



Aurora Water



City of Aurora

Planning and Engineering  
Project Delivery Services  
15151 E. Alameda Pkwy., Ste. 4400  
Aurora, Colorado 80012  
720-859-4300

*Worth Discovering • auroragov.org*

Planning and Development Services  
Planning Division  
15151 E. Alameda Pkwy., Ste. 2300  
Aurora, Colorado 80012

To: Sarah Wieder

From: Ted Hartfelder, Aurora Water  
Bruce Creamer, Black & Veatch Corporation  
Brian Jessee, Black & Veatch Corporation

Subject: RESPONSE TO PRE-APPLICATION MEETING NOTES FOR THE HIGHPOINTE LIFT STATION  
CAPACITY IMPROVEMENTS PROJECT – CONTEXTUAL SITE PLAN SUBMITTAL (DA-1746-  
16, #1155579)

The City of Aurora (City) is in the process of upgrading the capacity of the existing Highpointe Lift Station (HLS) due to projected increases to flow resulting from rapid development of the area served by the lift station. Aurora Water is the Applicant for the project and Black & Veatch is acting as the Agent and Engineer of Record. This letter serves as the response to the Pre-Application Meeting Notes that were provided by the Office of Development Assistance. An editable file was provided, so the responses were typed directly in the document. The response text is colored red so that it is clear to the read what constitutes the original comment and what constitute the response. Starting on page 15 of the document, the notes are for future permit submittals. Therefore, no responses were provided to those items as this submittal only address the Contextual Site Plan Submittal.



Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012  
303.739.7345

Worth Discovering • [auroragov.org](http://auroragov.org)

October 28, 2016

Responses provided for Contextual Site Plan Submittal marked in red. Updated November 18, 2016.

Ted Hartfelder - [thartfel@auroragov.org](mailto:thartfel@auroragov.org)  
City Of Aurora Capital Projects  
15151 E Alameda Pkwy, Suite 4400  
Aurora, CO 80012

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

Dear Mr. Hartfelder:

I would like to take this opportunity to thank you for considering the City of Aurora for the Highpointe Lift Station Capacity Improvements project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

**Key Issues:**

- **Landscape Buffering to Parks and Open Space:** A 25-foot special landscape buffer is required on three sides of this property (north, east, and south) and will be difficult to accommodate with the small size of the property and the existing and proposed equipment locations. Additional discussion regarding layout is needed with staff from Planning and PROS to find acceptable solutions. I can help you set up those meetings once you've had some time to develop some suggested layout options. Preliminary discussion took place and the submitted site plan was reviewed. There is one small area to the north of the entrance gate where only 10 feet of buffer can be provided. Due to the narrow entrance to the property, this is the only layout available that would still allow maintenance trucks and equipment to get through the gate. This area already has an extra buffer by the larger open space to the north that would be between this property and the adjacent property. The 25 foot buffer was maintained to the south in order to better screen the property from the public bike path.
- **Traffic:** A traffic control plan is required and should attempt to maintain two lanes of traffic and pedestrian access along Dunkirk Street. Please coordinate any traffic lane closures being proposed with High Pointe Academy.

A traffic control plan was not required to be submitted with this Contextual Site Plan. One will be submitted with the Civil Plans during that review phase. Highpointe Academy has provided a letter

that allows for one lane of traffic to be closed from East 64th Avenue north to the lift station during the summer months when school is out of session. This will provide enough time for the work in that area to be completed and road fully opened.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7323 or [nbailey@auroragov.org](mailto:nbailey@auroragov.org).

Sincerely,



Nancy Bailey  
Project Manager

cc: Bruce Creamer - [CreamerBM@bv.com](mailto:CreamerBM@bv.com)  
Brian Jessee – [JesseeBS@bv.com](mailto:JesseeBS@bv.com)  
Development Review Team  
File



## City of Aurora

### Development Process

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

#### Step I - Planning Phase

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

#### Step II - Construction Document Phase

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

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

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

- Usually reviewed after Planning decision is made.

#### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### **Purpose of the Pre-Application Notes**

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

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

### **Contact Information**

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

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

Office of Development Assistance

Nancy Bailey

303.739.7323

[nbailey@auroragov.org](mailto:nbailey@auroragov.org)

#### **Planning Department**

Zoning and Plan Review

Sarah Wieder

303.739.7857

[swieder@auroragov.org](mailto:swieder@auroragov.org)

Landscape Design

Chad Giron, PLA

303.739.7185

[cgiron@auroragov.org](mailto:cgiron@auroragov.org)

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

Planning Design and Construction

Chris Ricciardiello

303.739.7154

[cricciar@auroragov.org](mailto:cricciar@auroragov.org)

#### **Aurora Water**

Steven Dekoskie

303.739.7490

[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)

#### **Public Works Department**

Traffic Division

Ethan Jacobs

303.739.7336

[ejacobs@auroragov.org](mailto:ejacobs@auroragov.org)

Drainage and Public Improvements

Engineering Division

George Slovensky

303.739.7431

[gslovens@auroragov.org](mailto:gslovens@auroragov.org)

Life Safety and Building Division

Mike Dean

303.739.7447

[mdean@auroragov.org](mailto:mdean@auroragov.org)

Real Property Division

Maurice Brooks

303.739.7294

[mbrooks@auroragov.org](mailto:mbrooks@auroragov.org)

#### **Neighborhood Services Department**

Neighborhood Support

Mary Avgerinos

303.739.7441

[mavgerin@auroragov.org](mailto:mavgerin@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments.

#### ***Key Issues:***

- ▶ Landscaping and Screening

Landscaping within the buffer area will be provided as required.

- ▶ Fence Requirements within E-470 Zone District

A masonry fence will be provided as required.

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

- Your property is zoned (E-470 acorp) E-470 Airport Corporate Subarea.

Acknowledged

- The use you propose, lift station, is considered a minor utility, and as such is permitted by the current zoning, but subject to Contextual Site Plan approval.

Acknowledged

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

- As part of your application, you will need to make the following land use requests:

- [Contextual Site Plan](#)

To assist you and your consultant team with preparing the Contextual Site Plan (CSP), we have attached the approved Piney Creek Lift Station Site Plan from 2001. Some standards and requirements have changed since then; however, this will give you a good idea of what should be included in the CSP document.

Acknowledged

- Your project can be reviewed and approved administratively in a 12-13 week timeframe. The application will be processed electronically through our development review website.

Acknowledged

- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:

- [Landscape Manual](#)
- [Landscape Ordinance \[Chapter 146, Article 14\]](#)
- [On-Line Application](#)
- [On-line Application and Plan Submittal Guide](#)
- [Sustainable Infill and Redevelopment Design Handbook](#)
- [Site Plan Manual](#)

Acknowledged

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

***Standards and Issues:***

**1. Zoning and Land Use Issues**

*1A. Purpose of E-470 ACORP*

The E-470 Airport Corporate Subarea is intended to take advantage of the strategic location near the Denver International Airport and major transportation corridors (I-70, E-470, etc.). A variety of commercial, light manufacturing, and distribution uses are anticipated to be developed in this classification, with an emphasis on high-quality transportation-oriented business related to DIA that require or desire close proximity to DIA and the surrounding highway system. Limited and supporting retail and service uses are also allowed in the subarea, but are not intended to be regional draws.

Acknowledged

*1B. High Point at DIA Framework Development Plan (FDP)*

This site is within the High Point at DIA Framework Development Plan (FDP). This FDP is currently being amended to account for the changes associated with Gaylord Rockies and Rockies Village developments. Please ensure that landscaping and fencing for the lift station are consistent with the standards in the FDP.

Acknowledged

*1C. Parks and Open Space*

As discussed in the pre-application meeting, this lift station is adjacent to designated parks and open space on three sides (north, east and south). Thus, there is a requirement for a 25-foot special landscape buffer. However, staff understands the constraints associated with this due to the location of the existing infrastructure and the need for a new electrical system. Staff suggests that you prepare a few different layout options that Planning and PROS can review to find a solution that is acceptable to all departments.

See notes above and Letter of Introduction regarding one small area where this buffer is not able to be met.

**2. Traffic and Street Layout Issues**

*2A. Dunkirk Street*

Dunkirk Street was previously improved along your site frontage and there is an existing detached sidewalk. However, no trees have been installed within the tree lawn as required by Code. Please install these trees with the expansion of the lift station. See Item 4, Landscape Design Issues (below) for additional information.

Trees will be included along the street.

**3. Site Design Issues**

*3A. Fencing*

Per [Section 146-917](#), fences and walls in E-470 on any property boundary shall be constructed of brick, decorative masonry, stucco or decorative metals. The height of the fence shall not be more than 9 feet. All fence types along arterial and collector streets shall incorporate masonry columns at a minimum space of 60 feet on center, as well as at all fence corners. The columns must wrap around the corner at least 75 feet back of right-of-way and terminate with columns on both sides.

Masonry fence will be provided with aluminum gates.

*3B. Parking*

Please provide information in your Letter of Introduction about how often maintenance is performed, the number of employees that may be on site at any given time and the type of

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

vehicles they may drive. If necessary, you may need to provide a parking space or a small service area inside the gates to ensure that all maintenance activities can be handled internally to the site. All maintenance traffic can be parked on site within the fence. Pickup trucks visit daily. Large equipment such as a crane will only be used for major maintenance operations and would only be expected once per year at the most. All traffic during construction will be parked on site.

**3C. Site Lighting**

[Section 146-918](#) governs the design of site lighting for [Contextual Site Plans](#) in the E-470 zone. Show typical details of lighting on the plan.

Site lights will be pole lights above each vault on 15-foot tall poles. The electrical building will have some wall mounted lights. All will be downcast LED. Some will have photocell activation, but the rest will be switch controlled.

**4. Landscape Design Issues**

The general landscape comments on your proposal are listed below. For further information, please feel free to contact Landscape Architect, Chad Giron, at (303) 739-7185.

Acknowledged

- A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found within the E-470 District Standards, the City of Aurora Zoning Code and the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as the City's project specific comments.

Prepared and submitted.

Provide the necessary landscape tables for each of the required landscape treatments (i.e. street frontage, buffer tables, etc.) in order to demonstrate compliance with code requirements.

Provided on drawings.

- **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 are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans must have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. This may result in additional submittals and ultimately delays in approval of the plan set.

Provided on drawings.

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

- **Street Frontage Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along Dunkirk Street. Refer to [Section 146-1451](#).

Provided on drawings.

- **Landscape Street Buffers.** Dunkirk Street requires a minimum 10-foot landscape buffer. All buffers are measured inward from back of walk. Street buffers may be reduced when xeriscape and/or landscape incentive features are used as described in Table 14.6. Landscape



**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

with one tree and 10 shrubs per each 40 linear feet of buffer length. One tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents.

When overlapping landscape standards occur, such as when buffer, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements. However, the most restrictive requirements shall be met. Refer to [Section 146-1422](#).

These requirements are met.

- *Non-Street Frontage Landscape Buffers*. The property site is adjacent to public open space which requires a minimum 25-foot wide landscape buffer that cannot be reduced. Refer to [Section 146-1424](#), Special Landscape Buffers. The landscaping shall include a total number of trees and shrubs equal to 1 tree and 10 shrubs per 25 linear feet of frontage to open space. All required buffer landscaping shall be placed on the outside of any proposed fencing or walls.

The preliminary site plan appears to show some of the proposed improvements and fencing within the 25-foot landscape buffer requirement, which would not be allowed per code. However, the Director of Planning may exempt landscape requirements in a special buffer in accordance with requirements found in [Section 146-1412](#). It is suggested that the applicant contact the Director of Planning, as well as the Director of Parks, Recreation and Open Space to discuss the existing site conditions and construction constraints and negotiate a solution that works for all city departments.

See notes above and Letter of Introduction regarding one small area where this buffer is not able to be met.

- *Irrigation*. Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. Requirements regarding expansions to existing irrigation systems may be directed to Timothy York at (303) 739-8819 in Aurora Water. An irrigation plan may or may not be required depending upon the nature of the upgrade.

A drip irrigation system will be installed for the trees. A temporary irrigation system will be installed to establish the native seed areas. This plan will be submitted with later review sets, since it does not appear to be required with the Contextual Site Plan.

## **5. Architectural and Urban Design**

### *5A. Design Standards*

Please show and label the dimensions and height of any structures located on the site in the Contextual Site Plan. Staff recommends that you provide street-level perspective views from Dunkirk Street that demonstrates how the site, specifically the pre-engineered structure and storage tank, will look in conjunction with fencing and landscaping.

Provided on drawings.

## **6. Waivers**

If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in [Section 146-405](#) of the Zoning Code. You must also list them on the cover sheet of your Contextual Site Plan or other drawings on which they occur.

See notes above and Letter of Introduction regarding one small area where this buffer is not able to be met. This waiver is noted on the Site Plan sheet.

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

***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.

This meeting was held with Sarah Wieder.

***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.

Acknowledged

***Neighborhood Services Liaison:***

- Your Neighborhood Services Liaison is Mary Avgerinos. 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.

Acknowledged

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

Acknowledged

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

Acknowledged

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

***Special Landscape Buffer:***

All built improvements for the subject application must be set back 25' from the property line abutting High Point open space and creek trail corridor on the north, south, and east sides of the site. See Section 146-1424 of the City of Aurora Landscape Ordinance for further documentation regarding the Special Landscape Buffer.

Preliminary discussion took place and the submitted site plan was reviewed. There is one small area to the north of the entrance gate where only 10 feet of buffer can be provided. Due to the narrow entrance to the property, this is the only layout available that would still allow maintenance trucks and equipment to get through the gate. This area already has an extra buffer by the larger open space to the north that would be between this property and the adjacent property. The 25 foot buffer was maintained to the south in order to better screen the property from the public bike path.

***Force Main:***

According to the applicant, a proposed force main installation into the lift station site will cross the creek and existing trail. Provide complete information in the submitted plan set for PROS to evaluate potential impacts to open space and trail areas.

This force main will be tunneled under the creek. No surface disturbance will be caused along the bike path or the creek. The path will remain open and the work area will be fenced off to protect the public.

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

***Trail Impacts:***

The subject application proposes additional equipment to expand the capacity of the existing lift station. In so doing, it appears the construction will impact the existing trail to the south of the site. The applicant shall provide coordination with PROS regarding possible trail closures, detour or closure signage, and physical detour design if necessary.

See above for discussion on force main.

**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 Issue:***

- ▶ Our records indicate an 8" PVC water line is stubbed on this site, and will be the point of connection for the water meter. Include water meter location on plans.

New 4-inch pipe will be laid from the existing shut off valve to the site. A new meter will be installed along with a backflow preventer since all uses are non-potable.

***Utility Services Available:***

- Water service may be provided from the existing 8" PVC Stub.

New water line shown on plans with meter and backflow preventer.

- Sanitary sewer service is not needed.

Acknowledged

- The Project is located on Map Page 93P.

Acknowledged

***Utility Service Requirements:***

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

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

- 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).

Provided on drawings.

***Utility Development Fees:***

For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Acknowledged

**Public Works Department**

**Traffic Division**

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

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

***Key Issues:***

- ▶ A Traffic Control Plan will be needed for this project. Two lanes of traffic must be maintained along Dunkirk Street, unless High Pointe Academy is on board with a lane closure proposed by the Control Plan.

A traffic control plan will be submitted with the Civil Plans.

- ▶ Pedestrian access must be maintained throughout the project.

Pedestrian traffic will be maintained. Only one location involves an impact to the side walk, which is south of the site where the force main enters North Dunkirk Street. A temporary path will be placed during this crossing, which is expected to take less than one work week to complete and restore.

**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.*

***Improvements:***

- Gates are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

These criteria are met.

***Drainage:***

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted to Engineering at the time of Planning Department application submittal. A review fee is normally paid to Engineering prior to acceptance of the preliminary drainage report; given that this is a city project, an interdepartmental transaction can probably be set up to account for the fee.

This is included with the submittal. Please invoice Ted Hartfelder for any necessary fees.

- Detention for your site is provided off-site in a downstream regional detention facility. Water quality treatment is required to be provided on-site. Low-Impact-Development measures will be acceptable for providing water quality for the site and should be designed in accordance with Volume 3 of the Urban Drainage and Flood Control District's *Urban Storm Drainage Criteria Manual* (latest edition).

The landscape buffer will be provided around the site as a way to meet these requirements.

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015 is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

Acknowledged. This will be completed when the Civil Plans are submitted and a Final Drainage Report is completed.

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

- Your site is located adjacent to the West Fork of Second Creek. Floodplain elevations for the 100-year event have been developed for this stream as part of a previous stream stabilization project. As a sewerage pumping station, this facility is considered a “critical facility” for the purposes of floodplain administration and management. Storage of chemicals on-site may also classify it as a “hazardous materials facility”. Facilities on the site should comply with Federal Executive Order 13690 which requires elevation to the 500-year floodplain elevation or 3 feet above the 100-year elevation.

These criteria are met. Floodplain elevation is at 5350.

- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall supply to the City a complete description of the material they propose to use, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. These shall be made a condition of the site plan approval, if submittal is found acceptable. If the property owner/developer fails to maintain the dust free surface as agreed to, the owner shall also agree to remove it and replace it with an improved surface such as concrete or asphalt.

The current site is surfaced with asphalt millings. Then plan is to continue this, since asphalt paving is not practical inside the fence. The main drive will be asphalt paved. The City maintains this site currently and will continue to do so to prevent dust. There is very little traffic on this site.

### **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.

Provided on drawings.

#### **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](#).

Provided on drawings.

#### **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.

- [Signature Block](#)

Acknowledged. This will be submitted with the Civil Plans.

#### **Fire Department Access:**

Based on the information presented so far, this site has adequate fire department access and no additional fire lane dedications will be needed.

Acknowledged

#### **Fire Hydrants:**

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

Based on the information presented so far, this site has adequate fire hydrant coverage and no additional fire hydrants will be needed.

Acknowledged

**Gated Entry:**

The existing site is currently equipped with a Knox Box for emergency access. Please verify that this Knox Box is currently installed, if not, a new Knox box will be required.

A new Knox box will be installed and coordinated with Life Safety. It will contain keys to the gate and the electrical building.

**Hazardous Materials:**

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

Acknowledged. The only chemical stored on site is Bioxide for odor control. It is calcium nitrate solution which no substances listed on the Extremely Hazardous Substances (EHS) under Section 302 of EPCRA or on the Extremely Hazardous Substances (EHS) Release Notification under Section 304 of the EPCRA. Bioxide Solution is not listed as a CERCLA hazardous substance. It is regulated under the provisions of Section 313 of EPCRA. The active ingredient is nitrate oxygen which is a stable compound found in nature

**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.

Provided on drawings.

**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.

There are no loading and unloading areas. All traffic can be contained within the fenced area.

**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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)

Not all of these notes apply to this site. Only the applicable ones were included.

**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.

These have been included on the cover.

**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.

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

- [Access to within 150 feet of Each Structure](#)
- [Public Street Systems Adjacent to Site](#)

Acknowledged

**Trash Enclosure:**

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

There are no trash enclosures.

**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.

Acknowledged

**Site Plans:**

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

Provided on the drawings.

**Separate Documents:**

- A separate document refers to a process to describe and record an encumbrance (corridors, 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.

Acknowledged

- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication 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.

This process is already underway with Real Property and is being led by Farnsworth Group and Richard Pittenridge.

- The developer may need to **dedicate new corridors** 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 corridors 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.

This will not be required.

**The remaining items do not pertain to the Contextual Site Plan and will be addressed in future submittals.**



## **STEP II – CONSTRUCTION DOCUMENT PHASE**

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

### **Civil Engineering Plans**

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Tim Pitts or Duane Launder at 303.739.7300. One paper set of Civil Plans and Reports is required for this pre-submittal review. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Sign Package
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Area Grading Plans
  - Signing and Striping Plan
  - Landscaping
- A per-sheet review fee is required prior to beginning the Civil Plan review process. Refer to the Development Review Handbook for all required fee amounts.

### **Aurora Water**

#### ***General Requirements:***

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines



**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

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

***Construction Stormwater Quality Requirements:***

A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

**Public Works Department**

**Traffic Division**

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

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control.

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds as well as an easement for access to the facilities prior to approval of the Civil Plans.

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

- Roadway construction shall conform to the [“City’s Roadway Design and Construction Specifications”](#) latest edition.

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

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

## **Building Plans**

### **Building Division Comments:**

#### Building Plan Review

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

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

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal and permitting of your building plans.

#### ***Permit Types:***

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

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

#### *Fire*

- [Hazardous Materials Storage](#)
- [Knox Box](#)
- [Knox Box Rapid Entry](#)

### **Accessibility:**

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

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

**[Adopted Codes by the City of Aurora:](#)**

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

**[Building Division General Comments:](#)**

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

**[Checklist for Plan Review Submittals:](#)**

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

**[Geographic Design Criteria:](#)**

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

**[Occupancy Specific Building Code Requirements:](#)**

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

- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

**[Request for Modification or Alternative Material:](#) (select “Plan Review Services”)**

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

**Real Property Division**

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

## STEP III – CONSTRUCTION PHASE

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

### Aurora Water

#### Utility Connection Fees:

- Water Service Connection Fee

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

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness labeled on the plans and a note indicating the type of soils within the project. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - commercial/industrial or private streets or avenues
  - major and minor arterials
  - commercial or industrial streets or avenues
  - collector streets or avenues
  - service or frontage roads

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

- one-half of all streets abutting subdivided or platted land
- fire lanes
- bike paths
- parkways
- alleys
- culverts
- bridges
- overpasses and underpasses
- curbs, gutters, and sidewalks
- transit passenger facilities
- monuments and range boxes
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- retention and detention and water quality facilities, including necessary structures
- channel facilities
- street lighting
- median construction
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

**Building Division**

**Construction Permits:**

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

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

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

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**



**City of Aurora**

Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.aurora.gov.org](http://www.aurora.gov.org)

**PRE-APPLICATION CONFERENCE**

TO: Ted Hartfelder  
FROM: Mary Avgerinos  
DATE: Mon Oct 24 16:36:45 2016  
SUBJECT: Highpointe Lift Station  
LOCATION: 6628 Dunkirk Street

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

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

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

**Re: Highpointe Lift Station Capacity Improvements Project (#1155579)/Pre-Application Meeting held October 13, 2016**

6628 Dunkirk Street

Report Ran On Mon Oct 24 16:36:45 2016

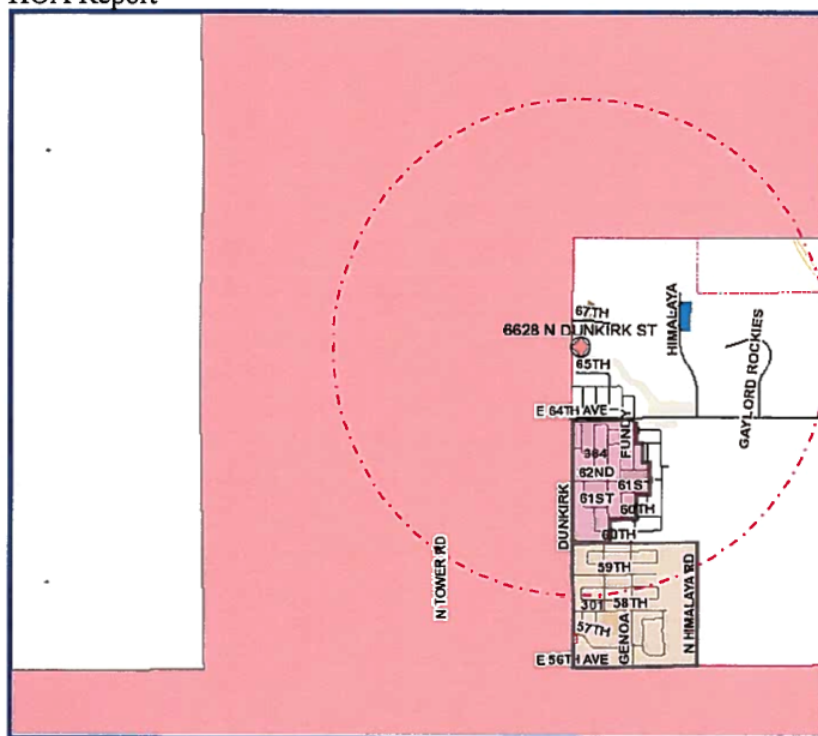
| #   | ORGANIZATION               | CONTACT  | PHONE         |
|-----|----------------------------|--|---------------|
| 384 | HIGH POINT MASTER ASSN INC | LANA WHITEHEAD<br>3033 S PARKER RD #1100<br>AURORA CO 80012<br><br>LWHITEHEAD@MSIHOA.COM     | (720)974-4226 |
| 301 | SINGLETREE HOA             | MARK BROOKS<br>12381 E CORNELL AVE<br>AURORA CO 80014<br><br>MARK.BROOKS@MANAGEMENTTRUST.COM | (303)750-0994 |

Neighborhood Services - HOA Notification

Page 1 of 1

## HOA Report

301-Singletree Homeowners Assn.  
384-High Point Master Plan Assn. Inc.



<http://intraweb/hoanotification/>

10/24/2016