

July 9, 2009

Justin Land  
Merchants Mortgage & Trust Corp.  
7400 E. Crestline Circle, #250  
Greenwood Village, CO 80111

Dear Mr. Land:

On behalf of the City of Aurora, I would like to welcome you and the investment you bring to our community. We are pleased that you are considering Aurora for your development project. I look forward to guiding you through the development process.

Listed below is a brief synopsis of informal comments recorded at your Pre-Application Meeting with the Development Review Team on June 18, 2009 concerning your proposed Heather Ridge Golf Course Redevelopment & GDP Amendment located on the Northwest corner of Iliff and Xanadu Way (13521 E. Iliff Avenue). **A more complete, detailed list of requirements is provided in the attached STAFF COMMENT pages.**

These key issues, as well as those on the attached pages will need to be addressed either before or during the development review process.

- **Planning:** Please note that the Planning comments are numbered. When you submit your application, include a cover letter responding to each of the numbered comments marked with an asterisk.
- **Rezoning:** This site is subject to a General Development Plan previously approved by the City Council. The use of the three and two-thirds acres on the eastern edge of the project is in area currently designated for the golf course. The City Council will need to authorize this change after consideration of the plan by the Planning Commission. Both bodies will deliberate and vote after holding public hearings.
- **Sanitary Sewer:** This plan locates a building on an active sanitary sewer main which would have to be re-located.

Please be advised that these are general comments on the conceptual plan presented. In addition to any comments made during this meeting, the project will be required to meet all applicable requirements of the *Aurora City Code*. Staff comments offered at the pre-application meeting are specific to the plan, which has been presented and are meant to provide general direction to the applicant in the preparation of the actual submittals. If the plans change significantly, another pre-application meeting may be required.

We trust this meeting has been helpful. If you have any questions regarding the above comments, please feel free to contact me.

We would again urge you to designate a single point of contact that can keep the lines of communication open between the developer of this project and me, your assigned project manager. I can be reached at 303-739-7354.

Sincerely,

Scott VanGenderen  
Project Manager

cc: Diana Rael  
Norris Design  
1101 Bannock Street  
Denver, CO 80204  
Development Review Team  
File

**STAFF COMMENTS - PRE-APPLICATION MEETING  
June 18, 2009**

**Project:** Heather Ridge Golf Course Redevelopment & GDP Amendment

**Location:** NWC of Iliff and Xanadu Way (13521 E. Iliff Ave.)

**PLANNING - represented by Elizabeth Tart-Schoenfelder**

**Purpose of these Comments:**

- The Planning Department's section of the Pre-application meeting notes summarizes the City's land use ordinances, policies, and design standards that will apply to your Development Application, and alerts you to key issues involved in your project. We have also included information concerning application procedures and a list of submission documents and forms that must be included with your application.
- These comments are based on the material you have supplied us, and are not meant to provide a complete review of your proposal. We will conduct a thorough review once we have received your actual application. You should also anticipate additional comments during the application review process addressing issues raised as a result of referrals to other agencies and local community groups.

**General Zoning Code Review of Your Property:**

- Your property is currently within the boundaries of the City of Aurora, and is zoned PD-Mixed Use (5.11 acres) and PD-Open (3.66 acres).
- The uses you propose, multi-family housing with various retail/office/clubhouse uses on the 1<sup>st</sup> floor of three buildings, are permitted on the 5.11 zoned lot, but subject to Site Plan approval.
- The uses you propose on the 3.66 acres of PD-Open will require re-zoning and an addition to the existing General Development Plan and a Site Plan.
- As part of your application, you will need to make the following land use requests:
  1. GDP Amendment to rezone the 3.66 acres
  2. Site Plan(s)
  3. Plat

**Application Review Method:**

- Your General Development Plan Amendment and Site Plan approval will require a hearing before the Aurora Planning Commission. The Subdivision Plat will be reviewed administratively.

**Estimated Review Schedule:**

- Based on the complexity of your application, it should take approximately 17-18 weeks from the start of your application review cycle to your hearing date before the Planning Commission.
- Achieving this schedule will depend on the timeliness and completeness of all your required submissions. Under our “enhanced review” process, it is possible to receive approval in even less time if fewer submissions are required than originally scheduled.
- Applications requiring a Planning Commission review have specific submission dates, depending on our estimate of processing time.

**When to Submit Your Application:**

- The Planning Department will accept an application at any time, but our processing schedule begins each Friday at noon. Applications received after that time will start processing the following Friday. When a Friday falls on a city holiday, applications will be due on Thursday by 5:00 PM. Please note that we do not accept incomplete or incorrectly filed applications. To ensure that your application is complete, we will require that you meet with your assigned Case Manager at least one week prior to your proposed submission date.

**Applicability of these Notes:**

- We’ve prepared our planning comments based on the most current city codes and processing requirements. Please be aware that these regulations are subject to change and as time goes by, it is possible that certain of our comments or stated submission requirements may become outdated. To avoid having to re-draft your application, if you plan to submit your application three months or more after the date of your Pre-application meeting, please consult with your Case Manager before preparing full drawings and assembling the necessary copies. We also strongly recommend that applicants contact their Case Manager and obtain a copy of the Aurora Zoning Code. Several of our comments refer to specific articles and sections of the code, and applicants will need to carefully review all relevant code citations.

**Results of Previous Zoning Inquiries for this Site:**

- A recent zoning inquiry was requested by the applicant for the 3.66 acres adjacent to the mixed-use zone. The inquiry requested that the 3.66 acres be rezoned from Planned Development – Golf Course to Planned Development – Mixed Use. Aside from a letter of intent, the Planning Department did not receive a site plan with the rezoning request. The Planning Department considers rezoning requests unaccompanied by a site plan to be speculative zoning and does not support such requests.

**Important Standards and Issues Involved in Your Application:**

- Based on the information you’ve supplied us, we have identified the following important issues involved in your proposal. Note that our comments are numbered. When you submit your application, include a cover letter responding to each of our numbered comments marked with an asterisk in the paragraphs that follow.

## 1. Zoning and Land Use Issues

\*1A. At the pre-application meeting, a draft site plan document was presented. Since no one in the Planning Department had received these materials prior to the meeting, planning requests another meeting. Following this meeting, more specific pre-application notes will be issued.

\*1B. Please submit a site plan for the mixed-use project and a site plan for the golf course, along with an operations plan, simultaneously with the rezoning request. Without the site plan submittals, we cannot support the rezoning at this time. The site plan for the golf course should be designed by an experienced golf course designer/landscape architect to ensure it is a viable course. The operations plan should establish what amenities are included with the Heather Ridge Country Club membership, i.e. facilities within the clubhouse such as an exercise facility, swimming pool, sauna, etc and membership classifications.

\*1C. Planning will only accept a site plan and general development plan amendment that incorporates a high level of neighborhood input and support. The previous general development plan's applicant contacted the 1400+/- residents surrounding the Heather Ridge Country Club's golf course and enlisted their input and support to receive a successful approval of the original general development plan.

### **Pre-Submittal Meeting:**

- Prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager. The purpose of the meeting is to ensure that your entire application package is complete and properly filed. The Planning Department will reject any incomplete or incorrect applications, so attendance at this meeting is very important. At the meeting your Case Manager will also assist you in completing the one-page Development Application form that must accompany your application, and will calculate your application fee.
- You will be required to hold your pre-submittal meeting at least one week before your application is due. Please contact your Case Manager several days before you are ready to meet to schedule an exact time. Not all submission drawings need to be completed by the time of the meeting, but be sure to bring at least a preliminary version of each document or drawing you plan to submit as part of the application.

### **Key Ordinances, Standards, Studies, Guidelines, and Forms:**

- Applicants are responsible for reviewing applicable sections the *Zoning Code* (*Chapter 146* of the *City Code*). In addition, the following documents and forms shown with an "X" have a special bearing on your application, and will be used in our review. These documents are either available on our web site, or can be made available to you through your Case Manager. Go to "[www.auroragov.org](http://www.auroragov.org)" and click on "Departments", then "Planning Department". From that point navigate to find the documents you need. Our documents are often updated, so always check the web and download the latest version. Be sure to discard any outdated documents you may have accumulated—we will not accept applications filed on obsolete forms.

X	Application Approval Criteria: <i>General Development Plan, Site Plan, Plat</i> <b>From the Planning Department web site page go to “Application Forms &amp; Instructions” and scroll to “Code Criteria”</b>
X	Development Application Form, Instruction Sheet, Sample Form, and Fee List <b>From the Planning Department web site page go to “Application Forms &amp; Instructions”.</b>
X	Development Application Checklist (preliminary version)
X	Fence Ordinance, <i>City Code Chapter 146, Article 17.</i> <b>From the Planning Department web site page go to “Ordinances &amp; Design Standards”.</b>
X	Landscape Design Submission Checklist
X	Landscape Ordinance [ <i>Chapter 146, Article 14</i> ] <b>From the Planning Department web site page go to “Ordinances &amp; Design Standards”.</b>
X	Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
X	Residential Masonry and Quality Construction Standards Ordinance [22-133]
X	Heather Ridge Country Club General Development Plan Standards
X	Site Plan and Contextual Site Plan Submission Manual <b>From the Planning Department web site page go to “Application Forms &amp; Instructions” and scroll to “Procedures &amp; Instructions”.</b>
X	Subdivision Plat Manual <b>From the Planning Department web site page go to “Application Forms &amp; Instructions” and scroll to “Procedures &amp; Instructions”.</b>
X	Subdivision Ordinance [ <i>Chapter 147</i> ]
X	Xeriscape Plant List

**Overview of the Planning Department’s Development Review Process:**

- The Planning Department will accept a Development Application at any time, but processing times are tied to a regular schedule of Friday submission deadlines. Please consult with your Case Manager and Project Manager to establish an appropriate submission date. Incomplete or improperly filed applications will be rejected.
- Although it is not a formal application requirement, we also strongly suggest that all applicants attempt to meet with local community groups and homeowners associations prior to and/or during the development review process to familiarize them with the proposed project.
- Once your Development Application has been accepted, you will receive a letter from the Planning Department acknowledging receipt and listing important deadlines for your project. Your Case Manager will review your initial submission and issue written comments, incorporating comments from other reviewing agencies and community groups. Each subsequent re-submission will be followed by written comments, and we will arrange at least one meeting with you and your Case Manager to review progress on your application during the review period.

- Planning Commission hearings are generally held twice a month on Wednesday evenings. The Planning Department will prepare a written report for all Planning Commission cases, and the report will include a recommendation to approve, approve with conditions, deny, or continue each land use request contained in your application. We will release the report on the Friday before the scheduled Planning Commission meeting. Some Development Applications will also require review by the City Council.
- Even applications not normally requiring City Council approval may be subject to Council review if “called-up” by a City Council Member, or appealed by you or an abutter. If this occurs, work with your Case Manager to arrange for the reviews, as well as for the final routing and approval of all land use mylar drawings.
- During processing, you can now use our web site to check the current Planning Department status of your application. Go to “www.auroragov.org” and click on “Departments”, “Planning”, “Active Applications”, and then “Active Development Applications”. The application status report listed on the web site is updated every Monday.

**Community Participation:**

- All meetings with neighborhood associations should include your Planning Department Case Manager so that questions concerning the 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. We will also forward you copies of any community letters and postcards we receive commenting on your project.
- Be sure to provide your Case Manager with answers to any community questions that we may have received prior to your public hearing or your administrative approval. A failure to address such questions could cause a delay in the processing of your application.

**General Submission Requirements for Development Applications:**

**Letter of Introduction**

Briefly describe the proposed project and your development team. Mention any other existing developments you have done in Aurora or in the metropolitan area. Specifically list any waivers you are requesting, and explain their justification. Also, explain how your land use requests will meet each of the zoning code criteria that we have attached to these notes.

In addition, you will need to list the reference number of each of the comments in these notes that are marked with an asterisk, and specifically respond to them. If you wish, you can simply reproduce these notes, entering your response below each comment. In either case, explain how you have implemented each of the comments and where these changes appear in your documents. If you did not make the changes or additions requested, explain in detail why you didn't. (If you need an electronic version of our pre-app notes, please ask your Case Manager.)

### All Drawings

Maps and other graphic submissions should follow established City standards, including data blocks and required notes. Use a matching scale on Site Plans, Plats, and Landscape Plans. All lettering and numbering must be easily legible, even when reduced to a smaller format.

For full size mylar originals subject to a public hearing review:

The minimum original font size prior to reduction must be at least 18 point, except that lettering using all capitals in a san serif type face such as Arial may be no less than 16 point. Hand-lettered characters must all be drawn as capitals, and all letters and numbers must be at least 1/4 of an inch high. These sizes will allow 24 inch by 36-inch formats to be reduced to 11 inch by 17-inch formats and still remain legible.

For other submission materials not subject to reduction:

All lettering and numbering shall have a minimum font size of 11 points with a serif font, or 10 points with a san serif font. These standards shall apply to any numbering or lettering in tables and charts, as well as in paragraphs.

**PLEASE NOTE: THE PLANNING DEPARTMENT WILL REJECT ANY APPLICATIONS THAT DO NOT CONFORM WITH THESE FONT SIZE REQUIREMENTS.**

For more information, refer to the Planning Department's Site Plan Manual, Subdivision Plat Manual, or other applicable references.

### Site Plans

Site Plans need to show key dimensions, including but not limited to drive isles, curb cuts, fire lanes, building setbacks, building dimensions, street and sidewalk widths, typical parking stall sizes, landscape island widths, building elevations, etc. Show the location of signs, lighting, trash enclosures, and identify the method of trash collection. The design of trash and service enclosures should incorporate materials used on main buildings. Show required crosswalks and "dash in" "accessible routes of travel". Show handicap ramps.

Please identify in half-tone, perimeter property conditions such as adjacent property lines, zoning, land use, ownership, and any adjacent building footprints. Also, identify in half-tone topographical contours and on-site detention. Identify all easements on the Site Plan and Landscape Plan.

### Building Elevations and Floor Plans

If your submission will contain building elevations or elevations and floor plans, the drawings must be shown at a scale of 1/8 inch equals 1 foot. Also include a visual scale. Lettering sizes need to follow the standards listed in the "All Drawings" section shown above. On elevations, clearly indicate the location and color of all exterior siding and roofing materials. We will also require that you submit a materials sample board to us at least a week prior to any public hearings you may be required to attend.

### Landscape Plans

By providing the following information on your Landscape Plans you can expedite the review process:

1. The Landscape Architect's name and address
2. North Arrow and Graphic Scale
3. Typical notes (See *Article 14.*)
4. Plant labels with quantities, e.g. 10-BFJ
5. A Plant List with the following information: Symbols/abbreviations, botanic and common names, sizes, and descriptive information, groundcover and perennial spacing, the types and area calculations for sod, seed, and mulches. We recommend not including plant species totals in plant list.
6. Utility easements, phase lines, and intersection sight distance triangles.

All cross-sections, elevations, and perspectives intended for use as exhibits for the Planning Commission shall show plant material as it would appear three years from the date of installation.

#### Street Naming and Addressing

City of Aurora street names and addresses are assigned by the Planning Department using the metropolitan street grid system (see *City Code Sections 126-272*).

#### Phasing

If phased development of the site is proposed, show phasing lines and phased data block columns on the Site Plan. Show any interim surface conditions for future phase areas.

#### Planning Department Examples

Applicants often find it helpful to review sample General Developments, Site Plans, Landscape Plans, and other submission documents before preparing their own. If you would like such examples, please contact your Case Manager.

#### **Post Office Requirements:**

- The Aurora Post Office has asked us to remind all applicants of post office requirements regarding the provision of mailboxes. Central box units (CBUs) or other approved centralized mailboxes must be purchased and installed by the builder in all new residential and business developments. In the case of larger buildings, this requirement can be satisfied by the inclusion of a mailroom in the building. The post office requires pre-approval of the receptacles to be used, and will require a final post office inspection and approval for installed units. They will also provide developers with CBU base pad specifications and can assist in obtaining authorized CBU vendors. For further information, please contact a Postmaster's Growth Representative, Rick Ross or Joan Beyer, at the Aurora Post Office at (303) 227-5462 or (303) 227-5429.
- To insure proper site planning, the Planning Department will require that the location of CBUs be shown on all site plans, along with an indication of their installation phasing if any. Since residents will not be able to receive mail without post office approval, the Planning Department will check for the installation of centralized mailboxes as shown on approved site plans during our Certificate of Occupancy inspections.

**Treatment of Prairie Dogs:**

- The removal or elimination of prairie dogs is governed by the laws of the State of Colorado as administered by the Colorado Division of Wildlife. While the City of Aurora does not have a formal policy on such removal or elimination, we ask that developers and landowners be humane in their treatment of all wild animals.
- Please consider the following options when dealing with prairie dogs:
  1. capture and relocation of prairie dogs from one site to another suitable site (requires a permit from the Colorado Division of Wildlife); or
  2. capture and delivery of prairie dogs to facilities that support the US Fish and Wildlife Service (USFWS) national black-footed ferret recovery program, or a licensed raptor rehabilitation program (also requires a permit from the Colorado Division of Wildlife); or
  3. chemical extermination.
- We ask that all prairie dogs be removed before construction equipment is moved onto a development site. Failure to do so will simply force them onto someone else's property, or onto local streets. Also, please be aware that certain elimination methods may have an impact on protected animals such as the burrowing owl. The owl, which inhabits prairie dog holes, is protected by federal regulations contained in the Threatened and Endangered Species legislation.
- For further information, please contact the Colorado Division of Wildlife at (303) 297-1192.

**PARKS AND OPEN SPACE DEPARTMENT (P&OSD) – represented by Chris Ricciardiello**

**Comments:**

- It is recommended that the applicant work closely with the Parks and Open Space Department as the planning efforts move forward in order to manage all requirements.

**Park Dedication Requirements:**

- The development will propose an increase in population to the City of Aurora and will be required to provide parkland dedication in accordance with *City Code* and *Section 4 of the Parks and Open Space Dedication and Development Criteria Manual*. 3.0 acres per 1,000 residents and 1.1 acres per 1,000 residents are required for dedication of Neighborhood and Community Park land respectively. The site not being able to accommodate the construction of a neighborhood nor community park, the dedication requirement must be met with cash-in-lieu of land dedication as outlined in *Section 4* of the *DDCM*.
- A cash-in-lieu payment to the city may be permitted at the City Manager's discretion if a development does not provide enough park and open space land to comply with the land dedication standards. Cash-in-lieu payments are based on the fair market value of the land as if vacant, zoned for the intended use(s) and with public improvements, including but not limited to water, sanitary sewer, storm drainage,

streets, curb, gutter and sidewalk, available to the perimeter of the property being valued. Cash-in-lieu payments shall be paid at the time of first subdivision platting, except payment may be deferred under the following circumstances only:

- For **mixed use developments**, nonresidential plats may be approved and cash-in-lieu payments may be deferred until such time as a subdivision plat involving residential lots or tracts is processed, provided the development also satisfies two supplemental criteria:
  1. the development qualifies under the Zoning Code definition of **Infill Development Parcel**; and
  2. the development is not required to make a “**Public Use**” land dedication (refer to the above paragraph H).

***Note:** Cash-in-lieu of land dedication (paid at the time of first subdivision platting) is different from the park development fee (paid on individual addresses at time of residential building permit issuance for projects where the developer is not building a park). The monies are collected by the city for two distinct purposes. The former monetary payment is collected when required park and open space **land** dedications are not provided on-site, whereas the latter monetary*

- There shall be no requirement for Open Space dedication due to the development being designated as infill.

**Park Development Fees:**

- Park Development fees will be assessed as identified in accordance with *Section 5* of the *Parks and Open Space Dedication and Development Criteria Manual*.

**SECTION 5-3. PARK DEVELOPMENT REQUIREMENTS.**

In order for park land to serve its intended function and fully satisfy the needs of the residents, Section 146-306 of the City Code (refer to Appendix D) requires the construction of facilities upon dedicated land.

(A) If developers do not build a neighborhood or community park (or both) within their development, they must pay a Park Development Fee so that the City can construct the required facilities. Fees are collected only for neighborhood and community park land to be constructed by the City.

(B) The fee is based upon unmet park facility needs and the land dedication requirements of a development. Neighborhood and/or community park development fees are equal to the park land acreage to be developed by the City multiplied by the City's average cost of recent park development.

(C) Fees are currently calculated using average construction costs of \$108,400 per acre for neighborhood park facilities and \$86,300 per acre for community park facilities. These per-acre costs will be updated by the City annually or as needed. Construction costs will be updated based on the Construction Cost Index (CCI; computed by the *Engineering News Record*) for the Denver metro area if new City cost data is not available. The CCI is a type of inflationary index

that measures how much it costs to undertake a construction project compared to what it was in a chosen base year.

(D) Fees calculated in accordance with City Code Section 146-306 are levied and assessed upon the following types of development:

- Lands annexed to the city after December 31, 1984.
- All rezoning and changes in land use occurring after August, 2001.
- Lands with annexation agreements prior to August, 2001 which do not indicate a per-unit park development fee cost or where no annexation agreement exists.

***Note:** Fees collected from developments for lands annexed to the city prior to August, 2001 are generally based on a per-unit cost of \$300, provided that such dollar amount is established within the applicable annexation agreement.*

## **AURORA WATER – represented by Nicole Johnston**

### **Site Requirements for Site Plan and Subdivision Plat:**

- Existing and proposed utilities are required to be shown on the Site Plan. This includes service lines, water meter, fire suppression lines, and fire hydrants necessary to service your development. Label sizes and material for all proposed and existing utilities.
- Water is currently located in Zanadu Way and East Iliff. Hydrants and firelines are required to be tapped off looped water systems. Unused services must be labeled and removed. Multi-family housing buildings may utilize a single water meter. Irrigation will need to be supplied from the domestic water meters. Connections to the main in Iliff Avenue will have to be bored.
- A sanitary sewer is currently located through the golf course and under proposed buildings, which is not allowed by *City Code*. Commercial kitchens require grease interceptors. If relocating public sewer, please note that existing users cannot be put out of service at any time.
- A Utility Study will be required for this site. Confirm the downstream capacity of the sanitary sewer system.
- Easements are required to be shown on the Site Plan and Subdivision Plat. Easements are required to be 16-feet in width for one utility and 26-feet in width for two utilities. All water meters are required to be located in a landscape area, within the right-of-way or an easement. All utility easements must remain unobstructed and no encroachments or trees are allowed within the utility easements.

### **Utility Development Fees:**

- Water Service Connection Fee, Metro Sanitary Sewer Connection Fee, and Sanitary Sewer Development Fee, is due after issuance of the building permit, and must be paid prior to issuance of the Certificate of Occupancy.

- Front footage fees for water and sanitary sewer services will be required before direct tapping services to existing utility lines.
- Wet tap fees apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

**Construction Document Phase:**

- Utility plans are submitted with your civil engineering construction plans and must be prepared in accordance with the City Public Utility Improvements Rules and Regulations regarding Standards and Specifications. Utility plans must be approved prior to obtaining building permits.
- An overall utility plan is required including Fixture Unit Table and Meter Sizing Table, and showing water meter locations, water service, and sanitary sewer service lines.
- Cross connection control devices are required for all fire service lines, and commercial 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.
- Erosion and Sediment Control Plans and Report will be required for this project.

**TRAFFIC – represented by Rick Hunter**

**Access:**

- Check sight distance at access points along Xanadu Way.
- Label the access movements on the Site Plan. Access to Iliff Avenue will be permitted as a right-in/right-out only.
- Designate the 30-foot sight triangles on the landscaping plan at all access points and intersections. Landscaping shall be restricted to less than 26-inches in the sight triangles.

**Improvements:**

- Street lights and pedestrian lights at urban centers are required along adjacent roadways. Please contact Shirley Grayson with the Public Works Departments, Traffic Engineering at 303-739-7300 for specific street and pedestrian lighting requirements. Final location of street lights will be determined by Xcel Design.
- Show existing stop signs or the installation of new stop signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the *Manual on Uniform Traffic Control Devices (MUTCD)*.
- All construction traffic shall access the site from Iliff Avenue via Xanadu Way and not through the adjacent residential area. Add a note to the Site Plan indicating this restriction.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:

1. Existing, buildout and 2030 average daily traffic counts on Xanadu Way.
2. Iliff Way/Xanadu Way intersection level of service.
3. Stacking for access to building 3 and 4 versus stacking for Iliff/Xanadu intersection.
4. HOA concerns.

The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study guidelines. The Traffic Study shall be submitted after the HOA public meeting and before the second submittal.

## **DRAINAGE AND PUBLIC IMPROVEMENTS – represented by Richard Barg**

### **Site Specific Comments:**

- A per-sheet review fee is required at the time of acceptance of the civil plans. This will be collected prior to beginning the City Review Process. (Refer to the Development Handbook for all required fee amounts.)
- An erosion control plan and report will be required with the civil plan submittal.
- Iliff Avenue is being reconstructed at this time, so it will be a new roadway in front of your proposed site. If there are any utility cuts or entrances on Iliff, it will be necessary to overlay the entire width of the new roadway.
- The detention and water quality requirements will need a detailed discussion in the Preliminary Drainage Study. This design may be complex and it is suggested that a preliminary meeting with Associate City Engineer Bill McCormick would be recommended.

### **General Comments:**

- A Preliminary Drainage Plan and Report shall be submitted to Engineering at the time of Planning Department application submittal. A review fee shall be paid to Engineering prior to acceptance of the preliminary drainage report.
- Detention of storm drainage is required for this site and should be incorporated somewhere on the site.
- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

- All site work, including excavation, grading, utility installation of any kind shall require a “Stormwater Quality Permit”, pursuant to the requirements of Section 138-442 of the Aurora Municipal Code. A permit fee is required.
- A “Stormwater Quality Permit” will not be issued until an erosion and sediment control plan and/or report is submitted to and approved by the Utilities and Public Works Departments. Submittal guidelines for the preparation of these plans may be found in Chapter 8.00 of the “Storm Drainage Design and Technical Criteria” Manual, January 2005 titled “Erosion And Sediment Control Associated With Construction Activities”.
- National Pollution Discharge Elimination System (NPDES) permit is still required by the State Health Department.
- All new developments and redevelopments are required to develop and implement a Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP is to be included in and become part of the preliminary and final drainage reports.

The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

The SWQCP shall be developed by applying the permanent water quality “best management practices” described in *Volume 3* of the *USDCM*. The SWQCP shall be to the suggested format found in *Volume 3* of the *USDCM* and shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map. The development community is expected to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires that all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a phasing agreement in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - monuments and range boxes
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - soil erosion control, BMP's
  - 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 building permit.

- Roadway construction needs to conform to the “City’s Roadway Design and Criteria Specifications”. The City considers the burden on you for not only your portion, but also to construct all needed transitions to match the existing roadway(s).
- Prior to the issuance of a building permit, storm water quality permit, or paving permit, civil construction drawings are required to be submitted to the Public Works Department for review and approval by the City. To shorten the overall length of the review process from first submittal to building permit, you may submit your civil package for review prior to Planning Commission, but this runs the risk of changes being needed to the civil package. Most applicants prefer to wait until after their Planning Commission meeting to spend the extra money on detailed plans. The civil construction package can consist of, but is not limited to the following: final grading, overall utility, final drainage plan and report, any roadway and/or utility plan and profile sheets, detail sheets.

At the time of the first submittal of the civil construction plans, the civil consultant must make an appointment with Tim Pitts (303-739-7300), for a pre-submittal meeting. At this meeting the civil plans shall be reviewed for completeness. A checklist is used to ascertain completeness.

- Prior to the start of paving of a street or parking lot, a geotechnical report and a pavement design shall be submitted to the Public Works Department for review and approval. Once the civil construction package and the pavement design are approved, a paving permit can be obtained from the Public Improvement Inspections Division.
- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored to the standards specified in *Section 36* of the *City’s Roadway Standards and Specifications*, and any other requirements specified elsewhere. If more than 400 square feet of existing roadway is disturbed, then the entire roadway (within the block of disturbance) shall be roto-milled and overlaid prior to the issuance of the Certificate of Occupancy.
- Fire lanes. All primary fire lanes are to be an improved pavement surface (concrete, asphalt, or pavers) that can support the loading of the fire engine vehicle and equipment. Secondary accesses in landscaping and other areas, need to be designed to support fire engine vehicles, 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 City Engineer.

### **LIFE SAFETY- represented by Mike Dean**

#### **City Code:**

- The applicant must comply with additional requirements to the *2006 International Fire Code (IFC)* as indicated in *Chapter 66* of the *Aurora City Code*. Amendments to the 2006 International Building Code are indicated in *Chapter 22* of the *Aurora City Code*. This code is available online at [www.municode.com](http://www.municode.com).

- For plan submittal requirements for either building construction documents or life safety systems please visit our web site located at [Auroragov.org](http://Auroragov.org), Departments, Development Services, and Building Codes Division.

**Required Checklist:**

- The Aurora Building Codes Division has established a number of checklist's that reflect specific construction plan submittal requirements. A copy of these checklists can be obtained by visiting our web site at <http://www.auroragov.org>. Once at this page click on Governments, Building Permits and Inspections, and then on the life hand column click on Life Safety. The checklists you will need are:
  1. Fire Alarm submittal checklist
    - Remote Annunciator
  2. Fire Sprinkler submittal checklist

**Commercial Projects built under the 2006 IBC:**

- Replace note # 4 with: "Accessible exterior routes" shall be provided from public transportation stops, accessible parking and accessible passenger loading zones and public sidewalks to 50% of the accessible building entrance they serve. The accessible route between accessible parking and accessible building entrances shall be the most practical direct route. The accessible route must be located within a sidewalk. No slope along this route may exceed 1:20 without providing a ramp with a maximum slope of 1:12 and handrails. Crosswalks along this route shall be wide enough to wholly contain the curb ramp with a minimum width of 36" and shall be painted with white stripes. The City of Aurora enforces handicapped accessibility requirements based on the 2006 International Building Code, Chapter 11, and the American National Standards Institute (ICC/ANSI) A117-2003.
- Multi-Family R-2/3 Occupancies must reflect the following HB-1221 site plan note:  
"This shall constitute a contract that shall guarantee to the governing body that before the issuance of the final building permit the overall site will meet the accessibility requirements of State House Bill 03-1221. The site plan will reflect the appropriate number of accessibility point value per dwelling units for persons with disabilities, as provided in C.R.S. 9-5-105. Accessible units shall be constructed in such a manner as to be easily accessible and adaptable for persons with disabilities and will comply with the most current version of the American National Standard for the building and facilities providing accessibility and usability for physically handicapped people, promulgated by the American National Standard Institute, commonly cited as ICC/ANSI A117.1 – 2003. Owner of Property for the above permit: \_\_\_\_\_".

**Fire Hydrants:**

- Utilize the 2006 IFC, Appendix B & C in order to determine the fire flow, number of the fire hydrants and spacing requirements for the structures within this site. (Note: Please review Appendix C, Table C105.1 & items a. through e.)
- Show all proposed and existing fire hydrants within 400 ft. of this site. In the event that a fire hydrant is within 400 ft. of the site, but is outside the site plan area please utilize a fire hydrant symbol with an arrow pointing in the direction of the site and distance to the hydrant from the nearest portion of the site.

- Fire hydrants must be supplied by a looped water supply system.
- Dead-end water lines supplying fire hydrants must maintain a minimum available residual pressure of 20 psi for firefighting purposes. Only one fire hydrant (or fire suppression line) is allowed on a dead-end water line extension and must be supplied from a looped system. Any dead-end water line supplying a fire hydrant that exceeds 150 ft. will require an evaluation by the Utility Department that ensures that the 20-psi minimum residual water pressure is available.
- Pocket utility easements will need to be dedicated for the required fire hydrants. These easements are required to be shown on the site plan and the subdivision plat. Provide a dashed delineation that separates the fire hydrant(s) for the pocket utility easement.
- All fire hydrants must be placed between 3-1/2 ft. and 8 ft. from the back of the curb.

**Landscape Plan:**

- The landscape plan must reflect the location of all fire hydrants and fire department connections. Provide a symbol and label to reflect devices location. This is to ensure that these devices are not physically or visually obstructed from responding fire crews. The separation requirements from fire department connections and fire hydrants must meet both life safety (typically 3 feet and no material greater than 2 feet in height) and landscaping requirements. Landscaping material cannot be omitted or reduced based on the installation of a fire hydrant within a parking lot island or plant bed. It is recommended that the island or plant bed be constructed large enough to adequately accommodate both landscaping material and fire hydrants in order to comply with all city standards.
  - Landscape material planted adjacent to fire lane easements must be appropriately sized to prevent future growth from encroaching into this easement.

The number of existing fire hydrants is adequate. No additional fire hydrants are needed within this site.

**Fire Sprinkler Systems:**

- Fire department connections shall be on the front main entrance side or street side of buildings, within **100 ft.** an on-site fire hydrant, fully visible and recognizable from the street or nearest point of fire department apparatus accessibility, and shall be located and arranged so that hose lines can be attached to the inlets without interference from nearby objects, including buildings, fences, posts, or other fire department connections.
- Show the location, size and type of piping of the on-site fire protection water line serving the interior automatic fire sprinkler system. Example for water line label: 6" Fire Line DIP (Private).The fire line servicing the fire sprinkler system must be supplied by a separate tap on the water main and must be supplied by a looped system from the street. The fire department connection must be equipped with

approved Knox hardware caps. Label the fire department connection as “FDC w/Approved Knox Hdwe”.

- Each fire sprinkled multifamily structure must reflect a label with a boxed shaped symbol with an “X” inside the box to indicate the location of a Knox Box at the riser room door. This will be provided in order to expedite the direct manual control by the Aurora Fire Department over the fire sprinkler system in the event of system activation.

**General Fire Sprinkler System Requirements:**

- See “Building Codes Division” Comments for occupancy specific fire sprinkler requirements.
- Per *IFC 903.2.12.2* - Commercial cooking operations. An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with Section 904.

**Standpipe Systems:**

- Per *IFC 905.3.1*. - Building height. Class III standpipe systems shall be installed throughout buildings where the floor level of the highest story is located more than 30 feet (9144 mm) above the lowest level of the fire department vehicle access, or where the floor level of the lowest story is located more than 30 feet (9144mm)below the highest level of fire department vehicle access.

**Fire Alarms:**

- See “Building Code Division” Comments for occupancy specific fire alarm requirements.

**Required Fire Department Access:**

- Per *City of Aurora Code, Section 66-32*. Fire Apparatus Access Road Specifications. The *2006 IFC, Section 503.2.1 and 503.2.3* are hereby amended to read as follows: 503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 23 feet, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet, 6 inches. 503.2.3. Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus (75,000 pounds) and shall be surfaced so as to provide all weather driving capabilities. No speed reducing devices or traffic-calming features of any type, including but not limited to speed bumps, shall be permitted on any dedicated or designated fire lane.
- Fire department access is required to within 150’ of all exterior portions of the structure after completion of all construction on the site. Provide a dedicated 23-ft. fire lane easement throughout the site with standard turning radii of 29 ft. inside and 52 ft. outside.
- *D103.4* Dead ends. Dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with *Table D103.4*. Per *City of Aurora Code, Section 66-35. Appendix D*: The 2006 IFC, Appendix D is hereby amended to read as follows: Figure D103.1. Dead-end fire apparatus access road turnaround. The 60’ “Y” option is repealed.

- Per *IFC D103.6* Fire Lane Signs. The location of signs must be shown on the site plan. Fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with *Figure D103.6*. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by *Section D103.6.1* or *D103.6.2*. Signs shall be posted at seven (7) feet above grade on metal posts at approximately a 45-degree angle to the traffic flow. Spacing should be as needed to clearly identify posted area. But in no case should exceed 100 feet.
- An approved fire apparatus access road (fire lane easement) and water supply capable of delivering the required fire flow shall be installed and made serviceable before and during construction.
- Dedicated fire lane easements cannot be located under any portion of a building structure including porte cochere, eave line or other overhang.
- Construction Sites and Projects. Prior to any above ground level construction (after the foundation) or erection of a structure, whether the principal structure materials are combustible or of a non-combustible nature, there shall be adequate all-weather access roadways provided for use by apparatus. These temporary access roadways shall not be less than 15 ft. in width. The material used to construct these roadways may be of any one of, or a combination of, several aggregate materials available. Approved materials include premixed road base material, 1 1/2-inch river rock, crushed granite or other aggregate with not less than one-inch nominal size designation or crushed concrete. The fire chief or designated representative may approve other roadway materials. In no way shall the designations in this policy be intended or construed as to intend to prohibit asphalt paving or additional requirements as necessary.
- Per *IFC Section D104.1 - COMMERCIAL AND INDUSTRIAL DEVELOPMENTS -* Buildings exceeding three stories/30 feet in height. Buildings or facilities exceeding 30 feet or three stories in height shall have at least three means of fire apparatus access for each structure.
- Per *IFC Section D106.1 – Multiple-Family Residential Development Projects* having more than 100 dwelling units. Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads. Per *City of Aurora Code, Section 66-35*: This exception is hereby repealed in its entirety.

**Development Sites, Construction Sites and Phased Construction:**

- This site will require two points of access.

**Designated Loading Areas:**

- Show the designated loading areas on the site plan. Ensure that these areas do not encroach into the dedicated fire lane easements.

**Approved Knox Hardware:**

- Provide approved Knox hardware in the area of the front main entrance to the building mounted at approximately 6ft. above grade. To obtain the application of Knox hardware please contact Brad Krichau at 303-739-7422. You will be required to obtain an application in person at the Aurora Municipal Center, Permit Center on the second floor at 15151 E. Alameda Parkway.

**Handicap Accessibility Requirements:**

- Handicap accessibility: Show and label the location of all handicap accessible units (Type A or B), parking spaces and garages. In order to determine the number of accessible units required on your site you will need to determine the number of accessibility points required pursuant to *House Bill 1221*. The site plan must include an Implementation Plan as discussed in *House Bill 1221*.
- Where the *2006 International Building Code* requires more than one means of egress from any accessible space or building, each accessible portion of the space or building shall be served by not less than two accessible means of egress. (*IBC 1007.1*) Therefore, and if applicable, extend the heavy dashed delineation for the accessible route to these accessible means of egress.
- The City of Aurora enforces handicapped accessibility requirements based on *2006 IBC, Chapter 11 and the American National Standards Institute (ANSI) A117.1* and *House Bill 1221*. This building must meet these requirements and the submitted construction plans need to show compliance with these requirements.
- Some developers may have responsibilities to comply with the Americans with Disabilities Act (ADA), 1-800-949-4232, or the Fair Housing Act, 303-894-7822 x325. Although the City of Aurora does not adopt or enforce either federal statute, we urge you to contact the enforcing agencies at the above phone numbers to determine what applies to your development.

**The following items are required to be shown on the approved site plan:**

- Accessible Route of Travel: Show the accessible route of travel on the site plan with a heavy dashed line. Accessible exterior routes shall be provided from public transportation stops, accessible parking and accessible passenger loading zones and public sidewalks to the accessible building entrance they serve. Indicate all entrances and exits on the plan. Minimum width is 36".
- Accessible Means of Egress: Each accessible means of egress shall be continuous from each required accessible occupied area to a public way. Accessible pedestrian sidewalks or hard surfaces shall be shown at all required accessible means of egress.
- Designate Marked Crosswalks: Provide a crosswalk in areas where the accessible route is crossing a street or fire lane easement on the site plan. When practical, the accessible route of travel shall not cross lanes for vehicular traffic. When crossing vehicle traffic lanes is necessary, the route of travel shall be designated and marked as a crosswalk. Crosswalks are to be wide enough to wholly contain the curb ramp and shall be painted with white stripes. Minimum width is 36".

- **Parking Spaces and Signage:** Show accessible parking spaces on the site plan. The number of parking spaces must comply with the *2006 International Building Code, Chapter 11, and Table 1106.1*. One van accessible parking space shall be provided for every eight accessible parking spaces or fraction thereof. Parking spaces shall be located on the shortest possible accessible route from adjacent parking to an accessible building entrance. In facilities with multiple accessible building entrances with adjacent parking, accessible parking spaces shall be dispersed and located near the accessible entrances. When parking spaces are in a separate parking facility, accessible parking spaces shall be located on the shortest accessible route to an accessible pedestrian entrance to the parking facility.
  - The critical dimensions of the accessible parking spaces shall be shown on the site plan. Parking spaces shall be at least 9' wide and shall have an adjacent access aisle 5' wide minimum. Van accessible spaces shall have a minimum 8' wide adjacent access aisle. Parking access aisles shall be part of the accessible route to the building or facility entrance. Two accessible parking spaces may share a common access aisle. Parked vehicle overhangs shall not reduce the clear width of an accessible route.
  - Provide a detail of the accessible parking sign and indicate location of sign(s) on site plan using a symbol and label. The site plan shall provide a "Handicap Parking Detail" to reflect signage for both the "Van Accessible Space" and "Tow Away Zone" signs required below the standard 12" X 18" Accessible signs. Please note that the 7' distance required would be measured from grade to the bottom of the lowest sign posted (this includes the van accessible sign and the tow away sign).
- **Passenger Loading Zones:** If provided, show on site plan. Passenger loading zones shall be located on an accessible route of travel, on the shortest possible route to an accessible entrance. Passenger loading zones shall provide an access aisle at least 60" wide and 20' long adjacent and parallel to the vehicle pull-up space, and at the same level as the roadway. The access aisles located between the accessible parking spaces shall be part of the accessible route of travel to the building or facility entrance. A minimum vertical clearance of 114" (9'6") shall be provided at accessible passenger loading zones and along vehicle access routes to such areas from site entrances.
- **Curb Ramps:** Show curb ramp locations on site plan. Curb ramps shall be provided wherever an accessible route crosses a curb. The slope of curb ramps shall be the same as for other ramps. The minimum width shall be 36", exclusive of flared sides. If a curb ramp is located where pedestrians must walk across the ramp, then it shall have flared sides. Built-up curb ramps shall be located so that they do not project into vehicular traffic lanes. Curb ramps at marked crossings shall be wholly contained within the markings, excluding any flared sides.

**Trash Enclosure:**

- **Dumpsters:** Per the *2006 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.

## **BUILDING DIVISION - represented by Mike Dean**

### **Site Specific Comments:**

The following building code requirements apply to this project. Unless otherwise noted, all references are to the adopted *2006 International Codes*.

- The existing property line will need to be removed to ensure that the proposed structures are not built on top of the property line.
- A demolition permit is required for the removal of the existing structure.

### **General Comments:**

- The applicant must comply with additional code requirements to the adopted *2006 International Building Code, 2006 International Mechanical Code, International Fuel Gas Code, International Plumbing Code, International Energy Conservation Code* and *2005 National Electrical Code* as amended per *Chapter 22* of the *Aurora City Code*. This code is available online at [www.municode.com](http://www.municode.com) or [www.auroragov.org](http://www.auroragov.org).
- The function of the Building Division in the development process involves assistance with building code questions, review of construction plans, issuance of building permits, inspection of actual building construction and issuance of a final Certificate of Occupancy.
- The comments being made during this meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns. During a code consultation meeting we can assist you with specific code compliance issues and processing steps such as permit routing and permit fees. Alternatives for a specific project application can also be explored during a code consultation meeting. Please contact Rej Simenson at 303-739-7425.
- This project will require review of the construction plans for compliance with *2006 International Building Code, International Plumbing Code, 2006 International Mechanical Code, International Fuel Gas Code, 2005 National Electric Code* and the *2006 International Energy Conservation Code*, together with other Aurora adopted codes and ordinances regulating construction.
- The submittal of construction documents for plan review is required for this project prior to obtaining a building permit. Plan Review Checklists are available online at [www.auroragov.org](http://www.auroragov.org). A Plan Check Fee (based upon the valuation/contract price of the work to be done) is required to be paid when construction plans are submitted to the Building Division for review (see Fee Schedule distributed at the meeting). The City of Aurora Building Code Division has maximum schedule times for each stage of the plan review process. The overall time taken on a project will vary depending on how long it takes you and/or your consultant to respond to required code corrections to meet the minimum adopted code even with the scheduled review times. Plan submittals, corrections and revisions should be on the same standardized document size for recording. (A detailed review is required for sprinkler systems, racking systems, and all “in-field revisions” to the approved plans. A separate plan review and permit may be obtained for sprinkler systems, racking systems, and “field revisions”. Separate plan review fees and permit fees are charged for these).

- Permits are required for the project. Permits must be issued to a contractor properly licensed with the City of Aurora. Permits can only be issued after obtaining approval of all plans required by the City of Aurora (i.e. Planning, Right-of-Way, Drainage, Traffic, Landscaping, etc.).
- A plan-check deposit is required for plan acceptance. The fees assessed and due for plan submittal are plan check fees. The fees assessed and due upon building permit issuance are per the adopted fee schedules. See Appendix A, Comprehensive List of Development Fees of the Development Handbook provided to you at the City of Aurora Pre-Application meeting.
- A Certificate of Occupancy will be required before occupancy. The Certificate of Occupancy cannot be issued before the construction has been completely inspected and given final approval by the Building Codes Division, Zoning Inspection, Public Improvement Inspection and Aurora Water Inspection. Some fees (i.e. deferred Aurora Water fees) may be due prior to issuance of Certificate of Occupancy.
- The Certificate of Occupancy is issued per addressed building for single tenant buildings.

**Required Checklist:**

- The Aurora Building Codes Division has established a number of checklist's that reflect specific construction plan submittal requirements. A copy of these checklists can be obtained by visiting our web site at <http://www.auroragov.org>. Once at this page click on Governments, Building Permits and Inspections, and then on the left hand column click on Plan Intake Checklist. The checklists you will need are:
  1. Commercial Plan Review Checklist
  2. Multi-Family Master Plan Review Checklist.

**Geographic Design Criteria:**

- *Sec. 22-185* Climatic and geographic design criteria. *Table R301.2(1)* "Climatic and Geographic Design Criteria" of the IRC adopted in *Section 22-181* is amended to read as follows:
  1. Ground Snow Load: 34 pounds per square foot.
  2. Wind Speed: 100 miles per hour for 3 second gust.
  3. Seismic Design Category: B.
  4. Subject to damage from Weathering: SEVERE.
  5. Frost line depth: 36 inches.
  6. Subject to damage from Termite: SLIGHT TO MODERATE.
  7. Subject to damage from Decay: NONE TO SLIGHT.
  8. Winter Design Temperature: 1 DEGREE (F).
  9. Ice Shield Underlayment required: NO.
  10. Flood Hazards: Varies, refer to City of Aurora Code, Chapter 70.
  11. Air Freezing Index: 712.
  12. Mean Annual Temperature: 50 Degrees F.

**A-2 Occupancy:** *Assembly uses intended for food and/or drinks.*

- See *IBC Section 907.2.1* for the fire alarm and detection systems in Group “A” occupancies with an occupant load of 300 or more. See special provisions of *IFC Section 907.2.1.1* where the occupant load is greater than 1,000.
- Interior wall and ceiling finishes in lobbies of Group A-1, A-2 and A-3 occupancies shall not be less than Class B (see *IBC Note d, Section 803.5*).
- See *IFC Section 903.2.1.2* for fire sprinkler systems. An automatic sprinkler system shall be provided throughout a fire areas containing a Group A-2 occupancy where one of the following conditions exists:
  - The fire area exceeds 5,000 square feet.
  - The fire area has an occupant load of 100 or more.
  - The fire area is located on a floor other than the level of exit discharge.
- Where an automatic sprinkler system is required by the provisions of *IBC Section 903.2.1*, all floors between the Group “A” occupancy (other than Group A-5) and the level of exit discharge shall be sprinklered (see *Section 903.2.1*).
- Commercial kitchens do not need to be separated from dining areas that they serve (see *IBC Note e of Table 503.3.3*).
- See *IFC Section 903.2.12.2* for commercial cooking operations. An automatic sprinkler system shall be installed in commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with *Section 904*.
- See *IFC Section 904.2.1* for commercial hood and duct systems. Each required commercial kitchen exhaust hood and duct system required by the *International Fire Code* or the *International Mechanical Code* to have a Type I hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

**R-2 Occupancy:** *Residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature.*

- For special conditions for structures with a Group A, B, I, M or R occupancy above a Group S-2 open parking garage, see *IBC Section 509.7*.
- For special conditions for structures with a Group A-3, B, M, R or S occupancy above an enclosed or open Group S-2 parking garage, see *IBC Section 509.2*.
- See *IBC Section 509.8* for special conditions where a Group B or R occupancy is located below a Group S-2 open parking garage.
- Where a Group S-2 parking garage is located below a Group R occupancy, see the special construction provisions of *IBC Section 509.4*.
- An automatic sprinkler system is required throughout all buildings containing a Group R fire areas (see *IBC Section 903.2.7*).

- See *IBC Section 419* regulating dwelling unit and sleeping unit fire separations in Group I-1, R-1, R-2 and R-3 occupancies.
- Special height increase are permitted for Group R-2 buildings of Types IIA and IIIA construction (see *IBC Sections 509.6 and 509.5*).
- Single- or multi-station smoke alarms shall be installed in Group R-2, R-3, R-4 and I-1 occupancies in accordance with *Section 907.2.10.1.2*.
- In Group R-2 occupancies, a manual fire alarm system is required where at least one of three listed conditions exists. (see *IBC Section 907.2.9*).
- Shaft enclosures connecting four or fewer stories are not required within individual dwelling units of Group R-2 and R-3 occupancies (see *IBC Section 707.2, exception 1*).

**Accessibility:**

- *Section 1104.3* - Provide an accessible route to all floors, rooms and to all basements, mezzanines and stories of this proposed occupancy.
- *Section 1007.1* - Where two exits are required from a space, two accessible exits are also required.
- *Section 1007.2.1* - An accessible elevator is required in buildings over three stories.
- *Section 1007.8* - Comply with the exterior wall rating requirements for 10'-0" and the 45 minute opening protective requirements for the Exterior Area for Assisted Rescue if this option is selected to comply with accessibility at the required exit.
- Section 3409.5 – Accessibility is required to and within the new addition.
- The City of Aurora enforces handicapped accessibility requirements based on Chapter 11, Appendix Chapter 11 and American National Standards Institute (ANSI) 117.1. This building must meet these requirements and the submitted construction plans need to show compliance with these requirements. The City approved Site Plan is required to show site accessibility (see handout from meeting).
- Some developers may have responsibilities to comply with the Americans with Disabilities Act (ADA), 1-800-949-4232, or the Fair Housing Act, 303-894-7822 X325. Although the City of Aurora does not adopt or enforce either federal statute, we urge you to contact the enforcing agencies at the above phone numbers to determine what applies to your development.

**IECC Heating and Load Calculations:**

- IECC calculations are required to be recorded on either the landlord improvement or on core and shell construction plan submittals based on the proposed use and occupancy of the structure. The tenant would only be required to submit calculations when he exceeded the occupant load or changed occupancy entirely.

**Permitting:**

- *Section 105.1* - A demolition permit is required to remove existing buildings on the site or to demolish construction within a building.
- *Section 105.1* - Structures may not be built or moved to this property without first obtaining a building permit for each individual structure. Permits are required for construction trailers.
- *Section 105.3.1* – Completion of the plan review in the Building Division is not the only required approval to release the building permit. The release of the building permit is subject to approval by the other required city departments.
- Submitted plans will be checked for a level of completeness that is adequate for the plan review to maintain the schedule prior to acceptance for plan review in the Building Division.

**Height of Occupancies within Building:**

- *Table 503* - Occupancies in multi-story buildings are limited to their allowable story height in the building by the construction type per *Section 302.3.2*. Example: A3 occupancies (conference assembly rooms over 750 sq. ft.) may not be located above 2nd story in the IIB construction type.

**Area Calculations:**

- *Section 508.3.3.2* - Provide allowable area calculations, using the sum of actual areas over the allowable areas, in separated use buildings for all of the mixed occupancies included in the proposed building.
- *Section 503.1* - Provide allowable area calculations to justify proposed construction type with submittal. Construction type and occupancy groups must be stated on the submittal for permit documents clearly state “non-separated uses”, if justified.

**REAL PROPERTY - represented by Charlene Southern**

**General Comments:**

**Subdivision Plats**

- The property is currently platted but because of what you propose to do, it will need to be **resubdivided** (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in the most current Subdivision Plat Checklist which you can obtain from Real Property, 3<sup>rd</sup> Floor or online at [www.auroragov.org](http://www.auroragov.org) {click on Departments; then Public Works; then Real Property Services. The plat will receive 3 reviews from Real Property. If Real Property does not feel it is ready to record at the county by the 3rd review, it may be rejected. If rejected, you may be required to reapply with the Planning Dept., pay additional fees, and the time period for receiving a building permit would be extended. These reviews of the plat can run concurrently with your other Planning Dept. submittals. If you have questions regarding plat preparation contact Charlene Southern in Real Property at 303-739-7300.

- A **presubmittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning for their 1st review. This meeting is for plats only and only before their 1st submittal. These meetings will be limited to 30 minutes and are by appointment only. Call Charlene Southern at 303-739-7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

#### Site Plans

- A **site plan** may be required by the Planning Dept. and Real Property has items that need to appear on that site plan above and beyond what other departments require. These items have been put together in the Site Plan Checklist and may be obtained from Real Property, 3<sup>rd</sup> Floor or online at: [www.auroragov.org](http://www.auroragov.org) {click on Departments; then Public Works; then Real Property Services}. If you have questions regarding site plan preparation, call Charlene Southern in Real Property at 303-739-7300.

#### Separate Documents

- 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. The specifications are available in Real Property, 3<sup>rd</sup> Floor or online at: [www.auroragov.org](http://www.auroragov.org) {click on Departments; then Public Works; then Real Property Services} and look for Easement Release. 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. If you have questions regarding easement releases, contact Maurice Brooks at 303-739-7300.
- City Code does not allow any portion of a roofed structure into any easement. The City may allow encroachments into easements with items such as trash enclosures, fencing, gates, retaining walls, monument signs, internal medians, etc. as long as they do not interfere with the use of the easement. If the developer is proposing any type of encroachment into easements on their project, they must apply for and receive a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application. The application packet for Revocable Licenses is available in Real Property, 3<sup>rd</sup> Floor or online at [www.auroragov.org](http://www.auroragov.org) {click on Departments; Public Works; Real Property Services} and look for Revocable License packet. Required items for dedications must be submitted in one package, not piecemeal. A Revocable takes about 1-2 weeks to complete and must be complete before Real Property will record the site plan. If you have questions regarding a Revocable License, contact Darren Akrie at 303-739-7300.

**NEIGHBORHOOD SUPPORT – represented by Marsha Osborn**

- We encourage you to proactively work with the neighborhood groups and adjacent property owners. Neighborhood groups that are currently registered with the Neighborhood Support Division within one mile of your proposed project are listed on the attached handout. You are urged to contact and work with local neighborhood organizations regarding your application(s), which are expected to generate community interest. We will not notify these groups until your submittal has been made or you contact us for assistance. If you have any questions please Marsha Osborn at 303-739-7280