



Office of Development Assistance  
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March 12, 2019

Dennis Haberkorn - [dennis.haberkorn@queenofpeace.net](mailto:dennis.haberkorn@queenofpeace.net)  
Archdiocese Of Denver  
1300 S Steele St  
Denver Colorado 80210

**Re: Queen Of Peace Catholic Parish - Addition & Renovation (#1329086)/Pre-Application Meeting held November 01, 2018**

Dear Mr. Haberkorn:

I would like to take this opportunity to thank you for considering the City of Aurora for the Queen Of Peace Catholic Parish – Demolishion, Addition & Renovation project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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.

**Key Issues:**

- ▶ **On-site Parking:** With the Site Plan Amendment, you'll need to ensure adequate parking is accommodated on-site to meet Zoning Code requirements. **RESPONSE: On-site parking has been analyzed and found to meet Zoning.**
- ▶ **Operations Plan:** Along with your submittal, please include a detailed Operations Plan highlighting building capacity/number of seats in the sanctuary, average service attendance, class and service times, events and event management, and any other relevant details to show plans in place to manage high attendance and/or peak time scenarios on-site. **RESPONSE: A Operations Plan has been done and associated with the Traffic Study.**
- ▶ **Possible Upsizing of Water Meter:** There is an existing 1.5" currently serving this building. The fixture unit table indicated that the meter would need to be upsized to a 2" water meter. We recommend existing water fixtures be replaced with water saving fixture units, to see if the existing water meter will be adequate. If the water meter has to be upsized to 2" credit for the current meter is available. **RESPONSE: A new 1-1/2" domestic water tap, meter, and line is proposed off S. Victor Way. The existing 1-1/2" tap, meter, and line will be abandoned/removed.**

► **Fire Line Water Service:** You will need to verify capacity in 6” water main to serve a private fire line. Aurora Water can provide modeling data to help in this analysis. **RESPONSE: A new 6” fire water line has been added off S. Victor Way. 6” capacity water main to serve a private fire line has been verified with Aurora water. Sprinkler demand estimate is 293gpm at 45PSI at the point of connection in the street.**

► **Traffic Impact Study:** A Traffic Impact Study will be required for this site which will include addressing the items listed on page 12. **RESPONSE: A traffic study has been provided.**

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.

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 303.739.7588 or [mgeyer@auroragov.org](mailto:mgeyer@auroragov.org)

Sincerely,



Mark Geyer  
Project Manager

cc: JohnPaul Barrantey - [johnpaul.barrantey@integrationdesigngroup.com](mailto:johnpaul.barrantey@integrationdesigngroup.com)

Development Review Team  
File



## City of Aurora

### 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:

#### Step I - Planning Phase

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

#### Step II - Construction Document Phase

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

- 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.
- 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.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

#### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## 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.

Please do not hesitate to contact **Mark Geyer, ODA Project Manager**, who assembled these notes.

### **Contact Information**

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

#### **City Manager's Office**

Office of Development Assistance  
Mark Geyer  
303.739.7588  
[mgeyer@auroragov.org](mailto:mgeyer@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Christopher Johnson  
303.739.7112  
[cjohnso@auroragov.org](mailto:cjohnso@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
*Not represented at meeting*

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Aurora Water**

Steven Dekoskie  
303.739.7490  
[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)

#### **Public Works**

Traffic Division  
Anna Bunce  
303-739-7263  
[abunce@auroragov.org](mailto:abunce@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

#### **Life Safety and Building Division**

Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### **Neighborhood Services**

Neighborhood Support  
Susan Barkman  
303.739. 7402  
[sbarkman@auroragov.org](mailto:sbarkman@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

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.

#### **Key Issues:**

- U Your Major Site Plan Amendment will require approval from the Planning Commission.
- U Ensure adequate parking, to meet Zoning Code requirements, is maintained on-site.
- U Include a detailed Operations Plan with your submittal.

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

- Your property is zoned *R-1 Low Density Single Family Residential District* **RESPONSE: Duly Noted.**
- The use you propose, an expansion of an existing Place of Worship, is permitted by the current zoning, but subject to approval of a Major Site Plan Amendment. **RESPONSE: Duly Noted.**

#### **Type of Application(s):**

- As part of your application, you will need to make the following land use requests:
  - Major Site Plan Amendment **RESPONSE: Correct.**
- Your project will require approval in a Public Hearing before the Planning Commission. **RESPONSE: Duly Noted.**
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
  - City of Aurora [CAD Data Submittal Standard](#)
  - AutoCAD Template
  - [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
  - [Site Plan Manual](#)

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

##### **1. Major Amendment Application**

When you submit your Major Site Plan Amendment, your proposal should include additional sheets to be inserted to the original plan set and/or as edits made to existing sheets. With your amendment, please be sure to show your proposed building as it is to be constructed, and highlight any other changes proposed to the existing site. Include a revised Data Block to show new building/hard surface/landscape area, parking, etc. **RESPONSE: The Building outline and Data Block has been provided.**

With regards to the proposed future 3,300 sf expansion detailed in your project narrative, please reflect the building footprint on your plans and clearly indicate it as a future phase. This will allow

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you to process this future project as a Minor Amendment when you wish to complete it. **RESPONSE: The outline of the proposed future expansion has been provided as well as discussed in the project narrative for ease of the future Minor Amendment process.**

Along with your submittal, please include a detailed Operations Plan highlighting building capacity/number of seats in the sanctuary, average service attendance, class and service times, events and event management, and any other relevant details to show plans in place to manage high attendance and/or peak time scenarios on-site. **RESPONSE: A Operations Plan has been done and associated with the Traffic Study.**

**2. Site Design Issues**

*2A. On-Site Vehicular Circulation*

Include a new Site Plan sheet showing the on-site vehicle circulation and traffic movement. **RESPONSE: A Site plan has been added to the plan set.**

*2B. On-Site Amenities and Use of Open Space*

Your proposal should attempt to preserve on-site amenities, such as an outdoor gathering space, benches, or play areas, and open space to the highest degree possible. **RESPONSE: On-site amenities has been analyzed and preserved to the highest degree possible.**

*2C. Parking*

On-Site parking is required by [Section 146-1504](#) of the Zoning Code, and is linked to a formula to find the required number of spaces for a Place of Worship. The requirement is 1 space for every 4 seats in the sanctuary or assembly area. Handicap Accessible parking spaces are required in addition to the required regular spaces. This requirement is detailed in [Section 146-1507 Table 15.4](#) and is based off the total number of regular parking spaces. If classrooms are utilized outside of worship times, the need for additional parking may be required. **RESPONSE: Duly Noted.**

Additionally, bicycle parking is required in the Zoning Code, at a rate of 3% of the required automobile parking spaces. Each inverted U bicycle rack counts as two bicycle parking spaces. **RESPONSE: Bicycle Racks has been analyzed and provided. Detail of Bike rack included in the Landscape Detail Sheet.**

*2D. Site Lighting*

[Section 146-1509\(H\)](#) governs the design of parking lot lighting. Where adjacent to residential uses, maintained average illuminance shall not exceed 0.5 (one-half) foot-candle at ten feet beyond the property line except where adjacent to walkways, driveways, public and private streets. Please show typical details of lighting on the plan and/or building elevations and try to match lighting fixtures with any existing on site. **RESPONSE: Per conversation with the city planner, we do not require a photometrics plan.**

**3. Landscape Design Issues**

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

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](#), the previously approved Queen of Peace Catholic Church Site Plan Site Plan 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. **RESPONSE: Duly Noted.**

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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 and buffer tables etc. **RESPONSE: Necessary landscape tables have been added to the Landscape plans.**

- **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. **RESPONSE: Duly Noted.**

Landscape plans submitted during the Development Application/Site Plan submittal process must be drawn 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. **RESPONSE: Provided.**

- **PDF Creation Process.** Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF’s. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re-upload corrected pdf’s. **RESPONSE: All pdfs have been flattened.**

**B. Queen of Peace Catholic Church Approved Site Plan**

The following bullet points are not necessarily and all-inclusive list of the landscape requirements found within the previously approved landscape plan. The applicant is responsible for reviewing the landscape sheets and determining all applicable conditions.

- The applicant is required to bring their entire site/property into compliance with the current landscape plan. Any missing or dead plant material will need to be installed and/or replaced. **RESPONSE: The existing landscape has been analyzed, cataloged, and conclusion provided on the Tree Mitigation Plan.**
- The current landscape plans include ash trees. While ash trees were allowed when the original landscape plan was prepared, due to the impending arrival of the Emerald Ash Borer, the City no longer allows ash trees to be planted. **RESPONSE: Duly Noted.**

**C. Article 14 Landscape Ordinance Requirements**

The following bullet points are not necessarily and 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 conditions.

- **Requirements for Sites with Existing Development.** Where proposed site changes involve a net increase in gross building area of 2,000 sf or more, current landscape standards shall be met whenever feasible unless prevented by physical obstacles. The following landscape requirements under Section 146-1460 Requirements for Sites with Existing Development, shall be met:
  - All sites are required to provide a minimum of 15 percent of the total area of the site as landscaped area.

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- All sites shall comply with the right-of-way frontage buffer widths and landscaping requirements found in Table 14.7.
- For non-right-of-way frontages, landscape buffers shall be provided along all non-right-of-way frontages in accordance with Table 14.7 in order to mitigate external effects caused by trash enclosures, loading docks, parking lots and other operations and activities related to business operations.
- Building perimeter – The perimeters of all buildings shall be landscaped in accordance with the standards found in Table 14.7.
- All parking lots and parking areas that are located in a redevelopment site shall be comply with landscaping in accordance with screening found in Table 14.7  
**RESPONSE: We are not increasing the net gross area of the former existing building footprint.**

- **Building Perimeter Landscaping.** Landscaping for building perimeters is required for all building elevations that face a public right-of-way, residential neighborhood, public open space or has an entrance door. Each elevation shall be landscaped 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. **RESPONSE: Building Perimeter landscaping has been provided.**

Landscaping provided within parking lots or parking lot islands if within 20’ of the building face, may count toward the required building perimeter landscaping. **RESPONSE: Duly Noted.**

#### **4. Architectural and Urban Design**

##### *4A. Design 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. It is suggested that the building addition be compatible with the existing church building. **RESPONSE: Building elevations and materials board have been provided. Architectural detailing is consistent on all sides of the proposed addition.**

##### *4B. Screening of Mechanical Units and Dumpster Areas.*

Code section [146-1300](#) states the requirement for screening of mechanical units. 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 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. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click [here](#) for the specific note) **RESPONSE: Screening for the mechanical units has been provided and labeled accordingly.**

Additionally, [Section 146-1433](#) states that service and loading areas visible from residences or streets shall be screened by fences, walls, landscaping, berms, or any combination of those items.

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This includes dumpsters and trash disposal areas. **RESPONSE: Proposed trash enclosure has been provided.**

**5. Signage**

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 10 feet back from the property line and 21 feet back from the flow line. In non-residential areas, ground signs abutting streets are limited to 8 feet in height. Please refer to [Article 16](#) of the Zoning Code for complete regulations. **RESPONSE: Signs are not planning to change from existing to remain.**

**6. Waivers**

From the material you supplied us, it is unclear if waivers are involved. 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. **RESPONSE: No waivers at this time.**

**7. 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. **RESPONSE: Mineral Rights Affidavit has been provided.**

**8. 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. **RESPONSE: Will be provided upon Planning Dept approval.**

***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. **RESPONSE: Duly Noted.**

***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. **RESPONSE: Duly Noted.**

***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. **RESPONSE: Duly Noted.**
- 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. **RESPONSE: Duly Noted.**

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

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

**Forestry Division**

There could be a few trees on this property that may be impacted by the addition and renovation of the building. **RESPONSE: A Tree Mitigation Plan has been provided for the forestry Department Review.**

***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 property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10” tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation. **RESPONSE: Duly Noted.**

***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. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal. **RESPONSE: Duly Noted.**
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss. **RESPONSE: Duly Noted.**
- 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 [Parks, Recreation & Open Space Dedication and Development Criteria manual](#). **RESPONSE: Duly Noted.**

***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: Duly Noted.**

**Aurora Water**

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*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:**

- ▶ There is an existing 1.5" currently serving this building. The fixture unit table indicated that the meter would need to be upsized to a 2" water meter. We recommend existing water fixtures be replaced with water saving fixture units, to see if the existing water meter will be adequate. Meter credit is available if the water meter has to be upsized to 2". **RESPONSE: A new 1-1/2" domestic water tap, meter, and line is proposed off S. Victor Way. The existing 1-1/2" tap, meter, and line will be abandoned/removed.**
- ▶ A Backflow prevention device will be required on both water service lines. **RESPONSE: Backflow prevention devices have been indicated on the plan set.**
- ▶ Verify capacity in 6" water main to serve a private fire line. Aurora Water can provide modeling data. **RESPONSE: A new 6" fire water line has been added off S. Victor Way. 6" capacity water main to serve a private fire line has been verified with Aurora water. Sprinkler demand estimate is 293gpm at 45PSI at the point of connection in the street.**

**Utility Services Available:**

- Water service may be provided from the 6" ACP in East Kentucky Avenue, the 6" ACP in South Victor Way and the 8" ACP in South Uvalda Street. **RESPONSE: Duly Noted.**
- Sanitary sewer service may be provided from the existing tap, 8" CIPP in Kentucky Avenue. **RESPONSE: Duly Noted.**
- The project is located on Map Page 10F. **RESPONSE: Duly Noted.**

**Utility Service Requirements:**

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens**RESPONSE: A Utility Plan has been provided as part of the planning set.**
- 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: Duly Noted.**

**Utility Development Fees:**

- The Sanitary Sewer Interceptor and Storm Drainage Development fees may be required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. **RESPONSE: Duly Noted.**
- The Water Transmission Development Fee has been combined into the water connection fee (if an upsizing of the meter is needed) and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy. **RESPONSE: Duly Noted.**
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:

- [Platted Before January 1, 2017](#) RESPONSE: Duly Noted.

## Public Works Department

### Traffic Engineering

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

#### **Key Issue:**

- ▶ An events planning operations management plan is needed, including consideration for back-to-back services with overlapping traffic demands. RESPONSE: A traffic study has been provided.
- Show all adjacent and opposing access points on the Site Plan. RESPONSE: Provided.
- Label the access movements on the Site Plan. RESPONSE: Provided.
- 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](#). RESPONSE: Duly Noted.

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

- 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. RESPONSE: Existing to Remain.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
  - 2) Include detailed analysis of:
    - a) All site access points
    - b) Intersection of Kentucky at Uvalda
    - c) Intersection of Kentucky at Victor
  - 3) Events planning operations management plan with consideration for traffic flow, parking management, and wayfinding for:
    - a) Special events such as weddings, baptisms, christenings, First Communion, etc.
    - b) Regularly occurring events such as services following services with overlapping traffic demands (entering and exiting needs within the same time frame)RESPONSE: A traffic study has been provided. The Operations Plan has been done and associated with the Traffic Study.

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

Submitting the Traffic Study:

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- The Traffic Study shall be sent directly to Brianna Medema at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible. **RESPONSE: Duly Noted.**
- The Traffic Study shall also be uploaded with the rest of the submittal. **RESPONSE: Duly Noted.**
- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required. **RESPONSE: Duly Noted.**

**Engineering Division**

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

***Key Issue:***

- ⊃ This development shall demonstrate there is ADA access to the public way.

***Improvements:***

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

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps. **RESPONSE: Duly Noted.**
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18. **RESPONSE: Duly 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: Duly Noted.**
- The street standards require the construction of an entry island where local streets intersect arterial streets as shown in Standard Detail S14. Show this island on the plan. The island shall be constructed and the interior of the island shall be maintained by the developer/owner/metro district. Add a note to the site plan and civil plans indicating this responsibility. A license agreement will be required for construction/maintenance of the island within the ROW. **RESPONSE: Duly Noted.**

***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. **RESPONSE: A plat is not required as part of this plan set.**

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. **RESPONSE: Duly Noted.**
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. **RESPONSE: Duly Noted.**
- 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: Duly Noted.**

***Drainage:***

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

- 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. **RESPONSE: A Preliminary Drainage plan and report have been provided.**
- 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. **RESPONSE: Duly Noted.**
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. **RESPONSE: Duly Noted.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **RESPONSE: Duly Noted.**

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

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

**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: Address number provided on proposed addition.**

**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: Nearest adjacent structure is 160' away.**

***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.

- [Fire Lane Sign Detail](#)

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- The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage. **RESPONSE: Fire Lane signs are present on site and existing to remain.**
- [Grading Plan](#) **RESPONSE: Provided.**
- [Handicap Accessible Parking Signs](#) **RESPONSE: HC signs are present on site and existing to remain.**
- [Sign Package](#) **RESPONSE: Signs are existing to remain.**
- [Signature Block](#) **RESPONSE: To be provided.**

**Emergency Responder Radio Coverage:**

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
  - Note: New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2015 IFC) **RESPONSE: Duly Noted.**

**Fire Department Access:**

The existing fire lane easements within the site are sufficient, no additional fire lane easement are being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department. **RESPONSE: Provided.**

**Fire Hydrants:**

One additional fire hydrant is needed within the site to support the newly added fire sprinkler system. The fire department connection must be located on the front main entry side of the structure and within 100' of the new fire hydrant. **RESPONSE: A Fire Hydrant location has been added to the plans.**

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC. **RESPONSE: Proposed addition will be equipped with a fire sprinkler system and separated from the existing construction with a 2 hour fire wall.**

**Handicap Accessibility Requirements:**

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

- [Commercial](#) **RESPONSE: Duly Noted.**

**Knox Hardware:**

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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.

- A Knox box will be required at the front main entry door of the new addition, at the main entry door of the existing building and at fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department. **RESPONSE: Existing knox boxes has been labeled on the plan set.**

**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: Provided.**

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement. **RESPONSE: Loading areas are existing to remain.**

**Phasing Plans:**

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals. **RESPONSE: Duly Noted.**

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL, AND CONTINUING TO THE "PUBLIC WAY". **RESPONSE: Note Added to the Site Plan.**
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length. **RESPONSE: Provided.**

***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. **RESPONSE: Duly Noted.**
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

**Site Plan Data Block:**

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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: Data Block has been added to the Cover sheet.**

***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. **RESPONSE: Duly Noted.**

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department
- [Access to within 150 feet of Each Structure](#)
- [Access Road Width with a Hydrant](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [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](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)

***Trash Enclosure:***

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

**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:***

N/A

***Site Plans:***

A site plan amendment will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Site Plan Checklist](#). **RESPONSE: Duly Noted.**

***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. **RESPONSE: Duly Noted.**

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- 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: **RESPONSE: Duly Noted.**
  - [Dedications Packet](#)
  - [Easement Release](#)
  - [License Agreement Packet](#)
- 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. **RESPONSE: Duly Noted.**
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan. **RESPONSE: Duly Noted.**
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). **It** takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded. **RESPONSE: Duly Noted.**

**STEP II – CONSTRUCTION DOCUMENT PHASE**

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

**Civil Engineering Plans**

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

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with 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.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Signing and Striping Plan**RESPONSE: Duly Noted.**
- Ø *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.* **RESPONSE: Duly Noted.**

**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

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- Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- Cross Connection Control Devices are required for:
  - Fire Service Lines
  - Commercial and Domestic Water Service Lines.
  - These devices are required to be located within the building or within a heated and drained vault after the water meter.

**RESPONSE: Duly Noted.**

***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. **RESPONSE: Duly Noted.**
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page. **RESPONSE: Duly Noted.**

**Public Works Department**

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

**Traffic Division**

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

**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. **RESPONSE: Duly Noted.**

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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](#)” manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives. **RESPONSE: Duly Noted.**

- 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. **RESPONSE: Duly Noted.**
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans. **RESPONSE: Duly Noted.**

***Roadway Design and Construction Specifications:***

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

<b>Building Plans</b>
-----------------------

**Building Division Comments:**

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.* **RESPONSE: Duly Noted.**

*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.* **RESPONSE: Duly Noted.**

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The links below contain additional information and requirements for completion, submittal and permitting of your building plans. **RESPONSE: Duly Noted.**

***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Commercial Permits](#)
  - [Demolition Permit](#)

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

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

*Fire*

- [Fire Alarm](#)
  - [Fire Sprinkler & Standpipe Systems](#)
  - [Knox Box](#)
  - [Knox Box Rapid Entry](#)
  - [Wet and Dry Chemical Hood Suppression Systems](#)
- 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

***Key Issue:***

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

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1. **RESPONSE: Duly Noted.**

**Adopted Codes by the City of Aurora:**

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#) **RESPONSE: Duly Noted.**

**Building Division General Comments:**

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division. **RESPONSE: Duly Noted.**

**Checklist for Plan Review Submittals:**

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The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here. **RESPONSE: Duly Noted.**

**Demolition Permits:**

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- [City of Aurora Demolition Permit Information](#)
- [State of Colorado Demolition Permit Application Form](#)
- All demolition permits must be routed to Aurora Water in order to assess the BMP requirements for ground disturbances. **RESPONSE: Duly Noted.**

**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:

- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.
- **Construction Requirements for Existing Buildings** – 2015 IFC, Chapter 11  
**RESPONSE: Duly Noted.**

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group A.
- 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.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.  
**RESPONSE: Duly Noted.**

**Remodel/Additions:**

Building permits and inspections are required for new construction, additions, and remodeling work to confirm that all structures meet applicable building code requirements. Please click on the link provided to obtain needed information for both residential and commercial projects. **RESPONSE: Duly Noted.**

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**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. **RESPONSE: Duly Noted.**

**Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department. **RESPONSE: Duly Noted.**

**Real Property Division**

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

## STEP III – CONSTRUCTION PHASE

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

### [Aurora Water](#)

**Utility Connection Fees:** ([Platted After January 1, 2017](#) / [Platted Before January 1, 2017](#))

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

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

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. **RESPONSE: Duly Noted.**
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - [Platted Before January 1, 2017](#) **RESPONSE: Duly Noted.**

### [Public Works Department](#)

#### **Engineering Division**

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.0.02](#) 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. **RESPONSE: Duly Noted.**
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy. **RESPONSE: Duly Noted.**
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:

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- fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - water mains, hydrants and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.
- RESPONSE: Duly Noted.**

**Building Division**

***Key Issue:***

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

**Construction Permits:**

Please click on the link provided for a listing of required construction permits. **RESPONSE: Duly Noted.**

**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. **RESPONSE: Duly Noted.**

**Secondary Access Roadways during Construction:**

Please click on the “link” provided for requirements for fire department access during construction. **RESPONSE: Duly Noted.**

**Single Points of Access through an Adjacent Jurisdiction:**

Providing only one point of access through another jurisdiction is not an acceptable operational position for the City. Please click on the “link” provided to obtain the full requirements associated to concern. **RESPONSE: Duly Noted.**

**Re: Queen Of Peace Catholic Parish - Addition & Renovation (#1329086)/Pre-Application Meeting held Nov 01, 2018**



**City of Aurora**

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Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
www.auroragov.org

**PRE-APPLICATION CONFERENCE**

TO: Archdiocese of Denver  
FROM: Susan Barkman  
DATE: November 1, 2018  
SUBJECT: Queen of Peace Catholic Parish - Addition and Renovation  
LOCATION: 13120 E Kentucky Avenue

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.

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.

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.

**Re: Queen Of Peace Catholic Parish - Addition & Renovation (#1329086)/Pre-Application Meeting held Nov 01, 2018**

13120 E Kentucky Avenue

Report Ran On November 1, 2018

#	ORGANIZATION	CONTACT	PHONE
410	Buckingham Oaks Condominium Association	MITCHELL POWELL 921 S DEARBORN WAY AURORA 80 80012	(303)337-5811
84	CEDAR COVE CONDO ASSOCIATION	INFORMATION@BUCKINGHAMOAKS.ORG SUMMIT MANAGEMENT & CONSU NATASHA HENRICKS 4950 S YOSEMITE ST #F2-506 GREENWOOD VI CO	(303)459-4919
302	CEDAR COVE II HOA	NATASHA@SAMMGT.COM JOE FELICE 12555 E TENNESSEE CIR APT 104 AURORA CO 80012	(303)549-8122
416	Century City Condominium Association	J.FELICE@COMCAST.NET JASON HELZER 2828 SPEER BLVD, STE 200 DENVER CO 80211	(303)238-5548
39	First Village East Apartment Homes	JASON@A-AND-MPROPERTIES.COM DENYSE COUNTRYMAN 8301 E PRENTICE AVE, SUITE 200 GREENWOOD VILLAGE CO 80012	(303)991-2770
74	Gateway Townhome Association	DCOUNTRYMAN@CLIENTPREFERENCE.COM MITCHELL POWELL 921 S DEARBORN WAY AURORA CO 80012	(303)337-5811
381	Parkside II HOA Inc	INFORMATION@GATEWAYTOWNHOME.ORG NATASHA HENRICKS 4950 S YOSEMITE ST F2-506 GREENWOOD VILLAGE CO 80111	(303)459-4919
58	PEACHWOOD HOA	NATASHA@SAMMGT.COM CHRISTINE WILLIAMS 5619 DTC PARKWAY SUITE 900 GREENWOOD VILLAGE CO 80111 CWILLIAMS@EHAMMERSMITH.COM	(303)980-0700

**Re: Queen Of Peace Catholic Parish - Addition & Renovation (#1329086)/Pre-Application Meeting held Nov 01, 2018**

13120 E Kentucky Avenue

Report Ran On November 1, 2018

#	ORGANIZATION	CONTACT	PHONE
173	PONDEROSA TOWNHOMES	CPMG MCCURDY 2620 S PARKER RD STE 105 AURORA CO 80014	(303)671-6430 (303)671-6402 Ext 19
157	SABLE COVE CONDO ASSOC	AMBER@WITHCPMG.COM MITCHELL POWELL 921 S DEARBORN AURORA CO 80012	(303)337-5811
171	Sableridge Home Owners	INFORMATION@SABLECOVE.COM DOROTHY M. PRATT 13964 E ARKANSAS DRIVE AURORA CO 80012	(303)695-6567
129	SABLERIDGE TOWNHOMES	RPRATTIII@MSN.COM DARLENE GROVES 14038 E ARIZONA AVE AURORA CO 80012	(303)368-5558
95	SECOND VILLAGE EAST TH ASSOC	JDGROVES263@Q.COM DAN TUFFIELD 13048 E KANSAS PLACE AURORA CO 80012	(303)564-9475
49	The Aspens Townhomes	DTUFFIELD@HOTMAIL.COM GAIL SEATON HUMBERT 14342 E ARIZONA AVENUE AURORA CO 80012	(303)359-7747
86	Village East Neighborhood Association	ASPENSHOAGAIL@GMAIL.COM ARNIE SCHULTZ 1137 S OAKLAND AURORA CO 80012	(303)750-8824
424	Village East Patio Homes	SEAMUS12@COMCAST.NET DOUG KING 1446 S TROY ST AURORA CO 80012	(720)350-5160
		DIRKFOUR4@GMAIL.COM	

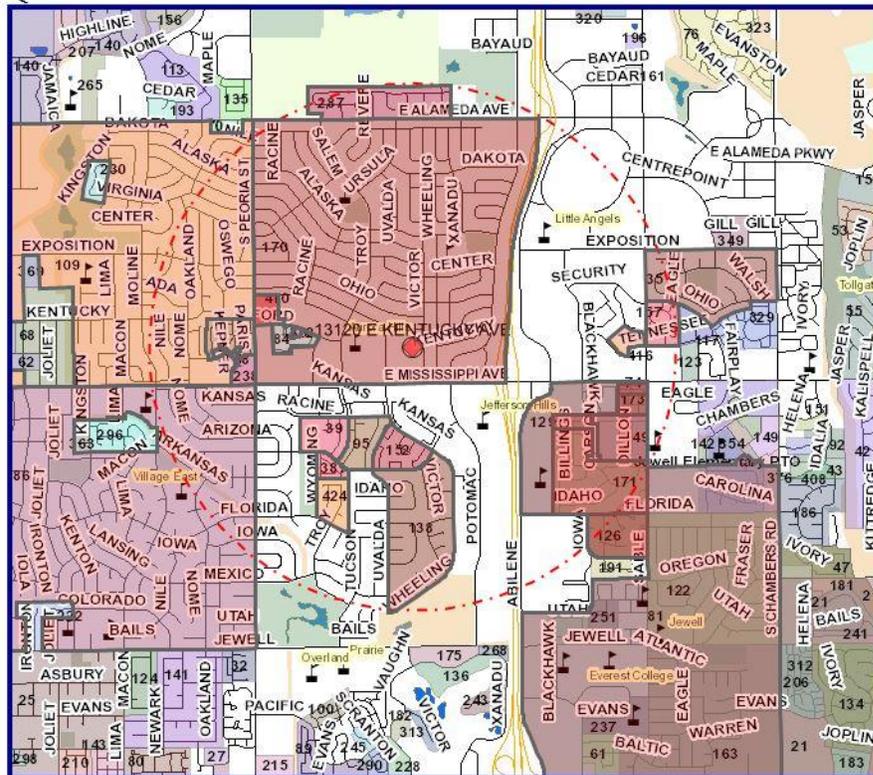
**Re: Queen Of Peace Catholic Parish - Addition & Renovation (#1329086)/Pre-Application Meeting held Nov 01, 2018**

13120 E Kentucky Avenue

Report Ran On November 1, 2018

#	ORGANIZATION	CONTACT	PHONE
126	WINCHESTER HOA	TOM ROCHE 7430 E CALEY AVENUE STE 120E CENTENNIAL, CO 80111	(303)730-2200 Ext 3125
		TROCHE@COLORADOMANAGEMENT.COM	

**Queen of Peace Catholic Parish - Addition and Renovation**



- 109-Highline/Expo NBHD Assoc.
- 126-Winchester HOA
- 129-Sabieridge Townhome Assn.
- 138-Country Squire Chaddford Village East Assn
- 152-First Village East Apart. Home Assoc
- 157-Sable Cove Condo Assoc.
- 170-Aurora Hills NBHD Assoc.
- 171-Sabieridge HOA
- 173-Ponderosa Townhome Assoc.
- 238-Peachwood II HOA
- 287-Windsor Park Subdivision
- 302-Cedar Cove Condominiums II
- 35-Settlers Village/Hillandale
- 381-Parkside II HOA Inc
- 39-First Village East Townhomes
- 410-Buckingham Oaks Condominium Assn
- 416-Century City Condominiums
- 424-Village East Patio Homes
- 49-The Aspens Assoc.
- 58-Peachwood HOA
- 74-Gateway Townhome Assoc.
- 81-Jewell Elementary PTO
- 84-Cedar Cove Condo Assoc.
- 86-Village East NBHD Assoc.
- 95-Second Village East Townhouse Assoc.