



August 14, 2018

Mark Geyer
Project Manager
Office of Development Assistance
City of Aurora

**RE: Naughton Subdivision Filing No. 2, Site Plan Amendment
Pre-Application Comment Responses
Naughton Rotunda (#1285758)**

Planning Department

Standards and Issues:

1. Zoning and Land Use Issues

1A. This site is currently zoned (B-1), *Retail Business District*. The purpose of this district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods. The B-1 district should be located and designed to allow for access by pedestrians, bicyclists, and various types of public transportation, in addition to automobiles. The lot is bordered by (B-3), *Highway Service District*, to the south and north, OPEN to the east, and Planned Development District subzone Elder Care / (R-3MH), *High Density Multi-Family Residential District*, to the west.

Response: Noted.

1B. The property falls within the Havana Street Overlay District. This district is intended to encourage improvement in streetscape, landscaping and the general aesthetics of the street edges along Havana Street within the defined boundary. An enhanced landscape plan was previously approved that fulfills the overlay district requirements for the street frontage. However, if the proposed improvements impact this existing enhanced landscape buffer, a new landscape concept will need to be submitted.

Response: Noted.

2. Site Design Issues

2A. Parking

On-Site parking is required by [Section 1504](#) of the Zoning Code. Based on the information you've provided, 16 showroom parking spaces and customer parking spaces must be designated and retained on-site.

Response: Noted.



2B. *Site Lighting*

If parking lot lighting is impacted, please see [Section 146-1509\(H\)](#) for details on the design of parking lot lighting. Parking areas should be illuminated as unobtrusively as possible to meet the functional needs of safe circulation and or protecting the people and property on the site. To achieve this, light sources should be of a full cut-off luminaire type, and concealed or shielded to the maximum extent possible to minimize interference with adjacent properties. Lighting sources should also be downward facing. [Section 146-1509\(H\)](#) states that light poles shall not exceed 40 feet in height. Please include cut sheets of the intended fixtures for any lighting proposed including wall packs and pole lights. Please show typical details of lighting on the plan and/or building elevations if changes to the current lighting on site are expected.

Response: See plans for cut sheets and photometrics.

3. **Landscape Design Issues**

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

A. General Landscape Plan Comments. The applicant shall be required to comply with the approved Aurora Highline Filing No. 3 Site Plan Amendment with Waiver and Conditional Use Landscape Plans approved in 2016, as well as the City of Aurora [Landscape Reference Manual](#) and [Article 14 Landscape Ordinance](#), specifically [Section 146-1460](#) Requirements for Sites with Existing Development.

Response: Noted.

Landscape tables shall be provided for each of the required landscape treatments i.e. street frontage and buffer tables etc. Please ensure that your landscape architect or designer is aware of our project specific comments and has copies of the approved landscape plan as well as [Article 14 Landscape Ordinance](#) and the [Landscape Reference Manual](#).

Response: Noted.

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

Response: Noted.

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

Response: Noted.



B. Aurora Highline Filing No. 3 Site Plan Amendment with Waiver and Conditional Use

As part of the site plan amendment to expand the display/outdoor storage of vehicles along the southern boundary of the site in 2016, the applicant took the opportunity to incorporate landscape improvements for the street frontages along S. Havana Street, S. Ironton Street and the private drive. Should the proposed building modification to the existing rotunda impact the approved 2016 landscaping, a new landscape concept shall be required to address the streetscape along S. Havana Street in accordance with the Havana Overlay District requirements.

Response: Noted. No changes to previous landscaping plan anticipated.

In addition, the applicant shall be required to bring the existing site into compliance with the approved final landscape plan dated January 2016. If plant material is missing from parking lots, buffers or from building perimeters and was shown on the site plan amendment, this plant material shall be installed as part of the approval process for the new building addition. The site will be inspected for landscape compliance prior to the issuance of a certificate of occupancy. Landscape compliance will be based upon the previously approved landscape plan as well as the landscape plan associated with the new building addition.

Response: Noted.

C. Article 14 Landscape Ordinance

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

- **Building Perimeter Landscaping.** All non-residential buildings are required to provide building perimeter landscaping in accordance with the following standards: Landscape building elevations that face public rights-of-way, residential neighborhoods, public open space, or have an entrance door. Loading and/or service doors are not included in this requirement. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five gallon shrubs, or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to [Section 146-1451](#) (D) Additional Requirements for Non-Residential Development.

Response: Noted.

- **Irrigation.** All newly installed landscaping shall have irrigation and be connected to the existing system.

Response: Noted.

4. Architectural and Urban Design

4A. Design Standards.

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

Response: Noted.



Staff suggests that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs and changes in parapet height to improve the façade and create an inviting and attractive street presence. Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance.

Response: Noted. See architectural elevations.

4B. Screening of Roof Top Mechanicals.

Code Section [146-1300](#) in Article 13 states the requirements for screening of rooftop equipment. 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.

Response: Noted.

5. Signage

Any proposed changes to the signage should be included and please refer to [Article 16](#) for guidance.

Response: Noted. See architectural elevations.

6. Mineral Rights Notification Requirements

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal.

Response: Noted.

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 Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Response: Noted.

Community Participation:

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

Response: Noted.

Neighborhood Services Liaison:

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

Response: Noted.



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

Response: Noted.

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

Response: Noted.

Parks, Recreation & Open Space Department (PROS)

Forestry Division

There are several trees on this property that may be impacted by redevelopment.

Tree Mitigation Requirements:

Trees on site, 4" or greater in caliper, which will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation.

Response: Noted. See landscape plans for details.

Forestry's Role in Site Plan Review:

- When the site plan is submitted, please show and label all existing trees on the Landscape Plan and indicate which existing trees will be preserved or removed. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.

Response: Noted.

- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.

Response: Noted.

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [Parks, Recreation & Open Space Dedication and Development Criteria manual](#).

Response: Noted.

Ash Trees Prohibited:

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

Response: Noted.



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:

- ▶ An existing 8-inch sanitary sewer is located near the existing detention area.
- ▶ An existing public storm goes through the western portion of the site.
- ▶ An Inspection and Maintenance (I & M) Plan is required for the detention pond.
- ▶ A unit fixture table and analysis is needed to ensure the existing 2-inch water meter is adequate.

Utility Services Available:

- Water service may be provided from an existing 2-inch meter and service line.
- Sanitary sewer service may be provided from the existing sanitary service line.
- The project is located on Map Page 08C.

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

Response: Noted.

Utility Development Fees:

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
 - [Platted Before January 1, 2017](#)

Response: Noted.

Public Works Department

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

Key Issues:

- ▶ No change to the access off of South Havana Street is proposed.
- ▶ No Traffic Letter or study is requested.



- South Havana Street is a state highway. Reach out to CDOT regarding this process to determine if they feel an updated access permits would need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Marilyn Cross* at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es) and have given preliminary approval. This letter must be received 10 days prior to the Planning Commission hearing.

Response: Noted.

- Show all adjacent and opposing access points on the Site Plan.

Response: Noted.

- Label the access movements on the Site Plan.

Response: Noted.

- Objects and structures shall not impede vision within sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

Response: Noted.

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

Response: Noted.

Improvements:

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

Response: Noted.

- Show the installation, by developer, "Right Turn Only"/"Do Not Enter" signs at entrance at Havana St. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

Response: Signs shown.

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

Response: Noted.

Engineering Division

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

Key Issues:

- ▶ No public improvements are required with this development.
- ▶ A pond certification and an Inspection and Maintenance Plan shall be required with the civil plan submittal since there isn't anything on file for the existing on-site detention pond.

Improvements:

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



- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

Response: Noted.

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

Response: Noted.

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

Response: See architectural and civil for information.

ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - 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 easements anticipated for this project.

Drainage:

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

- A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. 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. 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.

Response: Drainage letter has been submitted.

- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision.

Response: No anticipated change to existing pond.

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

Response: Noted.

Fire/Life Safety Comments - Building Division

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

Addressing Requirements:

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Response: Noted.



Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

Response: Noted.

Civil Plans:

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
 - 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.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#) (Required where the occupant loading of the new addition requires added customer parking and new accessible parking spaces.)
- [Sign Package](#)
- [Signature Block](#)

Response: Noted.

Emergency Responder Radio Coverage:

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

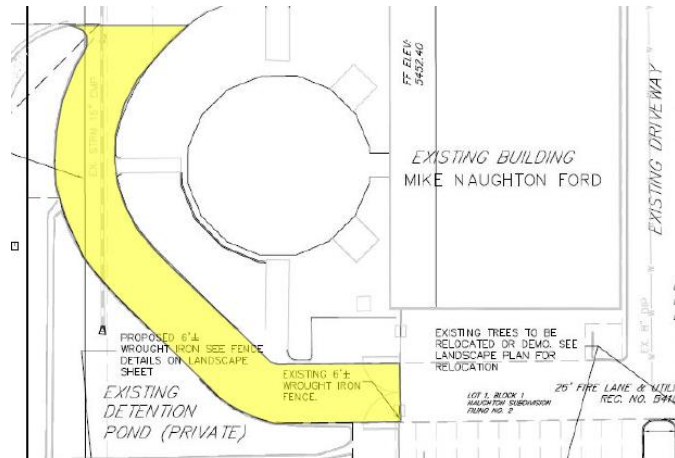
- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 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.
 - Note: New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure.

Response: Noted.

Fire Department Access:

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

- [Fire Lane Easement](#)
- As agreed upon during the pre-application meeting, a section of the fire lane easement, shown in yellow, can be vacated (processed through the Real Property Division) to allow the proposed building configuration desired by the applicant.
- [Dead-End Fire Lane Detail](#)



Response: Easement vacation legal description and exhibit w/ mapcheck has been included.

Fire Hydrants:

- The new addition will not require added fire hydrants to this site.

Response: Noted.

Fire Sprinkled Structures:

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

- Note: 150 S. Havana Street is currently equipped with both a fire sprinkler and fire alarm system. Continued use of these fire protection systems will require deferred plan submittals discussed in the Building Division comments being provided. The revised site plan must show the location of the existing fire department connection, fire service line supporting the fire sprinkler system and any exterior door leading the fire riser room.

Response: Noted.

Gating Entry:

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

Response: No new gates on the site.

Handicap Accessibility Requirements:

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

- Commercial

Response: Noted.

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 of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

Response: Noted.

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: Noted.

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: Noted.



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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#) (Add only if a new gating system is being added.)
- [\(Site Plan Note\) 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: Noted.

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: Noted.

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 has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department
- [Access to within 150 feet of Each Structure](#)
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [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: Noted.

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 new trash enclosure anticipated. Existing enclosure on southeast of site.



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.

Site Plans:

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

Response: Noted.

Separate Documents:

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

Response: Noted.

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

- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)

Response: Noted.

- If there are existing easements that are no longer needed, such as a portion of the fire lane on the western portion of the site, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

Response: Easement vacation legal description & exhibit w/ mapcheck has been included.

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

Response: None anticipated.

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

Response: None anticipated.

- There is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the [Dedications Packet](#).

Response: Noted.

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- The project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the City. These are legal documents and must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Real Property, it takes about 4-6 weeks to complete the process. These documents must be complete and ready to record before Real Property will record the site plan.

Response: None anticipated.

- Real Property may require a Monumented Field Survey but we are unable to determine that until we have our 1st review.

Response: Noted.

We appreciate the time and effort taken by yourself and other members of the City of Aurora staff in the review of these documents. We believe we have addressed all of the concerns that were raised and we look forward to continuing through the approval process. If you or any other staff members have any comments or need further clarification on any of the issues raised, please don't hesitate to contact us at (720) 979-0334.

*Sincerely,
Infinity Land Consultants, LLC*

*Ryan J. Seacrist, PE
Senior Project Manager*