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City of Aurora, Colorado

# Development Handbook



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# Introduction

## Welcome to the City of Aurora!

When you choose to invest in the city of Aurora, you are investing in a community committed to high-quality development that will enhance your business, the existing city and its future vitality. We look forward to working with you and your team for successful completion of your project.

The development process can seem overwhelming because there are a number of activities occurring simultaneously. The Office of Development Assistance (ODA), a division of the City Manager's Office, serves as your point of contact during the development process to help and provide guidance along the way.

Contact ODA anytime with questions.

**303.739.7345 • [oda@auroragov.org](mailto:oda@auroragov.org)**

## Aurora's Development Process

Designed with our customers in mind, our process offers predictable review times, flexibility and a customized approach to resolution of project issues focused on mutually beneficial outcomes. Important features of the process include:

### ✓ **Effective Communication**

We provide informational materials to clarify our process and application requirements, and make available regular review comments and feedback on the progress of your project to you and all members of your team.

### ✓ **Environment of Partnership**

It is our goal to be a great place to do business – your success is our success. To that end, we build relationships with our customers based on respect and shared goals to create a successful, high-quality community.

### ✓ **Pre-Submittal Meetings**

Plan sets are reviewed at pre-submittal meetings prior to submittal. This ensures the plans are complete and ready for city review.

### ✓ **Electronic Submittal and Plan Review**

**Online electronic submittal** of all plan sets is available to process plans more efficiently, saving you time and money in printing and delivery expenses.

### ✓ **Computer Tracking Software and Online Project Status**

Computer tracking software automatically monitors plan reviews and makes everyone accountable. Our **Online Project Status tool** gives you the ability to check the status of project plan reviews and approvals, permit issuance and inspections at any time during your development process.

# Additional Resources for Your Success

While proceeding through the process, several options are available to check the progress of a project plan review, ask questions about comments received, or determine what the next steps in the process will be.

## THESE OPTIONS INCLUDE:

- **Office of Development Assistance Project Manager (available for assistance throughout the entire process):** Your ODA project manager is assigned prior to your pre-application meeting. Your project manager is always a resource for help at anytime in the development review process.
- **Project Status Tool:** Once you submit plans, access the city's online tool that tracks and reports the status of your project at any point in the process.
- **Planning & Development Services Case Manager (development application review):** A case manager will be assigned to your project when you attend the pre-application meeting. This person will guide your development application through the planning approval process.
- **Reviewing Engineers (civil construction document review):** Reviewing engineers from both Public Works and Aurora Water will be assigned to your project at the Civil Construction Document pre-submittal meeting. They will be available to answer your technical questions related to civil construction review.
- **Plans Examiner (building construction document review):** A plans examiner from the Building Division will be assigned to your project when you submit your Building Construction Documents for review. Feel free to ask specific questions regarding your project plan review.
- **Project Team Meeting:** At any point, your consultants may collaborate with city staff members to resolve design or code issues that arise during the review of project plans. Sometimes it may be beneficial to meet with the entire project team. Ask your ODA project manager to help schedule a project team meeting.



# New Development & Redevelopment



# New Development & Redevelopment

## STEP ONE

# 1

### Getting Started

*Let's get started with your development project.*

#### OVERVIEW

Preparation is the key to a successful project. Take a look at the following list of resources to improve your ability to make informed decisions as you plan your development project.



Before you start, contact the Office of Development Assistance (ODA). They will help explain the development review process. ODA is your one consistent point of contact throughout project review and construction.

#### WE'RE HERE TO HELP

- Use these suggested resources to gather information on a specific property.

✓ **City Website: [AuroraGov.org](https://www.auroragov.org)**

Visit the website for information related to property development. Many relevant topics are located under the "Business Services" heading. Search **Property Information and GIS Mapping** for basic legal descriptions, zoning, existing uses or businesses, aerial photography, access to public records such as site plans, civil engineering plans and building permit data; and more.

✓ **Planning & Development Services Department: 303.739.7217**

Contact the Planning & Development Services Department for zoning, subdivision and land use questions, or **search the website**. The department can also supply information related to site plan development and review, retail businesses or even creating a business plan with help from the **Aurora- South Metro Small Business Development Center**.

✓ **Aurora Water: 303.739.7370**

Aurora Water manages water and wastewater facilities as well as stormwater management infrastructure. **Aurora Water** can provide information on the location of water, storm, and sanitary sewer main lines, fees for water and sewer connections, and processes for stormwater management plans during construction.

✓ **Public Works Department: 303.739.7300**

- **Engineering Division** – Contact this division for questions and information related to drainage, right of way, traffic or access. They can also offer you guidance about public improvement specifications and requirements.
- **Land Development Review Services** – This division can provide information regarding plats, easements and license agreements.
- **Building Division** – There are many services provided by the Building Division in the areas of building and fire/life safety such as code consultation, plan reviews, permits and inspections.

# New Development & Redevelopment

## STEP TWO

# 2

### Attend a Pre-Application Meeting

***Now that you have performed initial due diligence work and have begun preliminary design, you are ready for a pre-application meeting.***

#### OVERVIEW

Led by ODA, the pre-application meeting is an introduction to the city's development process, including submittal, approval and permitting requirements. The meeting – a service offered at no cost – is designed for landowners, business owners, developers and their consultants who are interested in proceeding with a specific development project. We encourage you to take advantage of a pre-application meeting early in your process.

**Getting Ready:** In preparation for the meeting, you are required to provide a vicinity map, sketch plan, project explanation and a simple **online scheduling form**. The pre-application meeting is designed to provide ample information to prepare a formal submittal of a development application for your project.

#### WHAT TO EXPECT

- **Your ODA project manager will host the meeting for you.** This is your opportunity to meet and ask questions of the city's development review team, which is made up of staff representatives from all the divisions involved in the review, permitting and inspections of your project.
- **The pre-application meeting will focus entirely on your project,** providing technical information related to the property and proposed project. You will also gain insight into neighborhood organizations and how to be proactive in addressing concerns.
- **The information generated by this meeting will help you make informed decisions** about moving forward with your project and the chosen site. In addition, you will be provided detailed notes from the meeting, within two weeks, to guide you and your consultants in making your initial submittals.



Questions? Call ODA directly at 303.739.7345. A project manager is always available to assist you with your development process.

Schedule a  
pre-application meeting.

**303.739.7345**

#### Benefits of a Pre-Application Meeting

- ✓ First-hand information from plans reviewers who will ultimately evaluate your application
- ✓ Identification of issues that may affect your proposal
- ✓ Tips on how to make your review process as smooth and cost effective as possible
- ✓ Detailed notes from the meeting with links to important forms, city specifications, applications, and fees you will need in preparation for your submittals



# New Development & Redevelopment

## STEP THREE

### 3

### Submit Project Plans

*Now it's time to submit your project for review.*

#### OVERVIEW

In most cases there are separate submittals required: the **Development Application (DA)**, **Civil Construction Documents (Civil CDs)** and **Building Construction Documents (Building CDs)**. All plans must be prepared by professional design consultants and follow specific criteria for each submittal. Submittal and review of all applications and plan sets are conducted electronically. Contact the individual departments for their online submittal procedures.



If you wish to expedite the process, you may submit the Civil and Building CDs for concurrent review with the planning process. Ask your ODA project manager for details.

#### WHAT TO EXPECT

- ✓ **Estimated Approval Date:** The city's development review process is designed to deliver review results in a predictable time frame. An estimated decision date will be given at the time of plan acceptance. Quality submittals and prompt responses from consultants are key to a successful process. See **Review Timelines**, Appendix A.
- ✓ **Application and Review Fees:** Review fees are due at the time of submittal. These fees can be paid online or in person. See **Fee Checklist**, Appendix B. Please note that not all fees listed will apply to all development projects. For more information on fees, contact ODA at 303.739.7345 or [oda@auroragov.org](mailto:oda@auroragov.org).

#### BEFORE YOU SUBMIT

- **Attend pre-submittal meetings.**  
Pre-submittal meetings between your consultants and city staff are necessary prior to initial submittal of all of your project plan sets. These meetings are designed to help ensure your consultants have prepared a complete submittal package ready for the city's review. A fee estimate will be provided at this meeting. **PLEASE NOTE** the Building Division does not require a pre-submittal meeting, but is happy to meet as necessary prior to your submittal.

#### Help in assembling submittal items:

Resources are available online including checklists, design standards, road specifications and more.

# New Development & Redevelopment

- **Development Application (DA) is submitted to the Planning & Development Services Department.**

The typical submittal includes a site plan, a context map, preliminary drainage study, traffic letter, landscape plan and building elevations.

When required, the subdivision plat is submitted to the Planning & Development Services and Public Works Departments. The Land Development Review Services in Public Works reviews the subdivision plat and has **specific requirements** for subdivision plats, easement dedications/releases, and license agreements.

Separate school district requirements (residential projects only) may exist. Applicants for residential development are strongly encouraged to contact the applicable school district prior to any DA (Aurora Public Schools, 303.365.7812, Cherry Creek Schools, 720.554.4453, Douglas County School District, 303.387.0720, and Brighton School District, 303.655.2983).

- **Civil CDs are submitted to the Public Works Department's Engineering Services Division.** The typical submittal contains erosion control plans, grading plan, street construction plans and utility plans. The Engineering Division has a **checklist** that outlines minimum information needed in your plan submittal package.

**Irrigation plans** are submitted electronically after the applicant receives back their first comments on the Civil CD set for all multi-family, commercial and common open space development projects. These plans should be submitted directly to Aurora Water's Water Conservation Division for review concurrent with the Civil CDs review to avoid extending the schedule. Once you are ready to submit Irrigation Plans, please call the Water Conservation Division at 303.739.7195. **See Development Review Timelines, Appendix A.**

- **Building CDs are submitted to the Public Works Department's Building Division.** The typical submittal contains plans and calculations for structural, electrical, plumbing, mechanical, fire and life safety items, as well as other currently adopted code requirements.

The Building Division has a checklist for the construction of new buildings that outlines the minimum information needed in your plan submittal package. A complete list of applicable code books, publications, manuals and checklist is included in Appendix C.

## New Parks, Open Space, Trails and Landscaped Medians

When a development involves new parks, open space, trails or landscaped medians constructed by the developer and dedicated to and maintained by the city, the design, review and approval process for these areas is a separate and independent process administered directly by Parks, Recreation & Open Space. The department's **"Dedication and Development Criteria Manual"** provides a thorough description of applicable requirements and procedures.



# New Development & Redevelopment

## STEP FOUR

# 4

### Plan Review, Approval & Permitting

***This step involves several city departments all working for the common goal of getting your project under construction.***

#### OVERVIEW

Once your plans have been accepted by the appropriate departments for review, the process will typically involve several review cycles for each of the plan sets submitted. **Timelines** have been established to allow for predictability in the development review process. See Appendix A.



### DEVELOPMENT APPLICATION (DA) Submitted to Planning & Development Services

#### PLAN REVIEW

- **Review times vary** based on complexity and type of application submitted. A typical DA will be assigned to the 12.5 week schedule (Schedule 2). See **Development Application Review Timeline**, Appendix A.
- **If your project requires** a subdivision plat or creation of other separate legal documents such as easements or license agreements, review of these documents tracks along the same timeline as the rest of the DA. In some cases a preliminary plat may be required and will be identified at the pre-application meeting.
- **The DA will be reviewed** by all affected departments and outside agencies. All comments will be assembled prior to being forwarded to you for resubmittal.
- **City departments making comment on new development** typically include Aurora Water, Neighborhood Services Department, Parks, Recreation & Open Space (PROS) Department and Public Works Department (Building Division, which conducts all plan review on behalf of Aurora Fire Rescue; Engineering Division; and Land Development Review Services).
- This will include compliance with the city's **CAD** Submittal Standard for final submittals (signature set).

#### APPROVAL

- **Site plan is approved either by** the city's **Planning & Zoning Commission** at a public hearing or Planning & Development Services director as an administrative decision (no public hearing).
- **Plat documents are approved** administratively.
- **Preliminary Drainage Report/Letter** must be approved prior to approval of any subdivision plat or site plan.

#### After approval...

*Completion of the process requires submittal of Mylar documents representing the approved site plan and plat. The city then must record these DA documents with the appropriate county for your approval process to be considered complete.*

In most cases, this will be the final approval required for your DA documents. However, there are exceptions that require approval by the Aurora City Council at a public meeting. These include projects that involve annexations, initial zonings, rezoning, street vacations, and master plans; site plan decisions that are appealed by an abutting property owner or by you (the process allows up to 10 calendar days after a decision to file an appeal); and projects that are "called up" (council members have two regular scheduled council meetings following a decision to exercise this option).



# New Development & Redevelopment



## CIVIL CONSTRUCTION DOCUMENTS (CIVIL CDs) Submitted to the Public Works Department, Engineering Division

### PLAN REVIEW

- A civil plan (final drainage report and plan) pre-submittal meeting, may be allowed only after a minimum of one review is completed for the site plan and preliminary drainage report/letter.
- The plan will be reviewed by all affected departments and all referral agencies. Comments will be compiled before being forwarded to you for resubmittal.
- Review timelines vary by the number of sheets in the plan set submitted. A typical set will be assigned to the eight-week schedule. This schedule includes two full review cycles prior to the final review for approval. See **Civil Construction review timeline**, Appendix A.
- Parks, Recreation & Open Space, Aurora Water, and the Building Division's Life Safety group also review the civil construction plans submitted to the Public Works Department.

### APPROVAL

- Civil CDs are reviewed and approved administratively.
- Prior to approval of civil plans, the owner must submit a Stormwater Inspections and Maintenance Plan, which includes a Stormwater Management Facility Inspection and Maintenance Plan, to cover inspection and maintenance of any permanent stormwater best management practices.
- When all issues have been addressed, submit a final set of civil plans for final review, routing and approval sign off by all pertinent city departments.
- This will include compliance with the city's **CAD** Submittal Standard for final submittals (signature set).
- Right-of-ways, easement vacations, dedications by separate document, and license agreements must be executed prior to civil plan approval.

### PERMITTING

- Apply and pay permit fees. Permits related to land development fall into three categories:

#### 1 Storm Water Quality Discharge Permits (Aurora Water)

This permit is issued prior to grading or other earth disturbance activities. Please see the **"Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities"** on the city's website.

#### 2 Public Improvement Permits & Main Extension Agreements (Public Works Department and Aurora Water)

These permits are issued for any work performed within the city's right of way related to street cuts for water, sanitary, and storm sewer tie-ins. Permits are also required for paving, curb and gutter, and sidewalk construction, etc. Permits are required for retaining wall installations as well.

Construction within the right of way (curb/gutter/sidewalks) and on city-owned and maintained facilities requires special licensing and bonding for contractors. Information is available at **"Business Services/Building Division"** or by calling the Permit Center at 303.739.7420.

A traffic control plan must be included for any work within the public right of way that may impact pedestrian, bicycle, or vehicle traffic. Information regarding traffic control plan requirements is available at **"Public Works Department/Public Improvement Inspections"**.

#### 3 Irrigation Permits (Aurora Water)

These permits are related to installation of irrigation systems and lawns (sod, seed). They are issued by Aurora Water's Water Conservation Division. Please see **"Lawn and Irrigation Permit Instructions"** on the city's website or call 303.739.7195 to reach this Division.

# New Development & Redevelopment



## **BUILDING CONSTRUCTION DOCUMENTS (CDs)** **Submit to the Public Works Department, Building Division**

### **PLAN REVIEW**

- **Review timelines vary** by the type and scope of the improvements being proposed. A new commercial building will be on an eight-week schedule. See **Building Plan Review Timeline**, Appendix A.
- **Plans are reviewed for code compliance** and include a review of the structural, plumbing, mechanical, electrical and life safety systems. Comments will be forwarded to the individual consultants as they are completed. Once all reviews are completed your assigned plans reviewer will assemble comments and forward to the architect or other identified owner representative for corrections.
- **The Building Division's Life Safety Group** will review documents for all site development and construction plan reviews related to the International Fire Code on behalf of Aurora Fire Rescue that include, but not limited to; fire alarms, fire sprinklers, site access, etc.
- **Concurrent with the review of Building CDs**, routing to other relevant city departments will take place to confirm all required approval requirements (site plan, civil plans, easements, licenses, etc.) have been met.

### **APPROVAL**

- **Building construction drawings** are approved administratively.

### **PERMITTING**

- **Apply and pay permit fees.** A building permit can be issued when the following steps have been completed and appropriate fees have been paid:
  - Site plan, plat and any necessary separate easement and license agreements are approved and recorded
  - Civil CDs are approved
  - Building CDs meet all code requirements and have been approved
- **Building permits can only be issued to a contractor licensed by the city of Aurora.** **Licensing information** is available on the city's website or by calling the Building Division at 303.739.7420.

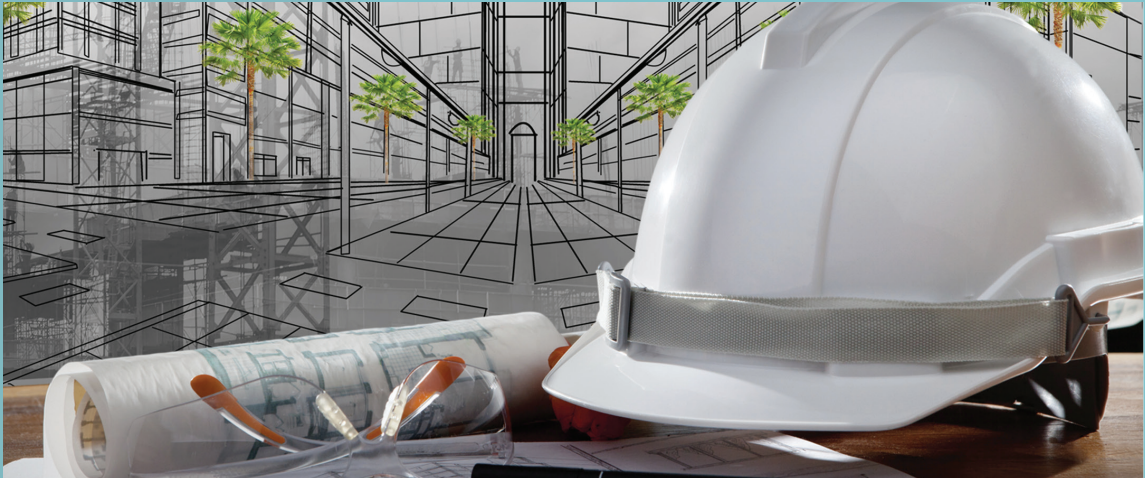
### **Remember...**

*Fees for public improvement and building permits can be paid in person or **online**. See **fee schedule**, Appendix B.*



Plans examiners are available for code consultation and preliminary review. Contact the Building Division at 303.739.7420.

# New Development & Redevelopment



## Benefits of Approved Plans and Permitting

- ✓ The approved site plan and plat is a recorded legal document that establishes approved site improvements and allows for transfer of property
- ✓ Provides a record of specific improvements on your property
- ✓ Provides legal permission to proceed with a construction project
- ✓ Ensures the project's plans comply with local requirements for land use, zoning and construction, which benefit both you and the community to guarantee safe construction practices that protect people and assets



# New Development & Redevelopment

## STEP FIVE

# 5

### Construction, Inspections & Certificate of Occupancy

***The final step in the process involves completion of all contracted work, scheduling inspections and getting approval to occupy the building.***

#### OVERVIEW

Before receiving your Certificate of Occupancy (CO), which allows the building to be occupied, appropriate inspections must be completed and passed.

#### CONSTRUCTION

The Public Works' Building and Engineering divisions and Aurora Water (Irrigation and Stormwater Management) are available to meet with you prior to the start of construction. These pre-construction meetings provide additional information on how the city will interact with your contractors in the field and can provide advice on how to make the inspections process run smoothly. Contact your **ODA project manager** for information on scheduling these meetings.

#### INSPECTION

1

##### STORM WATER MANAGEMENT PLAN INSPECTIONS

- **Before construction begins**, initial inspection of the stormwater best management practices is needed prior to activation of a stormwater discharge permit. To schedule an Erosion Control Kickoff Meeting (ECKO) **click here** for more information.
- **During construction**, routine inspections are done by Aurora Water's staff to ensure the site continues to comply with the Stormwater Quality Discharge Permit.
- **More information** on this process is available in the city's **"Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities"** manual or by calling Aurora Water at 303.739.7370.

2

##### BUILDING INSPECTIONS

- **Inspection requests are accepted anytime online or by email** [inspections@auroragov.org](mailto:inspections@auroragov.org). Inspections can also be scheduled by calling 303.739.7420, 7:30 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday, Friday and 8:30 a.m. to 4:30 p.m. on Wednesday.
- **After all rough inspections are complete**, you may call for final inspections in any order or all at once.
- **The ability to stock merchandise prior to CO** may be available in some instances. Contact an inspection supervisor for more information at 303.739.7420.



An inspector is available by phone from 7 to 7:30 a.m. Monday through Friday. Check your correction notice for the inspector's phone number to contact the inspector directly.

# New Development & Redevelopment

3

## PUBLIC IMPROVEMENT INSPECTIONS

- **A walk-through inspection prior to construction start is recommended.**

This inspection will record any existing problems such as cracked sidewalks, broken curbs, etc., and protects the builder from being held responsible for any existing conditions. Visit [Aurora4Biz.org](http://Aurora4Biz.org) or call 303.739.7420 to schedule a walk-through. **Note:** A separate public improvement permit is required for installation of city-owned street lights.

- **All public improvements must be completed before a CO will be issued.**

Aurora Water inspects (303.326.8645) all wet utilities, retention, detention and water quality facilities (including channel facilities) and hydrants. Public Works inspects all other public improvements such as streets, alleys and sidewalks. Visit [Aurora4Biz.org](http://Aurora4Biz.org) or 303.739.7420 for public improvement inspections.

- **Engineering, Grade and Zoning inspections** are completed near the end of the construction process. Visit [Aurora4Biz.org](http://Aurora4Biz.org) or 303.739.7420 to request a public improvement inspection.

4

## IRRIGATION INSPECTIONS

- **Irrigation water meter** must be set up for service before the inspection of soil amendments and irrigation systems may be scheduled.
- **To set up an inspection**, call 303.739.7195 two to three days prior to installing the seed or sod. An Aurora Water inspector will inspect the site for proper irrigation equipment and installation as well as soil preparation.

### Benefits of Construction Inspections:

Associated inspections from the city's qualified inspectors ensures site plan details, civil engineering, and building codes have been met in the field, and the site and building are safe for occupancy.

## Remember...

*There is processing time involved with assembling and completing a CO or temporary CO. Call the Building Division at 303.739.7420 for more details.*

### Certificate of Occupancy

All buildings have a CO that describes the approved uses for the building. If you are completing new work on a building and your construction will result in a change of use, a new CO will be issued upon completion of the work.

- The **CO checklist** must be completed, submitted and accepted prior to the issuance of a CO or a temporary CO. The checklist is available on the city's website.
- The CO, either temporary or final, must be issued prior to the occupancy of any structure. A CO will not be issued until the requirements of all inspection agencies involved are satisfied.

STEP  
ONE

## Getting Started

- ▶ **Contact ODA: 303.739.7345**
- ▶ **Gather information on your property (zoning, permitted uses, water issues, etc.)**
  - City Website: [www.AuroraGov.org](http://www.AuroraGov.org)

STEP  
TWO

## 2 Attend a Pre Application Meeting

- ▶ **Schedule meeting online** or 303.739.7345
- ▶ Submit sketch plan and project narrative, context map
- ▶ Use meeting notes for guidance in making initial submittals

STEP  
THREE

## 3 Submit Project Plans Online

- ▶ Attend pre-submittal meetings (Planning, Engineering, Building/Life Safety)
- ▶ **Submit Development Application (DA)** to Planning & Development Services
- ▶ **Submit Civil Construction Documents (Civil CDs)** to Public Works/Engineering
- ▶ **Submit Irrigation Plans** to Aurora Water.
- ▶ **Submit Building Construction Documents (Building CDs)** to Public Works/Building
- ▶ **Pay fees** with each submittal
- ▶ Check with Parks, Recreation & Open Space to determine **requirements**
- ▶ Visit [AuroraGov.org](http://AuroraGov.org) for submittal portal and other resources

STEP  
FOUR

## 4 Plan Review, Approval & Permitting

- City and applicant complete review cycles for all submittals
- City reviews DA
  - City approves site plan (may require public hearing)
  - City approves plat documents (administrative)
  - Final approval at City Council public meeting, if needed
- City reviews Civil CDs and irrigation plans (administrative)
  - Submit a **Stormwater Inspections and Maintenance Plan**
  - Submit final set of plans for approval
  - **Apply** for permits (stormwater quality, public improvement, irrigation) and **pay fees**
- City reviews Building CDs (including life safety issues)
  - City approves Building CDs (no public hearing)
  - **Apply** for building permit (for licensed contractors only)

STEP  
FIVE

## 5 Construction, Inspections & Certificate of Occupancy

- Schedule a pre-construction meeting
- To activate stormwater quality permit, schedule stormwater best management practices inspection (ongoing inspections will be required)
- Schedule **ECKO meeting**
- Schedule **rough building inspections**
- Schedule **final building inspections**
- Schedule all **public improvements inspections**
- Schedule **soil amendment and irrigation inspections**
- Schedule **final engineering** and grade, landscape and building elevation inspections
- Once all inspections have passed, city issues **Certificate of Occupancy**



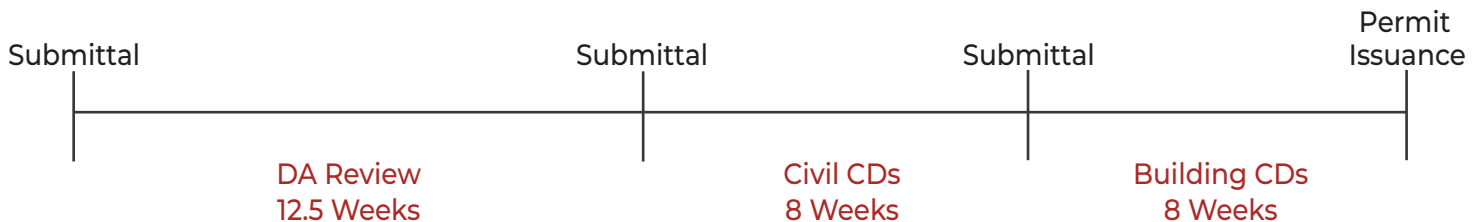
## Step 4: Plan Review, Approval & Permitting

# TIMELINE

- \_ DA Review: 12.5 weeks (standard site plan)
- \_ Civil CD, Building CD and Irrigation Review: Generally 8 weeks (standard/concurrent)

This represents a typical submittal process, and is dependent on timely applicant resubmittals. **Project timelines** can vary depending on the project scope.

**These processes can run concurrently. Ask ODA how.**



See  
Appendix  
A for  
further  
detail



# Appendices



## Development Application Review Timelines

### Planning & Development Services Department

Review Process	Schedule 1	Schedule 2	Schedule 3
	Minor Site Plan Amendments, Conditional Use Approvals; Cellular installations; Sign Variances	Site Plans and Amendments, Redevelopment Plans, Plats, Street Vacations & Zonings	Zonings under 50 acres in conjunction with any categories 1 or 2 application types, Master Plans & FDPs
1 <sup>st</sup> City Review	15 days	15 days	15 days
Applicant 2nd Submission		15 days	15 days
2 <sup>nd</sup> City Review		15 days	15 days
Applicant 3rd Submission			10 days
Applicant Amended Submission *	5 days	5 days	5 days
Other Processing Tasks	12 days	12 days	12 days
3 <sup>rd</sup> City Review			15 days
<b>Total working days</b>	<b>32 days</b>	<b>62 days</b>	<b>87 days</b>
<b>Total weeks</b>	<b>6.5 weeks</b>	<b>12.5 weeks</b>	<b>17.5 weeks</b>

\* Used when minor corrections are needed.

## Civil Construction Plan Review Timelines

### Public Works Department

Civil Construction Plans	Up to 39 sheets	40-59 sheets	60-79 **sheets
1 <sup>st</sup> City Review	15 days	20 days	25 days
Consultant Revisions on 1 <sup>st</sup> Round	5 days	5 days	5 days
2 <sup>nd</sup> City Review	10 days	15 days	20 days
Consultant Revisions on 2 <sup>nd</sup> Round	5 days	5 days	5 days
Final City Review and Approval	5 days	10 days	10 days
<b>Total working days</b>	<b>40 days</b>	<b>55 days</b>	<b>65 days</b>
<b>Total weeks</b>	<b>8 weeks</b>	<b>11 weeks</b>	<b>13 weeks</b>

\*\*Plan sets of 80+ sheets, please contact Engineering Services Division for schedule.

## Building Plan Review Timelines

### Public Works Department

Building Plan Review	Tenant Finish	Limited	Single Family Residential	Commercial & Multi-Family
City Review for Code Compliance	3 days	7 days	21 days	26 days
Code Corrections by Applicant	7 days	5 days	7 days	12 days
City Review of Code Corrections	1 day	2 days	2 days	2 days
<b>Total working days</b>	<b>11 days</b>	<b>14 days</b>	<b>30 days</b>	<b>40 days</b>
<b>Total weeks</b>	<b>2 + weeks</b>	<b>2+ weeks</b>	<b>6 weeks</b>	<b>8 weeks</b>

**Note:** Building Permits cannot be issued until all other Development Review processes have been completed.

## Irrigation Construction Plan Review Timelines

### Aurora Water Department

Irrigation Construction Plans	Up to 5 sheets	Up to 10 sheets	11 + sheets
1 <sup>st</sup> City Review	10 days	15 days	20 days
Consultant Revisions on 1 <sup>st</sup> Round	5 days	5 days	5 days
2 <sup>nd</sup> City Review	10 days	10 days	10 days
Consultant Revisions on 2 <sup>nd</sup> Round	5 days	5 days	5 days
3 <sup>rd</sup> City Review	5 days	5 days	5 days
<b>Total working days</b>	<b>35 days</b>	<b>40 days</b>	<b>45 days</b>
<b>Total weeks</b>	<b>7 weeks</b>	<b>8 weeks</b>	<b>9 weeks</b>

This is an approximate timeline that may vary due to plan quality and number of plans under review.

**NOTE:** These are approximate timelines which may vary due to plan quality and number of plans under review.



## DEVELOPMENT FEES CHECKLIST

All fee schedules are also available at [AuroraGov.org](http://AuroraGov.org)

(Please note all fees may not apply to all projects.)

Effective 1/1/2023

<b>A. Development Application Review Fees</b> <b>Due at time of plan/application submittal</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning Applications: See Fee Schedule 1</li> <li><input type="checkbox"/> Civil Plan Review: See Fee Schedule 2</li> <li><input type="checkbox"/> Building Plan Review: See Fee Schedule 3</li> <li><input type="checkbox"/> Irrigation Plan Review: See Fee Schedule 5</li> <li><input type="checkbox"/> Annexation Application: \$421 plus \$7.75 per acre</li> <li><input type="checkbox"/> Business Improvement District Fee \$4,985</li> </ul>	<b>D. Construction Permits</b> <b>Due at permit issuance</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign Permit: Flat fee of \$350</li> <li><input type="checkbox"/> Public Improvements Permit: See Fee Schedule 4</li> <li><input type="checkbox"/> Stormwater Quality Discharge Permit: See Fee Schedule 4</li> <li><input type="checkbox"/> Irrigation and Lawn Permits: See Fee Schedule 5</li> </ul>
<b>B. Development Fees</b> <b>Due at time of subdivision platting</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fees in lieu of public land dedication (Parks &amp; Schools)                             <ul style="list-style-type: none"> <li>Parks &amp; Open Space: See Fee Schedule 6, Section A</li> <li>Public School District Requirements: See page 7  <i>(Please note, cash-in-lieu of school land dedication (if required) is made directly to the appropriate school district. Evidence of this payment is necessary for plat recordation)</i></li> </ul> </li> <li><input type="checkbox"/> Storm Drainage Development Fee: See Fee Schedule 7</li> </ul>	<b>E. Building Permit (total of items below)</b> <b>Due at permit issuance</b> <p><b>All permits require payment of the following fees and taxes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building permit fee: See Fee Schedule 3 (permit fee determination assessment)</li> <li><input type="checkbox"/> Sales and use tax deposit = 3.75% of total construction materials cost</li> </ul> <p><b>Additional fees and taxes are also due as applicable:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arapahoe County Open Space Use Tax deposit = 0.25% of total construction materials cost (applies only to properties in Arapahoe County)</li> <li><input type="checkbox"/> Park Development Fee (for residential projects): See Fee Schedule 6, Section B</li> <li><input type="checkbox"/> Capital Impact Fee (for residential projects only)                             <ul style="list-style-type: none"> <li>Single-Family (detached) = \$7,475 per unit</li> <li>Single-Family (attached) = \$5,557 per unit</li> <li>Multi-Family = \$5,385 per unit</li> </ul> </li> <li><input type="checkbox"/> Forestry Fee (where property abuts publicly dedicated street, except major arterials):                             <ul style="list-style-type: none"> <li>Single-family detached = \$7.55 per lineal foot</li> <li>All other types of development = \$3.70 per linear foot</li> </ul> </li> <li><input type="checkbox"/> Traffic Signal Escrow (This amount is updated biannually based on construction bids and is subject to change without notice)                             <ul style="list-style-type: none"> <li>\$700,000 per traffic signal</li> </ul> </li> <li><input type="checkbox"/> Other fees as determined by the Annexation Agreement</li> </ul>
<b>C. Land Development Review Services</b> <b>Division Fees</b> <b>Due at submittal to Land Development Review Services and prior to building permit issuance</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Easement Releases                             <ul style="list-style-type: none"> <li>– 5 Utility easements: \$155</li> <li>– 2 drainage easements: \$155</li> <li>– 1 type easement &amp; 2 other type easements: \$310</li> <li>– 2 drainage easements, 1 utility easement, 1 fire lane easement: \$465</li> </ul> </li> <li><input type="checkbox"/> Master License Agreement = \$2,618</li> <li><input type="checkbox"/> License Agreement Addendum &amp; Assignments = \$593</li> <li><input type="checkbox"/> Pre-license Agreement = \$1,309</li> <li><input type="checkbox"/> Revocable License = \$77.75</li> </ul>	<b>F. Water &amp; Sanitary Sewer Connection (Tap)</b> <b>Fees Due prior to certificate of occupancy</b> <p><b>See Fee Schedule 7 for the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction Water Fee</li> <li><input type="checkbox"/> Wet Tap Fees</li> <li><input type="checkbox"/> Water Service Connection Fee</li> <li><input type="checkbox"/> Sanitary Sewer Connection Fee</li> <li><input type="checkbox"/> Metro Wastewater District Fee</li> <li><input type="checkbox"/> Irrigation Only Meters</li> </ul>

## FEE SCHEDULE 1

### Zoning & Development Review Application Fees

#### Planning & Development Services Department

A Planning and Development Services Department Case Manager is available to assist applicants in calculating fees due.  
Payment is due when the application is submitted. Make checks payable to the *City of Aurora*.

Effective 1/1/2023

Item	Description	Amount
Site Plan/CSP	up through 5 acres	\$2,063
	more than 5 and up through 10 acres	\$2,063 + \$243/acre over 5
	more than 10 and up through 640 acres	\$3,268 + \$139/acre over 10
	more than 640 acres	\$86,903 + \$68.75/acre over 640
GDP Initial Zoning or Rezoning (fee waived when filed in conjunction with a FDP or GDP) and	up through 5 acres	\$6,879
	more than 5 and up through 10 acres	\$6,879 + \$150/acre over 5
	more than 10 and up through 640 acres	\$7,628 + \$61/acre over 10
	more than 640 acres	\$45,772 + \$30/acre over 640
Area C Master Plan	Up to 5 acres	\$9,629
	More than 5 and less than 10 acres	\$9,629 + \$243/acre over 5
	More than 10 and up to 640	\$10,836 + \$139/acre over 10
	More than 640 acres	\$97,521 + \$68.75/acre over 640
Area A & B Infill Master Plan	Up to 5 acres	\$3,441
	More than 5 and less than 10 acres	\$3,441 + \$243/acre over 5
	10 acres or more	\$4,645 + \$139/over 10
	Amendments to GDP, FDP, or a Master Plan	\$4,128
Initial Set-up & Referral Charge	initial fee for Development Applications only	\$5,504
Initial Set-up & Referral Charge	for Simple Cases	\$621
Public Hearing	flat fee charged to applications that require at least one hearing - no additional fee for appeals or call-ups	\$3,441
Public Hearing for Simple Cases		\$621
Amendments to GDP, FDP, or a Master Plan		\$4,128
Conditional Use – Tenant Fee		\$381
Conditional Use – User Approval		\$848
Subdivision Plat or Replat		\$3,441 + \$206/plat sheet
Minor adjustment to Plat		\$508
Subdivision Plat Amendment		\$1,032 + \$206/plat sheet
Parks, Recreation & Open Space Referral		\$206
Public Art Referral		\$206
Real Property Referral		\$206
Civil Engineering Referral	per application requiring civil engineering review	\$206
Mylar Processing and Recording	per sheet (including plat sheets)	\$275
Application Reactivation Fee		25% of original application fee
Street or Plat Vacation		\$5,737
Oil and Gas Permit Initial Set-up & Referral Charge	Initial fee for Oil and Gas permit applications	\$5,880

**FEE SCHEDULE 1 – continued****Other Applications**

Item	Description	Amount
Zoning Inquiry		No charge
Zoning Verification Letter		\$103
Minor Administrative Amendment/Redevelop Plan	less than 3 sheets	\$688
	filed prior to construction of the change	\$1,038 per application, 3-5 sheets per application
	filed after construction of the change	\$1,788 per application, 3-5 sheets per application
Minor Mylar Change		\$222 per application, maximum of 5 sheets per application
Color Palette		\$25.25
Board of Adjustment Application	regular session	\$150
	special session	\$1,340
Custom Street Name		\$2,942
Address	assign single, new, for any type of structure	\$37
Second Address	and each address thereafter consecutively assigned in the project area for any type of structure	\$14
Address Change	to existing, established address	\$589

**FEE SCHEDULE 2****Engineering Control Division Fees****Public Works Department**

Effective 1/1/2023

Item	Description		Amount
Civil Plans Review/Mylar Plan Difference	Plan Review for Construction	Per Sheet	\$612
Engineering Permit Fee	Building Permit Review	Per Referral	\$39.50
Preliminary Drainage Report	Submitted for Site Plan Review	Per Report	\$2,287
Preliminary Drainage Letter	Confirmation of Existing Drainage Plan Approvals or for Minor Projects	Per Letter	\$1,013
Revision to Approved Civil Plans	Needed if Construction Conditions Change	Per Sheet	\$111
Master Drainage Report	For large-scale projects	Per Report	\$6,879
Pavement Design Report	Determines Pavement Thickness and Design	Per Report or Letter	\$329
FEMA Submittal Review	Changes to Floodplain	Per LOMR/CLOMR Submittal	\$2,092
Traffic Impact Letter Review		Per Letter/ includes 1 revision	\$456
Traffic Impact Study (medium) Review		Per Study/ includes 2 revisions	\$968
Traffic Impact Study (regional) Review		Per Study/ includes 2 revisions	\$2,135

### FEE SCHEDULE 3

#### Permit and Plan Review Fees

#### Public Works Department/Building Division

Effective 1/1/2023

<b>Building Fee Table for Construction of New Buildings</b>				
The building fee includes the cost of city services for plan reviews, revisions, department referrals, project amendments, permit issuance and inspections				
Occupancy Group	Typical Examples	Fee per Sq. Ft.	Min Fee	Max Fee
<b>A (Assembly)</b>	Bars/Restaurants/Theaters/Gyms	\$3.10	\$5,000	\$75,000
<b>B (Business)</b>	Banks/Offices	\$2.55	\$5,000	\$100,000
<b>E (Educational)</b>	Schools	State fees	State fees	State fees
<b>F (Factory)</b>	Factories Producing Goods	\$2.20	\$5,000	\$50,000
<b>I (Institutional)</b>	Hospitals/Nursing Homes/Daycare	\$2.20	\$5,000	\$125,000
<b>M (Mercantile)</b>	Retail Stores	\$2.20	\$2,500	\$75,000
<b>R-1</b>	Hotels/Motels	\$1.05	\$5,000	\$200,000
<b>R-2*</b>	Apartments/Dorms	\$0.67	\$5,000	\$25,000
<b>R-3*</b>	Single Family Homes	\$1.15	\$2,000	\$10,000
<b>R-4</b>	Group Homes/Halfway Houses	\$1.20	\$10,000	\$250,000
<b>S (Storage)</b>	Storage Uses	\$0.25	\$3,500	\$200,000
<b>U (Utility)</b>	Commercial Garages/Misc.	\$2.95	\$2,000	\$17,500
*R-2 Master Plan Review = \$5,000 Fee *R-3 Master Plan Review = \$2,316 Fee				

<b>Other Fees</b>		
Commercial Signs (all types)		\$350
New or Replacement Occupant Load Sign		No Charge
Inspections outside normal business hours/per hour (2 hr. min.)		\$143/hr.
Demolition Permit Fee (Full or Partial Building)		\$350
Supervisor License - New License/Renewal of License		\$114
TCO Fee	(\$650 refund (for residential) if CO issued prior to expiration of TCO) (\$500 refund (for commercial) if CO issued prior to expiration of TCO)	\$850
Investigation & Inspection for determining structural soundness of buildings, structures or improvements to be modified		No Charge
Building Codes and Contractor's Appeal & Standards Board:		
	Regular Meeting for Appeals	\$212
	Special Meeting for Appeals	\$428
State legislation for solar photovoltaic systems cannot exceed \$500 for residential or \$1,000 for commercial. (Note: Use tax is not a fee and therefore is based on materials cost)		
Contractor License Fees:		
	Commercial Building Contractor	\$342
	Limited Building Commercial Contractor	\$143
	Residential Building Contractor	\$205
	Mechanical Systems Contractor	\$143
	Roofing Contractor	\$143
	Remodeling Contractor	\$143
	Sign Contractor	\$143
	Fire Alarm Systems Contractor	\$143
	Fire Extinguishing Systems Contractor	\$143
	Fire Sprinkler Systems Contractor	\$143
	Underground Fire Service Line Contractor	\$143
	Right of Way Contractor	\$143
	Swimming Pool, Fuel Tank, Emergency Responder Radio Coverage Installer, Mobile Home Installer, Demolition & Residential Elevator Contractor License	\$143



# FEE SCHEDULE 4

## Public Improvements Permits Fees

### Public Works Department

Effective 1/1/2023

<b>Improvement Inspections</b>	<b>Fee/Unit</b>	<b>Minimum</b>
Structures (per sq. yd. surface) Wingwalls, Flatwork, etc.)	\$.46/sq. yd.	\$77.75
Structures, per cu. Ft. (Box Culverts, etc.)	\$.06/cu. Ft.	
Sidewalk Chase Drain	\$77.75	
Street Cuts	\$.62/sq. ft.	\$235
Unclassified Deposit Fee (undetermined construction)		\$446
<b>Improvement Inspections – R.O.W. Permits</b>		
Sidewalk, Vertical Curb & Gutter, Mountable Curb & Gutter (minimum fee \$71.75)	\$.60/linear ft	
Crosspan, Curb Ramp, Mid Block Ramp, Curb Cut	\$181	
Median Cover (Concrete or Aggregate) minimum base charge	\$.12/sq.ft.	\$47.25
Paving New Roads, minimum base charge	\$.13/sq. ft.	\$155
Mill & Overlay only	\$.32/sq. ft.	\$155
Street Light Installation		\$77.75
<b>Miscellaneous</b>		
Miscellaneous Public Improvement items		\$77.75
Driveway, Retaining Walls, Monitoring Wells, etc.		\$77.75/ea.
Directional Boring, minimum base fee	\$.38/lineal ft.	\$155
Pothole Inspection		
Minimum fee (up to 5)		\$77.75
each additional pothole (greater than 5)		\$17.75
Public Improvement / Materials Lab		\$143/hr.
Overtime Inspection Fees (per hour, 2 hr min.)		

<b>Street Occupancy Fee</b>	<b>Fee</b>
(Calculation = Fee multiplied by Length of Occupancy (linear ft.) and by number of lanes occupied and by duration of occupancy (Days); x2 for occupancy during peak hours)	
Arterial Minimum for fee calculation-420 feet	\$ .47
Collector Minimum for fee calculation-280 feet	\$ .47
Local Minimum for fee calculation-225 feet	\$ .15
Alley (No Detour Fee)	\$ .15
Bike Lane Arterial & Collector ONLY	\$ .15
Parking Lane – Collector	\$ .15
Parking Lane – Arterial	\$ .46
Parking Lane (Meter)	\$ .46
Parking Lane (Permit)	\$ .15
<b>Sidewalk Closure</b>	<b>Fee</b>
(Calculation = Fee multiplied by length of occupancy and number of lanes and by duration of detour (days) ; x2 for peak hours)	
Arterials and Collectors Only	\$ .15
<b>Detour Fees</b>	<b>Fee</b>
(Calculation = Fee Multiplied by number of lanes detoured and by duration of detour (Days); x2 for detour during peak hours.	
Arterial/Collector (in addition to Lane Occupancy Fee)	\$175
Local (instead of Lane Occupancy Fee)	\$175

## FEE SCHEDULE 4 – continued

### Public Improvements Permits Fees

#### Public Works Department

Traffic Control Plan		Fee
Review Fee		\$59.75
Re-Application Fee		\$118
Traffic Impact Letter review fee, fee includes 1 revision		\$456
Traffic Impact Study (medium) review fee, fee includes 2 revisions		\$968
Traffic Impact Study (Regional) review fee, fee includes 2 revisions		\$2,135
Stormwater Quality Discharge Permit Fee (3-year permit charged by Water Department)		
Less than 1 Acre	\$805 (3-year permit) - renewal \$268 (1-year permit)	
1 Acre - 5 Acres	\$1,685 (3-year permit) - renewal \$562 (1-year permit)	
Greater than 5 Acres	\$3,262 (3-year permit) - renewal \$1,087 (1-year permit)	
(Please Note: Posting of Fiscal Security will be required equal to 25% of subtotal of all BMPs construction cost. Accepted forms of Fiscal Security are performance bonds and cash.)		

### Certificate of Occupancy Re-Inspection Fees

#### Public Works Department/Engineering Division (Grade & Zoning)

<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Inspections -</b> is included in the normal application			
<b>3<sup>rd</sup> Inspection</b>	\$283	<b>7<sup>th</sup> Inspection</b>	\$4,274
<b>4<sup>th</sup> Inspection</b>	\$856	<b>8<sup>th</sup> Inspection</b>	\$5,412
<b>5<sup>th</sup> Inspection</b>	\$1,993	<b>9<sup>th</sup> Inspection</b>	\$6,551
<b>6<sup>th</sup> Inspection</b>	\$3,134	<b>10<sup>th</sup> Inspection</b>	\$7,690

## FEE SCHEDULE 5

### Lawn/Irrigation Permits Fees

#### Aurora Water

Effective 1/1/2023

Description	Fee
New Sod/Seed Permit (Residential)	per permit \$39
New Sod/Seed Permit (Commercial)	per permit \$172
Re-inspection Fee (Residential)	per re-inspection \$39
Re-inspection Fee (Commercial)	per re-inspection \$172
Irrigation Plans Review	Per Sheet up to 3 reviews \$298
Additional Reviews and Resubmittal	Per Sheet \$114

## FEE SCHEDULE 6

### PARKS, RECREATION & OPEN SPACE DEPARTMENT

Effective 1/1/2023

When residential development occurs in the city, its impact on the park and open space system is generally twofold – both additional park land and park facilities will be needed to serve new residents. Development is required to mitigate those impacts with **land dedication and park development**. Please refer to the Parks, Recreation and Open Space [Dedication and Development Criteria Manual](#) (see Appendix C) for a more detailed description.

#### **A. Land Dedication**

The land dedication obligation can be met in one or a combination of the following two ways:

- 1) dedicate land onsite; or
- 2) cash payment in-lieu of dedicating land (at the discretion of the city manager).

If the second option is approved, the cash-in-lieu payment is based upon the market value of property within the subdivision as fully developed, with all attendant infrastructure, in accordance with the land uses approved for the subdivision.

#### **B. Park Development**

The park development obligation can be met in one or a combination of the following two ways:

- 1) construct parks onsite; or
- 2) cash payment in-lieu of constructing all or a portion of the required developed park land.

If the second option is approved, fees are calculated by multiplying the city's per-acre park construction cost(s) by the acreage(s) of park land that will be developed by the city.

#### **C. Current Requirements**

Land dedication and park development requirements are derived from: 1) the projected population created by a development, 2) the amount of land needed to serve that population and 3) the current park construction costs.

1. Projected population is calculated based on:	2.65 persons per single family dwelling unit 2.50 persons per multi-family dwelling unit 2.02 persons per dwelling unit in a transit station area 1.58 persons per dwelling in an active adult community
2. Park land dedication required is calculated based on:	3.0 acres per 1,000 residents for Neighborhood Parks 1.1 acres per 1,000 residents for Community Parks 7.8 acres per 1,000 residents for Open Space, other park uses and trails*
3. Park construction costs are calculated based on:	\$195,649 per acre for Neighborhood Park land \$196,629 per acre for Community Park land

**\*Qualified infill development and development within transit station areas are exempt from the Open Space requirements**

## FEE SCHEDULE 7

### Water Development and Connection Fees

#### Aurora Water

Effective 1/1/2023

#### Connection Fees

City of Aurora Connection Fees consist of three components: 1) Water Service Connection Fee, 2) City of Aurora Sanitary Sewer Connection Fee and 3) Metro Wastewater District Connection Fee. The total connection fee is the sum of all three components. The calculation of connection fees is specified by user class. The user classes are Single Family Residential Detached, Single Family Residential Attached, Multi-Family Residential, and Commercial (all other non-residential uses). Regardless of assessment, all fees are due at the rate in effect at the time of payment. Contact the TAP Application Office at 303.739.7393 or 303.739.7395 if you have questions regarding fees for a particular project.

#### Single Family Residential Detached Connection Fees

Water Service Connection Fee					Sanitary Sewer Connection Fee				Stormwater Development Fee
Indoor Use Fee			Outdoor Use Fee		City of Aurora		Metro Wastewater District		City of Aurora <sup>4</sup>
Number of Bathrooms <sup>1</sup>	Connection Fee	Transmission Development Fee <sup>2</sup>	Connection Fee <sup>3</sup>	Transmission Development Fee <sup>3</sup>	Connection Fee	Interceptor Development Fee <sup>4</sup>	Meter Size (inches)	Fee	
1-2	\$6,213	\$214	\$1,508/\$1,068 per sq ft of lot size <sup>3</sup>	\$0.037/\$0.026 per sq ft of lot size <sup>3</sup>	\$3,400 per unit	\$310 per unit	5/8	\$5,120	\$0.048 per sq ft of lot size
3-4	\$10,038	\$347					3/4	\$10,240	
5+	\$17,396	\$601					1	\$24,576	

Notes:

<sup>1</sup> A single half bath (i.e. sink and toilet only) will be automatically deducted from the number of bathrooms in single family detached if applicable.

<sup>2</sup> New connections platted before January 1, 2017 may be subject to a credit for the water transmission fee paid.

<sup>3</sup> Developments adopting the new conservation ordinance pay the lower outdoor use fee.

<sup>4</sup> New connections platted before January 1, 2019 may not be subject to the sewer interceptor or Stormwater development fees.

**Example Calculation:** Total Connection Fee for a single family residential detached home with 3 bathrooms, <sup>5</sup>/<sub>8</sub>-inch meter, on an 8,000-square-foot lot.

Total Water Service Connection Fee	\$22,745
- Indoor (3 bathrooms) = \$10,038	
- Indoor (3 bathrooms) = \$347	
- Outdoor (\$1,508/ sq. ft. * 8,000 sq. ft.) = \$12,064	
- Outdoor (\$0.037/ sq. ft. * 8,000 sq. ft.) = \$296	
City of Aurora Sanitary Sewer Connection Fee (per unit) = \$3,400 + \$310	\$3,710
Stormwater Development Fee (\$0.048/sq. ft. * 8,000 sq. ft.)	\$384
Metro Wastewater Sanitary Sewer Connection Fee ( <sup>5</sup> / <sub>8</sub> -inch meter)	\$5,120
<b>Total Connection Fee</b>	<b>\$31,959</b>

#### Single Family Residential Attached

Water Service Connection Fee				Sanitary Sewer Connection Fee				Stormwater Development Fee
Indoor Use Fee		Outdoor Use Fee		City of Aurora <sup>3</sup>		Metro Wastewater District		City of Aurora <sup>3</sup>
Connection Fee <sup>1</sup>	Transmission Development Fee <sup>2</sup>	Connection Fee <sup>1,3</sup>	Transmission Development Fee <sup>3</sup>	Connection Fee	Interceptor Development Fee <sup>4</sup>	Meter Size (inches)	Fee	
\$9,940 per unit	\$344 per unit	\$1,508/\$1,068 per sq ft of lot size <sup>3</sup>	\$0.037/\$0.026 per sq ft of lot size <sup>3</sup>	\$1,870 per unit	\$171 per unit	5/8	\$5,120	\$0.048 per sq ft of lot size

Notes:

<sup>1</sup> Outdoor use fees for common areas in non-fee simple lots will be supplied by an irrigation meter. See Irrigation Table Below.

<sup>2</sup> New connections platted before January 1, 2017 may not be subject to the water transmission fee paid.

<sup>3</sup> Developments adopting the new conservation ordinance pay the lower outdoor use fee.

<sup>4</sup> New connections platted before January 1, 2019 may not be subject to the sewer interceptor or Stormwater development fees.



## FEE SCHEDULE 7 – Continued

### Water Development and Connection Fees

#### Multi-family Residential

Water Service Connection Fee			Sanitary Sewer Connection Fee				Stormwater Development Fee
Indoor Use Fee <sup>1,2</sup>		Outdoor Use Fee	City of Aurora		Metro Wastewater District		City of Aurora <sup>3</sup>
Connection Fee <sup>1</sup>	Transmission Development Fee <sup>2</sup>		Connection Fee	Interceptor Development Fee <sup>3</sup>	Meter Size (inches)	Fee	
\$9,940 per unit	\$344 per unit	N/A	\$1,734 per unit	\$158 per Unit	3/4	\$10,240	\$0.14 per sq ft of Impervious area
					1	\$24,576	
					1 1/2	\$56,320	
					2	\$102,400	

Notes:

<sup>1</sup> Outdoor water for multi-family residential units will be supplied from an irrigation meter, which will be a separate water service connection fee.

<sup>2</sup> New connections platted before January 1, 2017 may be subject to a credit for the water transmission fee paid.

<sup>3</sup> New connections platted before January 1, 2019 may be subject to a credit for Sewer interceptor or Stormwater development fees paid.

**Example Calculation:** An apartment complex with 50 units, 30,000 sq. ft. of impervious area and a 2-inch meter.

Total Water Service Connection Fee (50 units \* \$9,940/unit) + (50 units \* \$344/unit) \$514,200

City of Aurora Sanitary Sewer Connection Fee (50 units \* \$1,734 per unit) + (50 units \* \$158 per unit) \$94,600

Stormwater Development Fee (\$0.14/sq. ft. \* 30,000 sq. ft.) \$4,200

Metro Wastewater Sanitary Sewer Connection Fee (2-inch meter) \$102,400

**Total Connection Fee\*** **\$715,400**

\* This does not include the connection fee for the irrigation meter, which is a separate fee. See the Irrigation Only Meter Table on Page 2.

#### Commercial

Water Service Connection Fee			Sanitary Sewer Connection Fee			Stormwater Development Fee
Meter Size (inches)	Connection Fee	Transmission Development Fee <sup>1</sup>	Connection Fee	Interceptor Development Fee <sup>3</sup>	Metro Wastewater District	City of Aurora <sup>2</sup>
3/4	\$22,603	\$783	\$6,800	\$620	\$10,420	\$0.14 per sq ft of Impervious area
1	\$40,459	\$1,402	\$16,320	\$1,488	\$24,576	
1 1/2	*3	*3	\$37,400	\$3,410	\$56,320	
2	*3	*3	\$68,000	\$6,200	\$102,400	
3	*3	*3	\$146,200	\$13,330	\$220,160	
4	*3	*3	\$292,400	\$26,680	\$440,320	

Notes:

<sup>1</sup> New connections platted before January 1, 2017 may not be subject to the water transmission fee paid.

<sup>2</sup> New connections platted before January 1, 2019 may not be subject to the sewer interceptor or Stormwater development fees.

<sup>3</sup> Commercial Water Connection fees for meters 1 1/2-inches and greater are based on the estimated daily volume of water and assessed at **\$64.79** per gallon/per day for recoverable usage and **\$92.09** for non-recoverable use for connection fee and **\$2.24** for water transmission development fee. Consumption beyond initial allocation may be addressed through monthly bill or payment of additional connection fees. Commercial sanitary sewer fees 6 inches or greater are determined on an individual basis. Commercial landscaped area is subject to irrigation connection fee.

**Example Calculation:** A commercial development with a 1-inch meter and 60,000 sq. ft. of impervious area.

Total Water Service Connection Fee (1-inch meter) (\$40,459+\$1,402) \$41,861

City of Aurora Sanitary Sewer Connection Fee (1-inch meter) (\$16,320+\$1,488) \$17,808

Stormwater Development Fee (\$0.14/sq. ft. \* 60,000 sq. ft.) \$8,400

Metro Wastewater Sanitary Sewer Connection Fee (1-inch meter) \$24,576

**Total Connection Fee** **\$92,645**

## FEE SCHEDULE 7 - Continued

### Water Development and Connection Fees

#### Aurora Water

#### Irrigation Only Meters<sup>1</sup>

Landscape Type	Connection Fee	Transmission Development Fee
Non-water Conserving	\$4.40 per square foot of landscaped area	\$0.10 per square foot of landscaped area
Water Conserving	\$2.36 per square foot of landscaped area	\$0.06 per square foot of landscaped area
Z-Zone	\$0.00 per sq. ft.	
Z-Zone is a temporary water option for irrigation only that allows for establishment of low-water plant material. Contact Water Conservation at 303.739.7195 for more info.		

Notes:

<sup>1</sup> Irrigation meters are separate meters only used for irrigation demands. These meters will only be approved for Commercial and/or Residential common areas.

**Example Calculation:** A multi-family residential development with 50,000 square feet of non-water conserving landscaped area and 150,000 square feet of water-conserving landscaped area.

Non-water Conserving Water Service Connection Fee (50,000 sq. ft. * \$4.40/sq. ft.)	\$220,000
Non-water Conserving Transmission Development Fee (50,000 sq. ft. * \$0.10/sq. ft.)	\$5,000
Water Conserving Water Service Connection Fee (150,000 sq. ft. * \$2.36/sq. ft.)	\$354,000
Water Conserving Water Service Connection Fee (150,000 sq. ft. * \$0.06/sq. ft.)	\$9,000
<b>Total Connection Fee</b>	<b>\$588,000</b>

#### Administrative Fees

City of Aurora Service Fees include Wet Tap Fees; Water Transmission, Sewer Interceptor, and Storm Drainage Development Fees; City Center Detention Pond Fees, and Cherry Creek Drainage Fees.

#### Wet Tap Fees – Main Extensions and Pipelines<sup>1</sup>

Tap Size (inches)	Main Line Size (inches)	Specialty Connection	Wet Tap Charge
4	6 to 12		\$2,658
4	16 to 24		\$2,808
4	30 to 36		\$2,844
6	6 to 12		\$3,009
6	16 to 24		\$3,194
6	30 to 36		\$3,194
8	8 to 12		\$3,646
8	16 to 24		\$3,949
8	30 to 36		\$3,949
12	12		\$5,975
12	16		\$6,116
12	24 to 36		\$6,343
16	16		\$12,092
16	24		\$12,514
16	30		\$12,514
16	36		\$12,514
16	24	Weld-on	\$12,938
16	30	Weld-on	\$12,974
16	36	Weld-on	\$12,824

Note:

<sup>1</sup> Wet Tap Fees are a time and materials charge. The contractor is responsible for exposing the pipe. City of Aurora supplies the tapping valve and performs the tap.

#### Inspection Fees<sup>1</sup>

Description	Fee
Water Service – Meter Pit to Unit	\$150
Sanitary Service – ROW to Unit	\$150

Note:

<sup>1</sup> Inspection Fees are charged for new installation and for repairs to the service lines.

# FEE SCHEDULE 7 - Continued

## Water Development and Connection Fees

### Aurora Water

#### Construction Water<sup>1</sup>

Description	Fee
Fee to be added to the Connection Fee total	\$50.80 per meter

Note:

<sup>1</sup> Construction Water fees are charged to every meter.

#### Development Fees<sup>1</sup>

Description	Fee
Water Transmission Development Fee	*\$0.00 per acre
Sewer Interceptor Development Fee	*\$0.00 per acre
Storm Drainage Development Fee	\$1,242 per acre
Norfolk Street Sewer Basin Fee	\$1,228.35 per acre

Notes:

<sup>1</sup> Development Fees are payable upon subdivision platting.

\* This fee is now a part of your meter fee.

#### Cherry Creek Drainage Fees<sup>1</sup>

Description	Fee
Single Family	\$60.00 per lot
All Others	\$0.04 per square foot of impervious area

Notes:

<sup>1</sup> Cherry Creek Basin Drainage Fees apply to all properties within the Cherry Creek Basin.

# APPLICABLE CODE BOOKS, PUBLICATIONS, MANUALS, CHECKLISTS

## FOR CITY OF AURORA DEVELOPMENT REVIEW PROCESS

Name of Publication	Available from these city departments, the city's website: <a href="http://AuroraGov.org">AuroraGov.org</a> , or other agencies as noted
<a href="#">Aurora Zoning Code</a> (Ch. 146 of City Code)	Searchable database of Aurora City Code and online ordering of hard copy or CD.
<a href="#">Site Plan</a>	Planning & Development Services Department Aurora Municipal Center, Second Floor
<a href="#">Plat Manual</a>	
<a href="#">Landscape Manual</a>	
<a href="#">Subdivision Plat Checklist</a>	Public Works Dept./ Land Development Review Services Div. Aurora Municipal Center, Third Floor
<a href="#">Site Plan Checklist</a>	
<a href="#">Traffic Impact Study Guidelines</a>	Public Works Dept./Engineering Div. Aurora Municipal Center, Third Floor
<a href="#">Other Planning and Development Services Publications</a>	Planning and Development Services Department
<a href="#">City of Aurora Comprehensive Plan</a>	Aurora Municipal Center, Second Floor
<a href="#">Roadway Design &amp; Construction Specifications</a>	Public Works Department
<a href="#">Storm Drainage Design &amp; Technical Criteria Manual</a>	Engineering Services Division
<a href="#">Civil Plan Review Pre-Submittal Checklist</a>	Engineer on Call: 303.739.7575
<a href="#">Pavement Design Submittal Checklist</a>	
<a href="#">Authorization to Revise Approved Plans</a>	
<a href="#">Water, Sanitary Sewer &amp; Storm Drainage Infrastructure Standards &amp; Specifications</a>	Aurora Water Department Tap Applications
<a href="#">Rules and Regulations Regarding Stormwater Discharges Associated with Construction</a>	Aurora Municipal Center, Permit Center, Second Floor
<a href="#">Dedication &amp; Development Criteria Manual</a>	Parks, Recreation & Open Space Department Aurora Municipal Center, Fourth Floor 303.739.7160
<a href="#">Irrigation Plans Review Information</a>	Aurora Water, Office of Water Conservation 303.326.8819
<a href="#">Building Division Weblink</a>	Public Works Department
Commercial Plan Review Checklist	Building Division
Limited Plan Review Checklist	Aurora Municipal Center
Tenant Finish Plan Review Checklist	Permit Center, Second Floor
Custom Single Family Residential Checklist	303.739.7420
Single Family Residential Master Plan Checklist	
Multi-Family Master Checklist	
Public Schools Checklist	
Modular/Const. Trailer/Mobile Home Checklist	
Solar Photovoltaic Systems Residential Checklist	
Solar Photovoltaic Systems Commercial Checklist	
Fire Alarm Checklist	
Fire Sprinkler & Standpipe Checklist	
Hazardous Materials Checklist	
High-Piled Combustible Storage Checklist	
Underground & Above Ground Storage Checklist	
For the most current City of Aurora adopted Building Codes, please click on the following link: <a href="#">Adopted Building Codes</a>	
Not available from city of Aurora but may be purchased at <a href="http://iccsafe.org">iccsafe.org</a>	
Amendments to the adopted codes can be found in Chapter 22 of Aurora Adopted Ordinances at <a href="#">Codes and Ordinances Weblink</a>	





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