



Office of Development Assistance
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July 27, 2023

Maxwell Blair - mblair@gmtexploration.com
Gmt Exploration Company Llc
4949 S Niagara, Suite 250
Denver, CO 80237

Re: INVICTA 3-65-28 (#1725976)/Pre-Application Meeting held July 13, 2023

Dear Mr. Blair:

I would like to take this opportunity to thank you for considering the City of Aurora for the INVICTA 3-65-28 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:

- ▶ **Two Phase Process:** This application will go through a two-phase process, each 12 weeks long. In Phase 1, the Oil and Gas location must be reviewed by the City and approved by the Planning and Zoning Commission before the operator can submit the remainder of its items for the OGP. In Phase 2, the operator submits the OGP Phase 2 application materials comprising the remainder of the items necessary for the City to review the full OGP application. In some cases, documents, and agreements (such as the Water Delivery Agreement, Road Maintenance Agreement, and License Agreements) are begun in Phase 1 and completed in Phase 2.
- ▶ **Wildlife Impact Mitigation Plan:** Please conduct research to conclude whether your proposed project is located in a significant wildlife habitat, as defined by state wildlife officials, or in a natural area or open space, as designated by the city. Consult with Colorado Parks and Wildlife and PROS to make these determinations and, if applicable, submit a wildlife impact mitigation plan that recommends site-specific and cumulative impact mitigation procedures. If not applicable, provide a statement that the investigation concluded that such a plan is not required.
- ▶ **Aurora Water:** SWMP and report are required for grading activities. Grading activities must be coordinated with The Aurora Highlands. Concrete outlet structures are required on storm water

detention facilities. Detention facilities must have 48-hour drain times due to the site's proximity to Denver International Airport. Full spectrum detention is required.

▶ **Stormwater Management:** A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).

▶ **Mile High Flood District:** This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.

▶ **Traffic and Access:** A Detailed Traffic Management plan and Traffic Study will be required for this development. The site access shall align with the Crestone Access Road/Highlands development road alignment. Gates are required to be setback from public road flowline a minimum of 35 feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site. This application shall be in conformance with the City's Oil and Gas manual. The first 100 feet of access roadway shall be paved. 38th Avenue is not currently paved, so the timing of the paved access shall be coordinated during the site plan process.

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 303.739.7352 or lthennes@auroragov.org.

Sincerely,



Lorianne Thennes
Project Manager

cc: Carl Carlson - ccarlson@uintahgroup.com



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

- o The application is submitted to the Planning Department.
- o The Planning Department refers the plan to other city departments for comment.
- o Neighborhood meeting(s) are scheduled as necessary.
- o The Site Plan is approved at a public hearing.

Step II - Construction Document Phase

Civil Engineering Plans: This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All civil plans are electronic submittal only.

- o A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- o Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. 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)

- o Usually reviewed after Planning decision is made.

Step III - Construction Phase

Building/Civil Permits:

- o **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- o **Public Improvement permits** can be issued after civil plan approvals.
- o **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 **Lorianne Thennes, 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
Lorianne Thennes
303.739.7352
lthennes@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting
Curt Bish
303.739.7131
cbish@auroragov.org

Forestry

Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Steven Dekoskie
303.739.7490
sdekoski@auroragov.org

Aurora Water - Drainage

Richard Ommert
303.739.7314
rommert@auroragov.org

Public Works

Traffic Division
Steve Gomez
303.739.7336
segomez@auroragov.org

Roadway & Public Improvements
Engineering Division
Julie Bingham
303.739.7403
jbingham@auroragov.org

Life Safety and Building Division
Mike Dean
303.739.7447
mdean@auroragov.org

Land Development Review
Services Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Energy & Environment

Jeffrey S. Moore
303.739.7676
jmoore@auroragov.org

Maria Alvarez
303.739.6824
malvarez@auroragov.org

STEP I – PLANNING PHASE

Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ Application must abide by the rules set forth in the Oil and Gas Manual (OGM).
- ▶ Application will go through a two (2) phase process.
- ▶ **In Phase 1: Location** – the Operator submits required items to support its application for its Oil and Gas Location. The Oil and Gas Location must then be reviewed by the city and approved by the Planning and Zoning Commission before the Operator can submit the remainder of its items for the OGP. After approval of the Oil and Gas Location by the Planning Commission, the Operator moves to Phase 2. **Timeline:** Phase 1 has 2-3 review periods, depending on the completeness of the application, focusing on the applicant, financials, and location. Proposed timeline for Phase 1: 12 weeks. This includes Planning Commission Hearing.
- ▶ **In Phase 2: Environmental Impacts** – the Operator submits the OGP Phase 2 application materials comprising the remainder of the items necessary for the city to review the full OGP application. In some cases, documents, and agreements (such as the Water Delivery Agreement, Road Maintenance Agreement, and License Agreements) are begun in Phase 1 and completed in Phase 2. **Timeline:** Phase 2 has 2-3 review periods, depending on the completeness of the application focusing on the environmental surface impacts of the project. Proposed timeline for Phase 2: 12 weeks.

Project Overview:

- Zoning: AD (Airport District)
- Proposed Use: Oil and Gas Well Site
- Permitted Use: Yes
- The oil and gas well site you propose is permitted by the current zoning. The proposal is subject to Planning and Zoning Commission Hearing as an Oil and Gas Permit processed under the provisions of Oil and Gas Manual.

Type of Application:

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

- Plan set approval (Oil and Gas Permit)

Your project can be reviewed and approved via Planning and Zoning Commission Hearing. Your application will be reviewed in a 24 - week Schedule 2 timeframe, measured from the first business day following the date the city deems the submission complete, and will be processed electronically through our development review website.

The following applications, manuals, and design standards may also be helpful in completing your application for submittal: Important Links:

- [City of Aurora Oil & Gas Manual](#)
- [Colorado Energy & Carbon Management Commission](#)
- [Aurora Places Comprehensive Plan](#)
- [Development Review Website](#)

- [On-line Application & Plan Submittal Guide](#)
- [Site Plan Manual](#)
- [Pre-Submittal Checklist](#)
- [Transportation Studies & Plans](#)
- [Forms and Applications](#)
- [Landscape Reference Manual](#)
- Xeriscape Plant List (see Landscape Manual)
- [Unified Development Ordinance \(UDO\)](#)
- [CAD Data Submittal Standards](#)
- [Aurora Oil & Gas Map - Aurora Oil & Gas Map](#)

Standards and Issues:

1. **Land Use** - Historic Land Use – The historic land use for the proposed Invicta 3-65-28 pad location has previously been vacant land or used for agricultural purposes.
2. **Best Management Practices (BMPs) for New Wells and Well Sites**
Best Management Practices are set in place to protect and minimize adverse impacts to public health, safety, welfare, the environment, and wildlife resources. The Operator must comply with the regulations set forth in the Oil & Gas Manual at all times, subject to fines and penalties for violations, commensurate with harm to public health, safety, welfare, the environment, and wildlife resources.

1. Landscape, Water Conservation, Stormwater Management General Landscape Plan Comments

2. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

3. Submittal Reminders

A full application checklist is available [here](#). This instructs the applicant of the documents that will be needed for a full application.

3A. CAD Data Submittal Standards

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

3B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be

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rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

3C. Mineral Rights Notification

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with the Land Development Review Services Division for the Subdivision Plat prior to application submittal. Please contact them directly to schedule this meeting.

Community Participation:

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

Community Meetings:

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.
- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#)

Energy and Environment Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time. There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Energy & Environment Division can assist with providing additional information.

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface. Also, please be advised there are regional natural gas and hazardous liquid transmission lines that run diagonally southwest to northeast along this section.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission/Colorado Energy & Carbon Management Commission (COGCC/CECMC) for more information.

Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Oil & Gas Division.

Parks, Recreation & Open Space Department (PROS)

- Wildlife Impact Mitigation Plan – Conduct research to conclude whether your proposed project is located in a significant wildlife habitat, as defined by state wildlife officials, or in a natural area or open space, as designated by the city. Consult with Colorado Parks and Wildlife and PROS to make these determinations and, if applicable, submit a wildlife impact mitigation plan that recommends site-specific and cumulative impact mitigation procedures. If not applicable, provide a statement that the investigation concluded that such a plan is not required.

Aurora Water

Utilities

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:

- ▶ Please contact Sarah Young regarding Aurora Water service agreements and water availability. Syoung@auroragov.org
- ▶ SWMP and report are required for grading activities. Grading activities must be coordinated with The Aurora Highlands.
- ▶ Concrete outlet structures are required on storm water detention facilities.
- ▶ Detention facilities must have 48 hour drain times due to the site's proximity to Denver Airport.

Utility Services Available:

- Water service may be provided from: TBD
- Sanitary sewer service may be provided from: N/A
- Project is located on the following Map Page: 01Z

Utility Service Requirements:

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

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- Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development.
 - 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).
 - Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
 - Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

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.
- 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](#). Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

Stormwater Management

Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's ["Storm Drainage Design and Technical Criteria"](#) and ["Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure"](#).

Key Issues:

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). (See Step III-Construction Phase stormwater section for additional information related to site that do not require a certificate of occupancy).
 - ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.
 - ▶ All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to

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acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. Full spectrum detention is required for this project.

- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- 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. Mile High Flood District (MHFD) 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. Aurora Water 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.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD’s MDP/OSP.
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.
- 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.
- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site, including inlets, pipes, manholes, etc.; or
 - Discharge onto the street through a chase; or
 - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil

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Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

Public Works Department

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

Key Issues:

- ▶ All components of the City's Oil & Gas Manual shall be reviewed.
 - ▶ A Detailed Traffic Management plan and Traffic Study will be required for this development.
 - ▶ Applicant shall identify the haul routes proposed on this project & construction/maintenance access points.
 - ▶ The site access shall align with the Crestone Access Road/Highlands development road alignment.
 - ▶ Ensure all above ground appurtenances are out of sight triangles.
 - ▶ Gates are required to be setback from public road flowline a minimum of 35-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.
- Show all adjacent and opposing access points on the Site Plan.
 - Objects and structures shall not impede vision within 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 landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'
 - 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. Add the following note to the Site Plan:
 - 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. 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.

ROW/Plat:

- Designate a Public Access Easement along private drives/roads.

Traffic Impact Study:

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2050 average daily traffic counts.
 - 2) Trip Generation from the site.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Intersection of 38th Avenue at Monaghan Road
 - c) Intersection of 38th Avenue at Monaghan Road
 - d) Intersection of 26th Avenue at Hudson Mile Road
 - e) Intersection of Colfax Avenue at Hudson Mile Road

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- 5) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Steve Gomez* at segomez@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

- 1) Based on our review of the Traffic Impact Study, additional improvements may be required.

Engineering Division

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

Key Issues:

- ▶ This application shall be in conformance with the City's Oil and Gas manual. The access road shall meet centerline criteria from the Roadway Manual. The first 100 feet of access roadway shall be paved. 38th is not currently paved, so the timing of the paved access shall be coordinated during the site plan process.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The City has updated its civil plan submittal intake process and it will be effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).
- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Improvements:

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

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- 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 place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the

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site plan/contextual site plan that: “The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise, if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

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.
 - 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.

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 Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2020 NEC. This includes the International Existing Building Code (IEBC).

Advisory Comment:

On behalf of the Aurora Fire Department, all plan reviews, permits, and inspection associated to site plans, civil plans, platting documents, the International Fire Code and fire protection systems are conducted by the Aurora Building Division’s Fire/Life Safety Group. Please avoid contacting Aurora Fire Rescue or the Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.

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 numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

- Based on the pre-application meeting discussions it appears that two independent uses for an apartment and hotel could be utilized within this site. This option of two independent uses would require two independent addresses, and the independent addresses would require independent utility services.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015/2021 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 2015/2021 International Codes please utilize the following hyperlink:

[ICC Codes Online.](#)

- As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015

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International Codes officially ended on May 1st 2023 requiring all construction plan submittals to comply with the 2021 International Codes.

- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).

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.

- [Alternative Fire Lane Surfacing Material](#)
- [Grading Plan](#)
- [Signature Block](#)

Fire Department Access:

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

- Access road and pad construction shall be designed and maintained to support the imposed loads of fire apparatus (85,000 lbs.) typically utilizing the CDOT road-base #6 specification to provide for all weather driving capabilities, access road shall be 23' wide with a 29' inside turning radius. While CDOT #6 is specified, the material used to construct these surfaces may be of any one of, or a combination of, several aggregate materials available. Approved materials include premixed road base material, 1-1.5 angular inch river rock, crushed granite, or other aggregate with not less than one-inch nominal size designation.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- Along with the standard requirements of the comprehensive Emergency Response Plan (ERP) the site plan submittal must include “freshwater resources” to establish an onsite water supply for emergency purposes. This is typically provided in the form of an approved aboveground water storage system and onsite Aqueous Film Forming Foam (AFFF) supply. Sizing of the water storage tank and the amount of AFFF will be assessed by your fire protection engineer based on actual fire events that have occurred on well sites and approved by the City of Aurora.

Gated Entry:

- (Oil & Gas Sites) Gating systems shall be labeled on the site plan by using one of the following examples:
 - (2) 11' - 6" Swinging Gate's with Approved Knox Hardware.
 - 23' Manual Swinging Gate with Approved Knox Hardware.
 - Note: The site plan must reflect the location of all hazardous materials on site. A separate hazardous materials inventory statement must be submitted with your site plan. Once finalized, this information will be placed on a USB flash drive and the flash drive placed in the Knox Box needed at the primary entry gate to the site.

Hazardous Materials:

Per the 2021, 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.

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

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.

Oil and Gas:

- Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 does not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The responsibility of permitting and inspecting sites falls upon the State of Colorado.
 - Exception: An electrical plans review, building permit and related inspections are required to release the electrical meter.
- The cover sheet of the site plan must include the following notes.
 - ACCESS ROAD AND PAD CONSTRUCTION SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS (85,000 LBS) UTILIZING THE CDOT ROAD-BASE #6 SPECIFICATION TO PROVIDE FOR ALL WEATHER DRIVING CAPABILITIES, ACCESS ROAD SHALL BE 23' WIDE WITH A 29' INSIDE TURNING RADIUS. WHILE CDOT #6 IS SPECIFIED, THE MATERIAL USED TO CONSTRUCT THESE SURFACES MAY BE OF ANY ONE OF, OR A COMBINATION OF, SEVERAL AGGREGATE MATERIALS AVAILABLE. APPROVED MATERIALS INCLUDE PREMIXED ROAD BASE MATERIAL, 1-1.5 ANGULAR INCH RIVER ROCK, CRUSHED GRANITE OR OTHER AGGREGATE WITH NOT LESS THAN ONE-INCH NOMINAL SIZE DESIGNATION AND CDOT ROAD BASE CLASS 6.
- Gating systems shall be labeled on the site plan by using one of the following examples:
 - (2) 11'- 6" Swinging Gate's with Approved Knox Hardware.
 - 23' Manual Swinging Gate with Approved Knox Hardware.
- Emergency Response: A comprehensive Emergency Response Plan (ERP) is required to be submitted with your application package. Please find Life Safety requirements for this plan beginning on page (?).
 - Provide a letter from the Engineer of Record stating that a pipeline analysis was conducted, and any applicable findings will be incorporated into the pipeline design and the emergency response plan.
 - Provide a HazOp Analysis by a certified third-party facilitator.
 - The documents submitted must reflect the credentials of the individuals who are either compiling the data, conducting the analysis; the engineer of record and the third-party facilitator who will be submitting the letter.
 - The applicant shall work with the fire department, Office of Emergency Management, and emergency responders concerning emergency response plans for the facilities and respective pipelines. Following start-up and operation of the project, the applicant will need to address periodic training drills, as required.
 - Add the following note to the site and civil plan submittals.

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](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)

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.

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.

- [Access to within 150 feet of Each Structure](#)
 - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Land Development Services within Public Works. The civil plans must include a detail of the alternative surfacing material that reflects the current Public Works fire lane specifications.
- [Grade](#)

Land Development Review Services Division

The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

Key Issue:

- ▶ Items such as culverts and private drives that encroach into city easements or right of way will require a license agreement. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal.

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 decisions and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.

Civil Engineering Plans

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

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Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
 2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
 3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
 4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.
- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Signing and Striping Plan
 - *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Aurora Water

Utilities

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - o Fixture Unit Table and Meter Sizing Tables
 - o Water Service and Water Meter locations
 - o Sanitary Sewer Service Lines
 - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.
 - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.

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- Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP 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.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

Public Works Department

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

Traffic Engineering

- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the city's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via 38th Avenue and not through the adjacent residential neighborhood(s).

Engineering Division

Roadway Design and Construction Specifications:

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the end of the project or as directed by the City Engineer.
- *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 Marshal) 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.

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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.
 - [Limited Plan Permits](#)
 - An electrical building permit is required for the electrical meter release. All other building permits for structures and tanks will be conducted by the State of Colorado.
- Fire (click on this [link](#) to find checklist below)*
- [Hazardous Materials Storage](#)
 - Knox Box
 - Knox Box Rapid Entry

Key Issues:

- ▶ Per Ordinance No. 2014-44, Sections 146-1207 and 146-1711 does not require operators to obtain a city issued building permit for oil and gas related production equipment or structures. The responsibility of permitting and inspecting sites falls upon the State of Colorado.
- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jrodrig@auroragov.org).
- ▶ As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes.

[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 2021 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.

Request for Modification or Alternative Material:

Per the 2021 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.

Land Development Review Services 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
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

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

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Stormwater Management

- Pond cert required prior to TCO or CO.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement

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design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - fire lanes
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - 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 2021 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 call the Building Department by calling 303.739.7420.

Access Roadways during Construction:

Please click on the "link" provided for requirements for fire department access during construction.