

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:

- ▶ Access and Connectivity within the Site
- ▶ Pick-up and Drop-off designation
- ▶ Access and connectivity to Public Transit (Light Rail Station) and adjacent Bike Lanes

General Zoning Code Review of your Property:

- Your property is zoned MU-C (mixed-Use Corridor) within subarea B.
- The uses you propose, a Charter High School, is permitted by the current zoning, but subject to an Advisory Site Plan approval.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - [Advisory Site Plan](#)
 - Easement Release and Dedication
 - Your project can be reviewed administratively through an Advisory Site Plan before the Planning Commission at a study session.
- 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
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
 - [Site Plan Manual](#)
- Your application will be uploaded through our Planning Portal as separate PDFs. Please ensure that, during the PDF creation process, all AutoCAD SHX text items are removed from the comment section and that the sheets are flattened to reduce the select-ability of items. 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 PDFs.

Re: Colorado Early Colleges Aurora High School (#1406189) / Pre-Application Meeting - September 26, 2019
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Standards and Issues:

1. Zoning and Land Use Issues

Your submittal should include a site plan, building elevation, a landscape plan with a focus on drop-off, pick-up, and bus and delivery access, accessible pedestrian routes and any building addition or building façade change details.

RESPONSE: Existing Conditions (ALTA-Survey) is included that shows existing utilities, easements and site conditions. A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station

2. Traffic and Street Layout Issues

A pick-up and drop-off area should be designated on the site plan as well as connections to parking. Due to the site adjacency to the Florida Light Rail Station as well as dedicated bike lanes, special consideration should be given to safe access to South Abilene and Florida Streets.

RESPONSE: A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station

3. Site Design Issues

3A. Pedestrian and Bike Circulation and Linkages to Light Rail Station and Bike Lanes.

Update all curb ramps adjacent to the site to meet current standards. Show accessible routes to any accessible parking and to the public right-of-way. Provide pedestrian and bicycle routes within the parking lot with connection to the Florida Light Rail Station and dedicated bike lanes on Florida Street.

RESPONSE: A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station. No site or ROW improvements are proposed

3B On-Site Vehicular Circulation

Ensure there is a dedicated queuing plan for the drop-off and pick-up area for the school within the parking lot. Please note that these functions cannot occur within the fire lanes including any building additions.

RESPONSE: A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station. Site, building or parking lot island changes are not proposed

4. 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:

General Landscape Plan Comments. Because there is an existing approved landscape plan for the previous development known as Amazing Jakes/EcoTech, the applicant shall be required to bring the landscaping into compliance with the originally approved as amended landscape plan dated 2007. Any deficient landscaping shall be installed prior to the issuance of a final certificate of occupancy.

In addition, should the proposed interior renovations expand to include exterior site changes such as revisions to the current parking area to accommodate drop off and pick up locations, then the city shall work with the applicant to determine the appropriate current landscape code requirements to be implemented. These requirements may be found within the newly adopted zoning code, specifically Section 146-4.7.5.Q Landscape Requirements for Redevelopment Sites with Existing Development

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found within Section 146-4.7 Landscape, Water Conservation, Stormwater Management

RESPONSE: Site or building elevation changes are not proposed thus no landscape plan is being prepared

5. Architectural and Urban Design

5A. any changes to the building elevations must be illustrated on the plans and must be complementary to the existing building design and utilize similar materials.

RESPONSE: Building elevation changes are not a part of the improvements thus no elevation drawings are being prepared

5B. Screening of Roof Top Mechanicals.

Code section 146-4.8.11 states the requirements to 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. A note should be added to the general notes section of all Site Plans: (click [here](#) for the specific note)

RESPONSE: Building elevation changes are not a part of the improvements thus no elevation drawings are being prepared.

6. 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 arterial streets may be up to 12 feet high; ground signs abutting other streets and areas are limited to 8 feet in height. Please refer to section 146-4.10.5 of the UDO (Uniform Development Ordinance) for complete regulations. Based upon the discussion during the pre-application meeting, the monument sign will remain in its current location and building signage will reflect a change in name only.

RESPONSE: Correct. Any changes will be process through a separate sign permit.

7. 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 Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

RESPONSE: Understood

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.

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RESPONSE: Understood

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: It is not anticipated that a neighborhood meeting will be held

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Scott Campbell. He 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.
- 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.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

RESPONSE: Thank you

Parks, Recreation & Open Space Department (PROS)

No comments at this time

Aurora Water

Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.

Key Issues:

- ▶ Grease Interceptor sizing should be verified with the addition of the new kitchen.

RESPONSE: The grease interceptor has been reviewed by our plumbing engineer and is adequately sized for the new kitchen.

- ▶ If additional fixtures in the facility cause the meter to be upsized, a Fixture Unit Table shall be provided. This could create the need for Civil Plans.

RESPONSE: The additional fixtures will not cause the meter to be upsized. This has been reviewed and approved by Ryan Tigera, via email dated August 23, 2019. "Aurora Water will allow for a 10% variance to keep the existing meter size. Based on the spreadsheet provided, your project is ok with a 2inch meter."

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- ▶ Easement dedication (Drainage Easement) shall be dedicated for the existing Parking lot detention area.

RESPONSE: Site changes are not proposed thus no easement dedication is being prepared

Utility Services Available:

- Water service to the building is currently provided
- Sanitary sewer service to the building is currently provided.
- The project is located on Map Page 11G.

RESPONSE: Understood

Utility Service Requirements:

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

RESPONSE: Please see existing conditions – (ALTA Survey)

- 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).

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project. These fees should have been satisfied as the site is developed. If additional impervious surface is created, these fees may apply.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

RESPONSE: It is understood that no fees will be required for the proposed tenant finish only improvements

Public Works Department

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

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Key Issues:

- ▶ A Traffic Impact Study has been received for this development and initial review is provided. See below for additional information.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- ▶ The Traffic Impact Study demonstrates an excess of 50 vehicles entering the south access driveway to the site in the AM peak hour, which exceeds the thresholds for a northbound right-turn deceleration lane.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- Objects and structures shall not impede vision within these sight triangles. If any adjustments to the landscaping or monument signage on Abilene St are made, they 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](#).

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

RESPONSE: No site improvements are a part of this project. A landscape plan is not being prepared.

Improvements:

- Pending review of the Traffic Impact Study, the developer may be required to construct a northbound right-turn deceleration lane at the southern access driveway to the site.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- 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. Include the following note on the Site Plan: 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: There are no proposed changes to stop signs or street name signs as part of this project.

- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

RESPONSE: This note has been added to the site plan.

- A Traffic Impact Study was received for this site, an updated Traffic Study incorporating the following comments will be required to be uploaded with the Site Plan. The following are initial comments to be addressed from the first TIS submittal:

- 1) Please correct all references to the build year from the 2019-2020 school year to the 2020-2021 school year.

RESPONSES TO COMMENTS AND CONCERNS

RESPONSE: Acknowledged.

- 2) Provide more information on the trip distribution percentages that were assumed, especially in light of the relocation of the school relative to the location of students' homes which remain the same.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- 3) Projected trip generation, distribution, and assignment indicate that entering traffic on the south access driveway will exceed the threshold for warranting a right-turn deceleration lane onto the site.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- 4) Please add and include an analysis of proposed drop off and pickup circulation patterns, including on-site queuing analysis for that proposed circulation.

RESPONSE: Please see revised Traffic Impact Study included with this submittal.

- 5) Based on ongoing review of subsequent submissions of the Traffic Impact Study, additional improvements may be required.

RESPONSE: Acknowledged.

Engineering Division

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

Key Issues:

- ▶ Public improvements required with this development include updating the curb ramps at the entrances on Abilene Street. If the new ramps impact the existing detention area, a drainage letter shall be submitted.

RESPONSE: No site or ROW improvements are a part of this project.

- ▶ Drainage easements shall be dedicated for the existing detention areas on site.

RESPONSE: Site changes are not proposed thus no easement dedication is being prepared

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, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

ROW/Easements/Plat:

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- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

RESPONSE: No changes or proposed improvements are anticipated to the site, building or utility main lines.

Drainage:

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

- A preliminary drainage letter may be required if the new curb ramps impact the existing detention areas. It should state the approved drainage patterns will not be altered and the imperviousness will not change from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan, sized no larger than 11" x 17", shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.

RESPONSE: No site or ROW improvements are being proposed for this project.

Fire/Life Safety Comments - Building Division

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

Key Issue:

- ▶ The pick-up and drop-off of students is not being shown in the traffic analysis. The existing fire lane easements cannot be obstructed by stopping or standing of vehicles. Traffic engineering will most likely ask for that in the traffic impact study. Please show drop-off and pick-up on that traffic impact study.

RESPONSE: A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station.

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.

- The existing structure currently has adequate addressing in place. This information is only provided where the new tenant wishes to modify the existing addressing on the building.

RESPONSE: Understood

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](#)
 - 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.
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

RESPONSE: A civil plan package is not being prepared.

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 developers 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.

RESPONSE: Acknowledged.

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- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

RESPONSE: Acknowledged.

- New additions or changes in occupancy 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)
 - The adjacent tenant (Spider Monkey) will not require reassessment for radio frequency verification, only the area of the new charter school.

RESPONSE: A preliminary test has been conducted indicating radio frequency is adequate. Another test will be completed after the completion of construction to confirm compliance.

Fire Department Access:

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

- **Fire Lane Easement**

- 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: Existing Conditions (ALTA-Survey) and site plan are included that shows existing utilities, easements and site conditions.

- If the existing fire lane easements are required to modified due the addition of student pick-up and drop-off these changes can be reflected in both the civil and site plan submittals.

RESPONSE: A site plan is provided to indicate proposed interior traffic circulation and the pedestrian safe route from the Light Rail Station

Fire Hydrants:

Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

RESPONSE: Acknowledged.

Fire Sprinkled Structures:

- The existing structure is currently fire sprinkled. Modifications of the fire sprinkler system, or other fire protection system, will require a building permit through the Aurora Building Division as required by the State statute.

RESPONSE: Acknowledged.

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Handicap Accessibility Requirements:

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

- Commercial

RESPONSE: Acknowledged.

Knox Hardware:

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

Note: The structure currently has pre-approved Knox hardware devices, but in the event that any previously approved devices are missing, new devices will be required to assure fire department access to the structure.

RESPONSE: Acknowledged.

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: Existing Conditions (ALTA-Survey) has been included with the site plan submittal set. Labels have been added where needed

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: These areas are labeled on the site plan

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: The above note has been added to the site plan

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- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

RESPONSE: No site improvements are proposed for this project thus no site photometric plan is being prepared.

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) 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](#)

RESPONSE: Understood

Site Plan Data Block:

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

RESPONSE: Understood

Special Design Considerations:

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

- [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

RESPONSE: No site improvements are proposed for this project. Existing conditions account for the above

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: No changes to the existing trash enclosure are proposed as part of this project. The existing exterior walls are non-combustible.

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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:

- A subdivision plat is not required at this time.

RESPONSE: Thank you.