451 Additional Requirements for Non- Residential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any. ***R/Acknowledged***

- Irrigation. Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non- irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. ***R/Acknowledged***

### 6. Architectural and Urban Design

#### 6A. Architectural Standards

Section 146-405(F)8 of the Zoning Code establishes the approval criteria for building architecture and urban design. Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, "high quality of design" usually means that architectural details should be continued on all four sides of all buildings open to view. ***R/Provided***

Staff suggests that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs and changes in parapet height to improve the façade and create an inviting and attractive street presence. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance and loading docks or doors should not be visible from the street. ***R/Provided***

At the pre application meeting we discussed incorporating a wainscot element into the design as well as incorporating architectural detail and variation to break up the long wall of the building. Please feel free to contact the planning office to discuss options prior to the submittal. ***R/Architectural Elevations are provided for review***

#### 6B. Screening of Roof Top Mechanicals.

Code section 146-1300 requires that you show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. Please see ***R/Architectural Elevations are provided for review***

### **7. Signage**

The total allowable square footage of a sign is based on a zoning code formula tied to the location of the property and building frontage. All ground signs should be at least 4 feet from the back of the sidewalk or 21 feet back from the flow line. In non-residential areas, ground signs abutting non-arterial streets and areas are limited to 8 feet in height. A total of five development signs with a total of 80 square feet minimum are permitted for this site. The sign height restriction of 8 feet shall apply to all signage on the site. Please refer to Article 16 of the Zoning Code for complete regulations. ***R/No signage***

### **8. Waivers**

If you decide to request any waivers, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in Section 405 of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. ***R/ No waivers***

### **9. Mineral Rights Notification Requirements**

Please fill out the Mineral Rights Affidavit / Severed Mineral Rights Notice and supply this document to your Case Manager at the time of site plan submittal. ***R/Submitted***

### **10. New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal 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. ***R/Acknowledged***

#### **Pre-submittal Meeting:**

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

***R/Acknowledged***

#### **Community Participation:**

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department. ***R/Acknowledged***

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

- Your Neighborhood Services Liaison is Susan Barkman. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

***R/Acknowledged***

- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website. ***R/Acknowledged***

Parks, Recreation & Open Space Department (PROS)

No comments from this department. ***R/Acknowledged***

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. ***R/Acknowledged***

Key Issue(s):

- ▶ Irrigation can be provided from the domestic connection.
- ▶ The water meter must be placed in a landscaped area.
- ▶ A sand/oil interceptor will be required if floor drains are installed in the garage. ***R/Acknowledged***

Utility Services Available:

- Water service may be provided from the 8” ductile iron pipe (DIP) main in Salida Way.

***R/Acknowledged***

- Sanitary sewer service may be provided from the 8” polyvinyl chloride (PVC) main in Salida Way.

***R/Acknowledged***

- The project is located on Map Page 06L. ***R/Acknowledged***

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- 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. ***R/Provided***

- 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). ***R/Provided***

Utility Development Fees:

- The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.

***R/Acknowledged***

- The Water Transmission Development Fee has been combined into the water connection fee and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

***R/Acknowledged***

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

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- Platted Before January 1, 2017 ***R/Acknowledged***

Public Works Department

Traffic Engineering will receive a referral of the Site Plan and Subdivision Plat for review and comment. ***R/Acknowledged***

Key Issue(s):

► The driveway should be located so that appropriate sight distance can be met per City Of Aurora standards.

- 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 these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13 In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3. ***R/Acknowledged***

Add a note to the landscape plans regarding compliance with COA Roadway Specifications, Section 4.04.2.10

Improvements:

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development. ***R/Shown***
- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment. ***R/Acknowledged***
- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time. ***R/Acknowledged***

Engineering Division

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

Key Issues:

Public Improvements required for this development include a 5.5' detached sidewalk on Salida Way and a street light installed along the property frontage per City of Aurora street light spacing requirements. ***R/Acknowledged***

Improvements:

Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications (Roadway Manual). ***R/Acknowledged***

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- Street lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10. See Section 2.12 for Street Lighting Plan submittal requirements. 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. The street lighting plan shall be included with the Civil Plan submittal. ***R/Acknowledged***

### ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - o Sidewalk easements may be required for new sidewalk installed.
  - o A drainage easement shall be required for any detention/water quality facilities on site.
  - o Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - o 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. ***R/Acknowledged***

### 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. ***R/Provided***

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- 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. Urban Drainage and Flood Control District (UDFCD) 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. ***R/Acknowledged***
- 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.
- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision. ***R/Acknowledged***
- 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. ***R/Acknowledged***
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Storm sewer system does not extend to this site.
  - o Extend storm sewer to this site
  - o Discharge onto the street through a chase
  - o Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development. ***R/Acknowledged***
- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: “The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification. ***R/Acknowledged***

### Fire/Life Safety Comments - Building Division

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

### 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. ***R/Acknowledged***

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

### 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. ***R/Acknowledged***

### 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
- Sign Package
- Signature Block ***R/Acknowledged***

### Emergency Responder Radio Coverage:

- Note: Based on the 6200 square foot structure being proposed, Fire/Life Safety is not requesting a radio frequency assessment for this structure. In the event that a larger building is proposed in place of the 6200 square foot structure this comment will need to be re-evaluated at time of site plan and construction document submittal. ***R/Acknowledged***

### Fire Department Access:

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

- Fire Lane Easement
- Outdoor Storage Yards ***R/Acknowledged***

### Fire Hydrants:

No additional fire hydrants are needed to support this site.

### 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.

### Gated Entry:

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief. ***R/Acknowledged***

### Handicap Accessibility Requirements:

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

- Commercial ***R/Acknowledged***

### Hazardous Materials:

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

### Knox Hardware:

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

### 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.

### Loading and Unloading Areas:

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

### Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Aircraft Noise Reduction (LDN)
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs
- (Site Plan Note) Loading and Unloading Areas *R/Acknowledged*

### 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. *R/Acknowledged*

### Special Design Considerations:

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must

be shown on the site plan, plat and civil plans.

- Abutting Fire Lane or Public Access Easement to Property
- Access to within 150 feet of Each Structure
- Fire Apparatus Access Road Specifications
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
- Gating systems crossing fire lane easements will require a license agreement though Real Property.
- No Parking is allowed within a Fire Lane Easement

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius ***R/Acknowledged***

### Trash Enclosure:

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines. ***R/Acknowledged***

### 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. ***R/Acknowledged***

### Site Plans:

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Site Plan Checklist. ***R/Acknowledged***

### Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County. ***R/Acknowledged***

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

- Dedications Packet
- Easement Release
- License Agreement Packet ***R/Acknowledged***

- 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 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. ***R/Acknowledged***

- 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. ***R/Acknowledged***

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a License Agreement. Requirements can be found in the License Agreement Packet. It takes 4-6 weeks to complete the process

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

after submittal. The License Agreement must be completed before the site plan is recorded.

***R/Acknowledged***

### 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. ***R/Acknowledged***

#### 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 ***R/Acknowledged***

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Duty at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. 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. ***R/Acknowledged***

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Street Lighting Plan ***R/Acknowledged***
- Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.

#### Aurora Water

##### General Requirements:

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

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- o Fire Service Lines
- o Commercial and Domestic Water Service Lines.
- o These devices are required to be located within the building or within a heated and drained vault after the water meter. ***R/Acknowledged***

### Construction Stormwater Quality Requirements:

- 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. ***R/Acknowledged***
- 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. ***R/Acknowledged***

### 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.

***R/Acknowledged***

### Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications. ***R/Acknowledged***
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, and Traffic Control Plans. ***R/Acknowledged***
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 6th Ave via Salida Way and not through the adjacent residential neighborhood(s). ***R/Acknowledged***

### Engineering Division

#### General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site. ***R/Acknowledged***
- The SWQCP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, "Storm Drainage Design and Technical Criteria")

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives. *R/Acknowledged*

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans. *R/Acknowledged*
- 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. *R/Acknowledged*

### Roadway Design and Construction Specifications:

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy. *R/Acknowledged*
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer. *R/Acknowledged*

### Building Plans

#### Building Division Comments:

#### Building Plan Review

- Process
- Review Schedule
- Fees *R/Acknowledged*

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. *R/Acknowledged*

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. *R/Acknowledged*

#### 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.

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

- Commercial Permits ***R/Acknowledged***

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

- Modular, Construction Trailer, Mobile Home
- Modular School Checklist ***R/Acknowledged***

### Fire

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Gating Systems across Fire Apparatus Roads
- Hazardous Materials Storage
- Knox Box
- Knox Box Rapid Entry ***R/Acknowledged***

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:

- Automatic Fire-Extinguishing System and Standpipes
- Emergency Responder Radio Coverage Systems
- Fire Alarm and Detection Systems and related equipment
- Hazardous Materials

- o Where work is related to new construction, alteration or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.

- High-Piled Combustible Storage and Racking Systems

- o Where work is related to new construction, alteration or an addition to an existing building these storage systems can be submitted with the construction drawings. ***R/Acknowledged***

- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:

- Compressed Gases
- Flammable and Combustible Liquids
- Hazardous Materials
- High-Piled Combustible Storage and Racking Systems
- Spraying and Dipping Operations ***R/Acknowledged***

### Accessibility:

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

### 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 ***R/Acknowledged***

### 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

## **18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

Building Division. ***R/Acknowledged***

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. ***R/Acknowledged***

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. ***R/Acknowledged***

General Fire Protection System Requirements:

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

- Fire Alarm and Detection System – 2015 IFC, Section 907.
- Fire Sprinkler System - 2015 IFC, Section 903. ***R/Acknowledged***

Geographic Design Criteria:

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above. ***R/Acknowledged***

Occupancy Specific Building Code Requirements:

Based on the information provided, your building occupancy or occupancies are as follows.

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
  - o To include S-1 Occupancy Repair Garages. ***R/Acknowledged***

Request for Modification or Alternative Material: (select “Plan Review Services”)

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. ***R/Acknowledged***

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. ***R/Acknowledged***

### **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. ***R/Acknowledged***

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

Aurora Water

Utility Connection Fees: (Platted After January 1, 2017 / Platted Before January 1, 2017)

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee ***R/Acknowledged***

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.

***R/Acknowledged***

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. ***R/Acknowledged***
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - Platted After January 1, 2017
  - Platted Before January 1, 2017 ***R/Acknowledged***

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 5.01.0.02 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.

***R/Acknowledged***

- 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. ***R/Acknowledged***
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - 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. ***R/Acknowledged***

## 18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses

### Building Division

#### Construction Permits:

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

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

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please click the hyperlink provided. ***R/Acknowledged***

### City of Aurora

#### Neighborhood Services

15151 EAlamedaParkway

Aurora, Colorado 80012

Phone 303-739-7280

Fax 303-739-7191

[www.auroragov.org](http://www.auroragov.org)

### PRE-APPLICATION CONFERENCE

TO Mr. Pablo Hernandez FROM Susan Barkman DATE March 1, 2018  
SUBJECT 753 Salida Way  
LOCATION 753 Salida Way

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting. ***R/Acknowledged***

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings. ***R/Acknowledged***

**18700 E. Smith Rd. - Tow Storage (#1153065)/Pre-App Mtg Notes Responses**

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280. *R/Thank you*

Thank you,

A handwritten signature in black ink, appearing to read 'Jose Ramirez', with a long horizontal flourish extending to the right.

**Jose Ramirez**

Project Engineer II

420 21st Avenue, Suite 101

Longmont, CO 80501

303.651.6626 ext. 4 (O)

<http://rockyridgecivil.com>