MASTER PLAN MANUAL

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TABLE OF CONTENTS

1.0 GENERAL REQUIREMENTS AND EXEMPTIONS • 3

1.1 GENERAL REQUIREMENTS • 3

1.2 START WITH A STRONG CONCEPT • 3

1.3 WHEN AN APPLICATION IS REQUIRED • 3

1.4 EXEMPTIONS • 3

1.5 PROCESSING SCHEDULE & PROCEDURES • 4

1.6 TIMING OF DESIGN STANDARDS, PRELIMINARY PLATS AND ACTUAL HOME MODELS • 4

1.7 PUBLIC ART PLAN • 5

1.8 APPLICANT RESPONSIBILITIES • 5

1.9 OVERALL APPLICATION FORMAT • 5

1.10 MAP FORMATS • 5

2.0 THE FRAMEWORK DEVELOPMENT PLAN SUBMITTAL PROCESS • 8

2.1 INTRODUCTION • 8

2.2 THE MP PRE-APPLICATION MEETING • 8

2.3 THE PRE-SUBMITTAL MEETING • 8

2.4 ELEVATED REVIEW PROCESS • 9

3.0 REQUIRED MP APPLICATION CONTENTS • 10

3.1 TAB #1: LETTER OF INTRODUCTION • 10

3.2 TAB #2: DEVELOPMENT APPLICATION FORM WITH ATTACHMENTS • 10

3.3 TAB #3: CONTEXT MAP • 10

3.4 TAB #4: SITE ANALYSIS NARRATIVE • 10

3.5 TAB #4 (CONTINUED): EXISTING CONDITIONS MAP • 11

3.6 TAB # 4 (CONTINUED): NATURAL FEATURES MAP • 11

3.7 TAB #5: RESPONSE TO PRE-APPLICATION MEETING AND SUBSEQUENT PLANNING DEPARTMENT COMMENTS • 11

3.8 TAB #6: MP NARRATIVE • 11

3.9 TAB #7: PUBLIC ART PLAN (IF APPLICABLE) • 11

3.10 TAB #8 MP LAND USE MAP, MATRIX, AND STANDARD NOTES • 12

3.11 TAB #9: MP OPEN SPACE, CIRCULATION, AND NEIGHBORHOOD PLAN • 13

3.12 TAB #10: URBAN DESIGN STANDARDS • 15

3.13 TAB #11: LANDSCAPE STANDARDS • 16

3.14 TAB #12: ARCHITECTURAL STANDARDS • 16

3.15 TAB #13: PUBLIC IMPROVEMENTS PLAN • 17

3.16 TAB #14: APPENDIX OF SUPPLEMENTARY DOCUMENTS • 18

3.17 FULL SIZE CONTEXT MAP • 18

3.18 FULL SIZE CONTOURS/SLOPE MAP • 18

3.19 ALTA SURVEY • 18

3.20 COMPOSITE LAND USE MAP • 18

3.21 MASTER TRAFFIC IMPACT STUDY • 18

3.22 MASTER DRAINAGE REPORT • 18

3.23 MASTER UTILITIES REPORT • 19

4.0 FORMS, SAMPLES, AND DETAILED DOCUMENT INSTRUCTIONS • 20

4.1 FORM A: SITE ANALYSIS NARRATIVE • 20

4.2 FORM B: MP NARRATIVE • 21

4.3 FORM C: THIS FORM IS NO LONGER REQUIRED. • 25

4.4 FORM D: MP LAND USE MATRIX WITH SAMPLES AND INSTRUCTIONS • 25

INSTRUCTIONS FOR FILLING OUT THE MP LAND USE/DENSITY MAP MATRIX • 31

4.5 FORM E: SAMPLE OPEN SPACE/ CIRCULATION/ NEIGHBORHOOD MAP • 32

4.6 FORM F-1: URBAN DESIGN STANDARDS MATRIX • 32

4.7 FORM G: LANDSCAPE STANDARDS MATRIX • 35

4.8 FORM H: ARCHITECTURAL DESIGN STANDARDS MATRIX • 37

4.9 FORM J: PARKS, RECREATION, AND OPEN SPACE MATRIX • 38

5.0 CHECKLISTS AND REFERENCE TABLES • 39

5.1 REFERENCE TABLE A: MP LAND USE CATEGORIES AND CODES AND ZONING SUB-AREA CODES • 39

5.3 REFERENCE DOCUMENT D: STEEP SLOPE DESIGN GUIDELINES • 41

5.4 CHECKLIST OF REVIEW MILESTONES • 42

5.5 STANDARD MP NOTES • 43

5.6 PUBLIC ART PLAN • 44

1.0 GENERAL REQUIREMENTS AND EXEMPTIONS

1.1 GENERAL REQUIREMENTS

A Master Plan (MP) is a prerequisite to any development or subdivision of land. MPs allow applicants to create flexible and innovative long-range plans, while ensuring high quality development based on sound planning practices.

Please review all the instructions in this manual and follow them carefully. We strongly advise that applicants retain an experienced team of design professions to prepare the application. At minimum the team should consist of an engineering firm, a landscape planning firm, and an architectural firm. We also recommend including a professional consultant experienced in the creation of graphic images for real estate developments. Appoint a single contact person to coordinate all the efforts of the design team. A little extra preparation time on your part should result in an efficient and smooth approval process by us. Make your application text and graphics succinct and specific.

The ultimate purpose of the documentation you're providing is to create a clear and enforceable regulatory document, so please avoid ambiguous language, sweeping generalities, and extensive graphic images that don't directly illustrate stated design standards and concepts.

If your MP involves a request for any adjustments of city code requirements, you must list the adjustments sought and justify them in brief in your Letter of Introduction, and in detail in your MP Narrative (Form B). If no MP adjustments are listed and approved, we will always interpret the final MP document to mean that all city code requirements will be met or exceeded. Applicants may also apply for specific design standard adjustments at the time of Site Plan application.

1.2 START WITH A STRONG CONCEPT

Every Master Plan should be based on a central idea or organizing concept. One of the goals of the MP process is the creation of distinctive districts and neighborhoods in newly developing sections of the city. Use existing topography, creative land use planning, to help create a strong "sense of place". Design standards regarding landscaping, architecture, urban design and public art will be required to create a sense of place. Applicants will submit these documents either at the time of submittal of the MP or in an amendment to the MP submitted with the first Site Plan the project.

1.3 WHEN AN APPLICATION IS REQUIRED

A MP must be approved prior to or concurrently with the approval of the first Site Plan or Subdivision Plat covering all or part of the same property. It is possible to annex and zone a piece of property without a MP, but check with the Office of Development Assistance and the Planning Department prior to putting together any application.

1.4 EXEMPTIONS

A MP will not be required for proposed developments containing less than 10 acres of area where:

(1) The parcel was legally created prior to the adoption of this ordinance, and

(2) The Director of Planning determines that all planning issues concerning the internal organization of the development and the relationship of the development to the surrounding area can be resolved through the review and approval of a Site Plan for the development.

It is also possible to submit a combined MP/Site Plan simultaneously if the site is small and simple. Use of this process is at the discretion of the Planning Director.

1.5 PROCESSING SCHEDULE & PROCEDURES

Our MP "enhanced" review process has been designed to be both comprehensive and efficient. To help us process your review in the shortest possible time, your initial MP application will need to include all the information outlined in this manual, and be presented in exactly the format and order we've indicated. Be sure that you completely fill out all the forms we supply you, and answer all the questions listed in the various narratives. If certain items do not apply to your project, indicate that they aren't applicable—don't eliminate or skip over them. This will preserve our standard application numbering system and presentation order, and help ensure that we can quickly and easily find all the information we need to evaluate your application. We reserve the right to reject incomplete or incorrectly filed MP applications. Your application form must also include all required signatures and a check for the proper application fee amount.

Under enhanced review, we will schedule residential MP applications for approval in approximately 22 weeks from the time we accept your application as complete. Please add on additional time for preparation and consultation prior to the actual submission, as further explained in the manual. This schedule allows for our complete review of three full submissions (including the application), plus a final 'amended' submission to clean up technical details and minor corrections. Non-residential MP applications will generally be scheduled for approximately 17 weeks. If all three full submissions are not required, or you are able to respond to our comments in less than the scheduled time allotted, your processing time will be less. Our schedule outlines specific response times on the part of both the city and applicants. Late applicant submissions may result in longer over-all approval times. Once we have accepted your application, we will send you a letter indicating that we have started processing and giving you a schedule of exact processing milestone dates.

After your initial application (and after each subsequent submission), your Planning Department Case Manager will send you a set of written notes containing comments and corrections from various city departments as well as outside referral agencies. Our written comments are usually followed by meeting(s) with applicable Departments at which we will discuss issues raised by your application in greater detail.

Each time you send us a new submission, include a new cover letter and written response to our previous comments. Respond to each comment received in the previous review. (Most applicants simply reproduce our review comments and add in their replies in a different type font.) If you have made any changes other than those requested, you must also list them in your cover letter. In order to avoid confusion, each new sheet must have the date of the new submittal to distinguish it from the sheet it is replacing. If your revisions are minor, highlight or use some other graphic means to mark the revisions. This will help us to find and approve your changes more rapidly.

In order to keep the processing of your application on track, we have established a series of application review milestones. In other words, each submission you turn in should result in a certain level of accomplishment toward your goal of final approval. A checklist of these progress milestones is listed in section 5.4 of the manual. In addition, we will track the dates of all your submissions and our subsequent reviews in our development review database. The database will keep track of your schedule and indicate the status of your application. A simplified version of your application status will be available for you to view on our city web site. The status will be updated weekly.

Revisions to technical reports should follow the same pre-determined schedule as Planning Department submissions. For example, after the initial submission of the traffic report, a revised traffic report submission will be due at the same time as the second submission to the Planning Department. This will allow our written reviews of each submission to be coordinated with any changes in technical documents.

An "elevated" review process is outlined in this Manual. The elevated review process uses the internal City management hierarchy to elevate a significant development issue (at the MP level) beyond departments earlier in the development review process when an issue cannot be resolved between department staff and the developer. This process is described in Section 2.6 of this Manual.

Once we have received and approved your final submission, the Director of Planning will do a final review of your application, and issue a decision. Please note that the Director's decision is subject to appeal by both abutting property owners and by the applicant. The decision may also be "called up" for a final review by the City Council.

1.6 TIMING OF DESIGN STANDARDS, PRELIMINARY PLATS AND ACTUAL HOME MODELS

As shown on Table 1.9, applicants are not required to submit their Urban Design, Landscape, Architectural Standards, and Public Art Plan with their initial MP application. These standards will still be required, but they may be submitted as a MP amendment after MP approval. If not submitted with the MP, this design amendment must be submitted before or concurrent with the first Site Plan. If they so choose, applicants may also process their first Site Plan concurrently with their MP application. In that case, the design standards should be made part of the initial MP submission. To avoid having to revise major sections of the Site Plan application, however, we strongly advise that this application not be submitted at least until after the second MP review. At that point, all major MP issues should have been settled and the Site Plan will accurately reflect the requirements of the MP. The Site Plan cannot be approved prior to MP approval.

• When the Site Plan and associated Preliminary Drainage Report are submitted concurrently with the MP and the associated Master Drainage Report, the MP Master Drainage Report must be approved before a Site Plan is submitted.

All residential Site Plan applications should contain enough drawings of specific house models or other residential buildings to demonstrate that the lotting plan and street or drive lane layouts shown on the Site Plan can be implemented.

1.7 PUBLIC ART PLAN

If your project includes a request for a Title 32 Metropolitan District, state this fact in your Letter of Introduction. Any MP containing development that benefits from a Title 32 Metropolitan District will require a Public Art Plan. If an Art Plan is required, be sure to meet with the staff of the Aurora Art in Public Places Program in the Libraryand Cultural Services Department during the MP process. See section 3.9 below for additional information.

1.8 APPLICANT RESPONSIBILITIES

MP applicants are responsible for reviewing all applicable code standards and adopted city plans to ensure that their application meets or exceeds these standards. Pay particular attention to the following:

- Subdivision regulations, see UDO Section 146-4.3.
- Street standards, see Ordinance 98-58
- Arterial fence standards.
- Design and masonry standards for single family detached residential.
- Aurora Southeast Area Transportation Study
- Aurora Northeast Area Transportation Plan
- City of Aurora Comprehensive Plan "Aurora Places".

The entire Aurora Municipal Code can be viewed on the internet at "auroragov.org".

Any code requirement not being met requires an adjustment. All adjustments being requested must be specifically identified in your "Letter of Introduction" and your "MP Narrative". Applications will be considered incomplete and returned to the applicant if all development requirements of the City of Aurora are not met and the corresponding adjustments are not properly identified.

1.9 OVERALL APPLICATION FORMAT

This MP Manual can be downloaded from the Internet as a PDF file, or made available to you in other electronic formats. Once downloaded, the forms appearing in Section 4 should be filled in and included in your application in the size and format shown.

Present both your preliminary and final MP application in the form of electronic PDF in the order shown in Table 1.9 below. Insert numbered tabs to separate sections as also shown in table. Insert an index sheet giving the topic of each of the numbered tabs, as the first page in the electronic binder. Full-size electronic PDF24 x 36 inch maps and surveys should placed at the end of the application package. Technical reports should be separate PDF documents. Use this format for both your pre-application meeting and your actual application. Although not a requirement, we highly recommend the use of color on your 11 x 17 inch maps and design standard illustrations. The use of color makes complex maps more attractive and easy to read.

Table 1.9 on the following page summarizes the required documents and formats for various types of submissions including your final drawings meant for permanent city files after MP approval.

1.10 MAP FORMATS

The background of all paper maps should include a 10-acre grid to help the reader identify the map's scale. (Ten acres represents 660 feet between gridlines. See the sample land use map in Section 4.4.) The minimum scale for all 11 x 17 inch maps should be at least 1 inch = 600 feet, with no text smaller than 8 point. You may choose to use a larger map scale, but all 11 x 17 maps must use the same scale.

Please Note: Regardless of scale or format, all maps, drawings, and other documents must be clearly legible! We will reject any applications containing poorly reproduced material or text too small to read.

TABLE 1.9 SUMMARY OF MP DOCUMENTS AND FORMATS

Required MP Component	Formats				
	Preliminary Application (Pre-application Meeting)	MP Application	MP Design Standards Amendment Submitted With or Before First Site Plan	Planning Department Approved Set	Signed Mylars (To be Recorded with the County)
Index	Not required.	8 ½ x 11 inch	On cover page of amendment.	MP cover sheet with title, notes, and vicinity map. 24 x 36 inch format	Signed and notarized MP cover sheet with title, notes, & vicinity map. 24 x 36 inch (18 x 24 in Adams County(if being recorded)
TAB #1: Letter of Introduction	8 ½ x 11 inch	8 ½ x 11	Letter summarizes the contents of the amendment.	Not required	Not required
TAB #2: No longer required	N/A	N/A	N/A	N/A	N/A
TAB #3: Context Map	24 x 36 inch map	24 x 36 inch map	Not required.	Not required	Not required
TAB #4: Site Analysis Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not applicable.	Not required	Not required
Existing Conditions Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
Natural Features Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
TAB #5: Response to Pre-Application/Other Review Comments	Not applicable.	8 ½ x 11 inch	Not applicable.	Not required	Not required
TAB #6: MP Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not required unless changes are proposed.	Not required	Not required
TAB #7: Public Art Plan (If not applicable, so state)	Not required, but consult with staff of Art in Public Places Program.	Optional Submission.	"11 x 17" combined with 8.5" x 11" as appropriate	Combined on24x36 inch map and narrative	Not required
TAB #8: MP Land Use Map.	11 x 17 inch	11 x 17 inch	Not required unless changes are proposed.	Combined on 24 x 36 inch	Combined on 24 x 36 inch signed mylar (18 x 24 in Adams County) Include all MP notes.
MP Land Use Matrix	8 ½ x 11 inch	8 ½ x 11 inch			
Standard MP Notes	Not applicable	8 ½ x 11 inch			

	Pre-App	MP Application	MP Amendment	Approved Set	Recorded Mylars
TAB #9: MP Open Space, Circulation, and Neighborhood Plan	11 x 17 inch	8 ½ x 11 inch Form J 11 x 17 inch	Not required unless changes are proposed.	24 x 36 inch	24 x 36 inch signed mylar (18 x 24 in Adams County)
TAB #10: MP Urban Design Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar–4 to a sheet.	Not required
TAB #11: MP Landscape Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar–4 to a sheet.	Not required
TAB #12: MP Architectural Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar–4 to a sheet.	Not required
TAB #13 Public Improvements Plan	Not required	11 x 17 inch fold out bound into ring binder		11 x 17 images electronically placed on a 24 x 36 mylar–4 to a sheet.	Required
TAB #14: Appendix of Other Supporting Documents	Not required	8 ½ x 11 inch bound into ring binder.	Not required unless changes are proposed.	Not required	Not required
Site Contours/ Slope Map	24 x 36 inch format	24 x 36 inch format	Not applicable.	Not required	Not required
Alta Survey	Not required	24 x 36 inch format	Not applicable.	Not required	Not required
24 x 36 Composite MP Land Use Map	Only if your 11 x 17 land use map is divided into more than one sheet.	Only if your 11 x 17 land use map is divided into more than one sheet.	Not required unless changes are proposed.	See MP Land Use Map description above	See MP Land Use Map description above
Bound Separately: Traffic Impact Study	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Drainage Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Utilities Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Ownership Documents	Letter from owner(s) approving submittal of pre-application documents.	Title Report or Commitment current within 120 days. Letter from any owner not listed in title work authorizing submittal of MP		Mylars signed and notarized by owner (JS)	
Submitted separately: Digital Map Submittal	Not required	Electronic, submitted at least one week prior to application submission.	Not applicable.	Final version, Electronic Version	Not required

2.0 THE FRAMEWORK DEVELOPMENT PLAN SUBMITTAL PROCESS

2.1 INTRODUCTION

Careful preparation prior to submission on the part of the applicant and his or her team of land planners, architects, and engineers is essential. Begin your MP submittal process with a consultation with the Office of Development Assistance, the Planning Department, and other key city staff members, followed by an inter-departmental pre-application meeting conducted by the Office of Development Assistance. Prior to the actual filing of your MP application, the Planning Department will also require a pre-submittal meeting at which we will review with you the final contents of your application.

2.2 THE MP PRE-APPLICATION MEETING

Once you have reviewed relevant City regulations and policies and formulated your plans, contact the Office of Development Assistance to arrange a date for your pre-application meeting and provide the applicable documents.

At the meeting you will summarize your proposal. City management-level staff and planning and engineering specialists will then comment on your project, focusing on how well your plans meet city regulations and stated policy objectives. We'll review your site analysis study and identify key issues affecting the location of land uses, public and private facilities and major infrastructure requirements. We may also discuss the annexation agreement requirements.

Following the meeting, the Office of Development Assistance will send you a written summary of the issues discussed, including comments from Planning, Public Works, Utilities, Parks, and other departments. The report will contain a list of specific recommendations and, if needed, requirements for modifications of your proposal. At this point you can decide whether to proceed with a formal MP application or request additional consultations. Be sure to save your written pre-application comments. You will need to respond to each issue raised in the comments in Section 5 of your application.

2.3 THE PRE-SUBMITTAL MEETING

When you are ready to submit your formal application, contact your Planning Department Case Manager who will schedule a pre-submittal meeting. The meeting will need to take place at least two weeks prior to your planned application submission date. Bring one draft copy of your application as outlined in Table 1.9. The purpose of the meeting is to:

- Review all the materials to be submitted as part of your application package
- Give you a final calculation of your application fee
- Give you our final list of local neighborhood organizations who will be receiving a referral and notification of a pending application decision
- Review how to upload all MP files to the development review website

2.4 ELEVATED REVIEW PROCESS

This process uses the internal City management hierarchy to elevate a significant development issue (at the MP level) beyond departments earlier in the development review process when an issue cannot be resolved between department staff and the developer. It would be adopted as an Administrative Policy Memorandum (APM) by the City Manager (not by City Council action). It would only apply to a discretionary determination, which is one that is not a mandatory code requirement or specification. The process is structured to take no longer than 15 working days (three calendar weeks).

This process is intended to be applicable to significant development requirements found in the MP, such as major infrastructure items, and is not intended to be applied to smaller development requirements such as driveway locations and the like.

This process would not be applicable until the development issue has first been taken through the departmental hierarchy and the issue has been discussed between the developer and the department director.

PROCESS STEPS:

1: Developer notifies department director and Office of Development Assistance (ODA) of intent to request an elevated review of a discretionary departmental development requirement.

2: The department director, within two working days:

A: Notifies the city manager of request for an elevated review

B: Notifies appropriate department staff to stop the "AMANDA" project-tracking clock for the period of the elevated review. A note will be placed in the AMANDA file indicating that the Elevated Review option has been utilized.

3: City manager directs deputy city manager (or does it himself) to hold a review meeting on the matter within 10 working days.

4: ODA staff meets with the deputy city manager to determine appropriate departments to be involved in the Elevated Review.

5: At the review meeting:

A: Developer shall be allowed to present such evidence and argument as he or she thinks relevant to the issue.

B: Department representative(s) has opportunity to question the developer and rebut, explain, or clarify or present any information.

C: Developer may question department representative(s).

D: Developer offers final argument.

6: City manager (or deputy) issues memorandum of decision to department director and developer within three working days. Decision is final for administrative purposes.

7: If the developer is not satisfied with the city manager (or deputy) decision, then the normal appeal process outlined in City Code Section 146-410 (B) and described above could be employed.

3.0 REQUIRED MP APPLICATION CONTENTS

This section gives more detailed information about each component of your MP application. In some cases we list the specifications here, in other cases you will be referred to Section 4 of the manual for specific forms to fill out and for further instructions and examples.

3.1 TAB #1: LETTER OF INTRODUCTION

Briefly summarize your project and explain how it will be of benefit to the city. Describe the qualifications of the applicant and the applicant's professional team. Reference any past successful projects in Aurora or the surrounding area. Specifically list any code adjustments involved in your application. If you're seeking design standard adjustments, so state. Please limit your letter to four pages or less.

3.2 TAB #2: DEVELOPMENT APPLICATION FORM WITH ATTACHMENTS

No longer required.

3.3 TAB #3: CONTEXT MAP

Please provide a digital map showing the surrounding land use and infrastructure conditions in Aurora within a half-mile of your site. Make sure that the full context map in your application includes all the items listed below. Be sure to show and label arterial and collector streets, parks, trails, schools, and Activity Centers proposed for your site to the map. The map will need to show all of the following items within a half-mile of the perimeter of your site.

REQUIRED ITEMS:

- The names of existing and proposed developments surrounding your site
- Zoning, including any "sub-areas"
- Planned and/or existing streets
- Planned and/or existing trails
- Open space, parks, overhead power lines, and drainage ways.
- Schools
- Neighborhood Boundaries
- Existing Platted Lots
- Adjacent (within .5 mile) land development name
- Commercial nodes and mixed use Activity Centers.

3.4 TAB #4: SITE ANALYSIS NARRATIVE

Complete Form A: Site Analysis Narrative, as shown in Section 4 of the manual. Please include all questions and answers.

3.5 TAB #4 (CONTINUED): EXISTING CONDITIONS MAP

Prepare an 11 x 17 inch Existing Conditions map for your application area, including all the items listed below. If your site is a smaller or less complex one, you may combine this map with the items required for your Natural Features map as long as the map remains legible. (See Section 3.6 below.)

REQUIRED ITEMS:

• 100 year flood plain areas

• Streams, lakes or ponds or wetlands

• Simplified contours at 10 foot intervals indicating slope direction

• Major high points, ridges, and drainage ways

• Any existing airport overlay district boundaries

• Any environmental hazards or conditions that may exist including (but not limited to) landfills, unexploded ordnance, ground water pollution plumes, etc.

• Historical or archeological sites as defined by federal, state or local governments

• Existing roadways or structures

• Existing easements, power lines, railroad rights-of-way, etc.

• Boundaries of any jurisdictions or service districts on or adjacent to your property such as fire districts, school districts, water and sewer districts, etc.

3.6 TAB # 4 (CONTINUED): NATURAL FEATURES MAP

Prepare an 11 x 17 inch Natural Features map for your application following the specifications listed below. The map may be combined with your Existing Conditions map as described above.

REQUIRED ITEMS:

• 100 year flood plain areas

• Streams, lakes or ponds

• Wetlands or riparian areas

• Simplified contours at 10 foot intervals indicating slope direction

• High points, ridges, and drainages

• Wildlife habitat as identified by the Colorado Division of Wildlife

• Existing vegetation including stands of Black Forest, gambrel oak, cotton woods, or other major stands of trees

• Significant views of the Front Range

• Significant views of designated open space areas, as viewed from dedicated public parks and open space, or from existing limited access highways, arterials, or collectors

• Geological hazard areas or soil conditions such as unstable or potentially unstable slopes, faulting, landslides, rockfalls, or expansive soils

3.7 TAB #5: RESPONSE TO PRE-APPLICATION MEETING AND SUBSEQUENT PLANNING DEPARTMENT COMMENTS

Respond to each issue raised in the pre-application meeting comments. Most applicants find it easiest to reproduce the comments, with their responses entered (in italics) after each comment. As you receive subsequent Planning Department reviews, add your response and cover letters under this tab also.

3.8 TAB #6: MP NARRATIVE

Complete Form B, MP Narrative, a copy of which is included in Section 4 of the manual. Please limit the length of this document to no more than six pages using the format provided, including the questions as well as your answers. IMPORTANT: If you are requesting any adjustments from UDO requirements, these adjustments must be listed and justified in detail on Form B.

3.9 TAB #7: PUBLIC ART PLAN (IF APPLICABLE)

This tab **may** either be included with your MP submission, or submitted after MP approval as an amendment to your approved plan. If submitted at a later date, it must be submitted before or concurrently with your first Site Plan in the MP.

If your project includes a Title 32 metropolitan district, use this tab to present a preliminary draft of your public art plan proposal. Staff from the Aurora Art in Public Places (AIPP) Program will review the plan. If your MP does not include a Title 32 Metro District, so state under this tab section.

After the artist is selected and the Developer has approved the artwork, the AIPP staff prepares the Public Art Plan for review by the Director of the Library and Cultural Services. The Public Art Plan must include:

- Itemized list of capital construction costs
- Itemized list of expenses to be paid for by the 1% public art budget
- Narrative description of public art project
- Schedule
- Itemized budget
- Documentation: artist drawings, plans, or other media reflecting the project
- As part of this documentation, insert 11" x 17" drawing(s) illustrating location of public art within the MP
- Artist resume and biography (including contact information)
- Maintenance plan
- Draft copy of Artist Contract (signed copy to be provided to staff within thirty days of approval)

For further information, see Section 5.6, Public Art Plan. As mentioned elsewhere, the Public Art Plan **may** be submitted with the initial MP or part of a design amendment to be reviewed with the first Site Plan.

3.10 TAB #8 MP LAND USE MAP, MATRIX, AND STANDARD NOTES

Prepare an 11 x 17 inch Land Use Map following the example map shown in Form D in Section 4, and including all of the required items listed below. If your MP is very large, you may need to divide the map into several sheets, tying them together with a key map. Using the map as a basis for area measurements and following the example matrix and instructions provided, complete the Land Use Matrix also shown in Form D. If your MP contains Mixed Use Regional zoning (MU-R), show each major use in the MU-R district as a separate planning area on your map and matrix. For example, you might need to show separate areas for big-box retail, specialty retail, office space, and multi-family housing.

REQUIRED MAP ITEMS:

- Location of all existing and proposed limited access highways and arterial and collector roads, properly labeled and indicated as double dotted lines. For large master plans is excess of 160 acres lLocal roadways are not to be shown until a Site Plan is submitted. On large Master Plans depiction of local roadways must not be shown on any submission materials including drainage and traffic studies. For small Master Plans showing local road may be appropriate depending on the context. Please coordinate with Planning Staff at the pre application phase regarding the approach to local roads. Tab 10, Urban Design Standards also discusses approaches to local streets.
- Location of all planning area boundaries indicated with heavy solid lines
- All planning areas labeled with their proper planning area number and use code
- A thin-line (or gray) background grid dividing the map into ten-acre segments
- An indication of all proposed detention ponds
- An indication of which planning areas constitute Activity Centers.
- Areas indicating all open space and park areas to be counted toward fulfillment of Parks, Recreation and Open Space Department parks and open space requirements. DO NOT INCLUDE areas used to meet parks and open space requirements as part of another "use" Planning area. Show and label "counted" parks and open space as separate planning areas
- Location of all rail lines and utility easements indicated as dotted lines

VERY IMPORTANT: The proposed number of dwelling units and the gross floor areas for commercial property that you show in your matrix will need to match the numbers shown in all other MP documents, including traffic and other engineering reports. For example, if the matrix shows that 2,000 single family homes are proposed, your traffic and utility projections must be based at least on that many homes.

Copy the standard MP notes found in Section 5.5 and include them as the last item under this tab section. If you are proposing additional notes make sure that they are clearly marked as "Proposed Notes".

3.11 TAB #9: MP OPEN SPACE, CIRCULATION, AND NEIGHBORHOOD PLAN

At minimum this section should contain:

• The Open Space/ Circulation/ Neighborhood map

• Calculation of Parks and Open Space Dedication Requirements

• Your initial version of Form J: the Parks, Recreation, and Open Space Matrix

1. Prepare an 11 x 17 inch Open Space/ Circulation/ Neighborhood map including all of the required items listed below. If your MP is very large, you may need to divide it into several sheets, tying them together with a key map. Use a minimum scale of 1 inch = 600 feet. Fold and insert the map into the rings of your application binder.

REQUIRED MAP ITEMS:

• Private and Public Open Space. Indicate size of parcel and proposed use. Label public or private. Land to be dedicated to the city should meet or exceed dedication requirements

• Drainage ponds and major drainage facilities

• School sites

• Open Space and Park Parcels. Indicate use and size

• Arterial and Collector Streets

• Topography (two foot contour intervals)

• Amenities such as golf courses, recreation centers, trail systems

• Connections with offsite networks (Streets, trails, etc.)

• The location, boundaries and area of each neighborhood. Label each neighborhood with a number for reference

• The location of primary entryways to each neighborhood. Indicate with an arrow.

• Indicate the size and location of any Activity Center Designation, commercial area or mixed-use activity center.

• Transit stops

2. Please follow the methodology below to calculate park and open space land dedication requirements:

Step 1: Calculate the projected population by multiplying the number of proposed residential units by 2.65 persons per Single Family (SF) unit and 2.20 persons per Multi-Family (MF) unit. Then add the results together to arrive at a total population count.

A. # of proposed SF units X 2.65 persons = Projected SF Population

B. # of proposed MF units X 2.20 persons = Projected MF Population

C. Projected SF Population + Projected MF Population = Total Projected Population

Step 2: Calculate the acreage of park and open space land required to serve the projected population. (These acreages represent how much land must be dedicated either on-site or elsewhere within the city to meet the park and open space needs of the residents of the project. Current acreage standards are 3.0 Neighborhood Park [NP] acres per 1000 persons, 1.1 Community Park [CP] acres per 1000 persons and 7.8 Open Space [OS] acres per 1000 persons. Standards are periodically updated as part of the City Code adopted by City Council. Depending on the annexation agreement, a Public Use [PU] land dedication equaling 1% of the residentially zoned acreage and 2% of the acreage zoned non-residential may be required to serve the needs of other municipal facilities, such as police and fire stations, etc.)

A. Projected Population X 3.0 acres of NP Land / 1000 persons = Required NP Acreage

B. Projected Population X 1.1 acres of CP Land / 1000 persons = Required CP Acreage

Projected Population X 7.8 acres of OS Land / 1000 persons = Required OS Acreage

(Residenitally Zoned Acreage X 0.01) + (Nonresidential Zoned Acreage X 0.02) = Required PU Acreage

Note: The balance of the Public Use land dedication acreage not needed for any other municipal purpose shall be counted as an additional open space requirement. The following step may be necessary.

Required OS Acreage from "C" above + (Required PU Acreage from "D" above – Acreage Needed for Public Use other than Parks and Open Spaces) = Required OS Acreage

Step 3: Adjust the acreages if qualifying park and open space land will be provided on-site and developed as part of the project.

Required NP Acreage – # of acres of NP acreage developed on-site = Adjusted NP Acreage

Required CP Acreage – # of acres of CP acreage developed on-site = Adjusted CP Acreage

Required OS Acreage – # of acres of OS acreage developed on-site = Adjusted OS Acreage

Note: A project may not qualify for acreage adjustments if standards for minimum park sizes cannot be met on-site or if the subject site does not include other lands deemed necessary by the Parks and Open Space Department for the future city park and open space system.

Step 4: If none or not enough acreage is provided on-site to satisfy the requirement of any category of park or open space land dedication, then a cash-in-lieu payment shall be provided for the balance. Multiply the adjusted acreages by the estimated per-acre value. (Prior to payment, Parks and Open Space Department staff must approve the current appraised value of the land in a zoned condition with "infrastructure" [i.e., including, but not limited to, roadways, utilities, etc.] in place.) Then add the results together to arrive at a total estimated cash-in-lieu payment.

Note: Criteria for calculating the cash-in-lieu of land dedication payment may vary from the above if an annexation agreement or other legal document approved by the City for the subject development sets forth other applicable rules or guidelines.

Adjusted NP Acreage X Estimated Per Acre Value = Estimated NP Payment

Adjusted CP Acreage X Estimated Per Acre Value = Estimated CP Payment

Adjusted OS Acreage X Estimated Per Acre Value = Estimated OS Payment

Estimated NP Payment + Estimated CP Payment + Estimated OS Payment = Total Estimated Cash-in-Lieu Payment

HYPOTHETICAL EXAMPLE: A 100-unit single family detached development.

Step 1:

A. 100 SF units X 2.65 persons = 265 persons

Step 2:

A. 265 persons X 3.0 acres of NP Land / 1000 persons = 0.79 NP acres

B. 265 persons X 1.1 acres of CP Land / 1000 persons = 0.29 CP acres

C. 265 persons X 7.8 acres of OS Land / 1000 persons = 2.06 OS acres

Note: This example assumes there is no PU land dedication requirement.

Step 3:

0.79 NP acres – 0.00 acres = 0.79 NP acres

0.29 CP acres – 0.00 acres = 0.29 CP acres

2.06 OS acres – 0.00 acres = 2.06 OS acres

Note: This example assumes there is no land within the subject site that has been targeted or appropriate for the city park and open space system.

Step 4:

0.79 NP acres X $100,000 per acre = $79,000 Estimated NP Payment

0.29 CP acres X $100,000 per acre = $29,000 Estimated CP Payment

2.06 OS acres X $100,000 per acre = $206,000 Estimate OS Payment

D. $79,000 + $29,000 + $206,000 = $314,000 Total Estimated Cash-in-Lieu Payment

Note: This example assumes an estimated value of $100,000 per acre. (The actual per acre value shall be determined on a project-specific basis taking into account appraisal data.)

3. Fill in Form J. This form is a detailed inventory of all the park and open space land, trails, and recreational facilities to be included in your plan along with information about when these important amenities will be provided. The information in this form is meant to be a more accurate breakdown of the facilities and open space acreages listed in Form D, your MP land use matrix. It should include all lands proposed to satisfy the land dedication requirements. Although all MP parks and open space will be considered in our evaluation of the quality of your MP, it is possible that not all the such land shown on your plan will be credited toward meeting Parks, Recreation and Open Space Department land dedication requirements. Fill out your preliminary version of the form indicating both the gross acreage being provided, and the net acreage that you estimate will be credited toward fulfillment of dedication requirements. This form does NOT need to be signed at the time of your initial submission. You WILL, however, need to submit the final, approved and signed version prior to MP approval. Form J should include line items for any landscaped medians along major arterials that are to be publicly maintained. Since standard medians cannot be counted toward park and open space land dedication requirements, Columns C and D for such line items should be completed using "not applicable." Parks, Recreation and Open Space Department policy regarding median landscaping can be found in Section 5.7 of this Manual.

Use the following standards to estimate the net acreage that will be credited toward meeting park and open space land dedication requirements, and design your plans accordingly:

1: Credited parks or open space sites are not to include water detention or drainage control features without PROS approval regarding the specific site in question.

2: Areas of grading for roadways or lot establishment will not be credited toward a park or open space's usable acreage. Grading of credited park sites will contain only moderate slopes that support field games and activities.

3: Neighborhood Park acreage is to meet ½-mile-service-area regulations with some boundary streets for drive-by access and surveillance.

4: Landscape buffers are not to be counted towards the satisfaction of open space requirements unless they provide a recreational amenity in addition to functioning as a buffer. A minimal width of 100 feet is suggested when buffers are proposed as part of the required open space.

5: Trail corridors are to be a minimum of 70 feet in width when they are proposed as part of the required open space. Note the location of any underpasses on the MP. A grade-separated crossing will be required where regional trails cross arterial roads. All trail underpass situations including but not limited to tunnels, culverts, bridge underpasses, etc. must have a minimum ten-foot vertical clearance (12 feet if horses are permitted) from the surface of the trail to the lowest overhead obstacle. An enhanced pavement treatment will be required at locations where regional and community trails cross roadways at grade. Regional trails are to be 10 feet wide with a 2-foot "recovery" zone on both sides.

6: If one or more Mixed Use Activity Centers will contain parkland, indicate how much will be a park use and how much will be used for other specified purposes.

7: Standard medians are not counted towards the open space requirement.

For a more detailed account of Parks and Open Space Dedication and Development Criteria, see Section 5.8 of this Manual.

Form J must also contain an inventory of all the open spaces and recreational facilities proposed, along with a phasing plan for their implementation. See Parks Component of the Public Improvements Plan. If a library is required, this must also be listed. See the complete instruction sheet attached to the form for more detailed directions. You may also wish to consult directly with the PROS and Library and Cultural Services departments prior to preparing this section of the MP.

3.12 TAB #10: URBAN DESIGN STANDARDS

This tab may either be included with your MP submission, or submitted after MP approval as an amendment to your approved plan. If submitted at a later date, it must be submitted before or concurrently with your first Site Plan for the MP.

In either case, prior to preparation of this section, carefully review the existing minimum design standards for street layouts, lighting, fences, retaining walls, and signs found in the Unified Development Ordinance. If your MP includes a Mixed Use Regional zoning (MU-R), review the requirements and diagrams for the zone district. Fill out the Urban Design Standards Matrix (Form F-1) and present it as the first item under this tab. The completed matrix should indicate the character of place that your MP create. Explain where the features will occur and the minimum number of times it will occur in your plan. Add additional categories and rows as required, but do not change the format presented. Do not list items or features that are already required by code—concentrate on the specific standards, features, and upgrades that you will be providing.

Use the Neighborhood Character Matrix (Form F-2) to show how individual neighborhoods will be differentiated from each other. If your MP covers more than a section of land, it may be desirable to the individual neighborhoods into separate "villages". If this is the case, use the matrix to describe how each village will have distinguishing characteristics, or "sub-themes".

Prepare a series of 11 x 17 inch documents that explain and illustrate the urban design components described in your matrix. We highly recommend that you consult Planning Department staff while preparing this section of the application. Illustrate urban design standards using text, tables, drawings, and photographs to create your own specific and measurable standards that will be carried out in future Site Plans. At minimum, your urban design graphics should show:

• Your design for entryway monumentation, incorporating the colors, materials, and architectural themes presented in the previous section

• Your designs for walls and fences

• Your design standards for street furniture, pedestrian scale lighting, benches, signage, and paving design and materials for public plaza areas

• Special structures and neighborhood features unique to your project

• Sample street patterns and lot configurations (for example, alley-loaded configurations, medians on local streets, special mixed-use concepts, etc.)

If your MP is within Mixed Use Regional zoning, you will also need to include a layout in 11 x 17-inch format that clearly shows the following elements:

• The location and description of the focal point

• Boundary of the focal point sites

• Distance between the focal point and the E-470 fight-of-way

• Location, length, boundary and description of the walkable main street

• Location of the boundary road

• Distance between the boundary road and the E-470 right-of-way

• Location of high visibility sites

• Location of pedestrian circulation system and plazas along main street

• The walkable main street

• The Boundary Road

• High visibility sites

The Planning Department encourages all applicants to be creative in their planning. Our code standards are intended as minimum requirements only. In reviewing and evaluating your proposals, we will give extra consideration to those proposals that create distinctive high-quality communities.

3.13 TAB #11: LANDSCAPE STANDARDS

This tab may either be included with your MP submission or submitted after MP approval as an amendment to your approved plan. If submitted at a later date, it must be submitted before or concurrently with your first Site Plan for the MP.

In either case, carefully review the existing landscape requirements in the UDO. Complete Form G: Landscape Standards Matrix and present it as the first item under this tab. As with the Urban Design Matrix, use it to itemize all the unique landscape design features that characterize your proposal and carry out the MP theme. Do not simply restate existing code requirements, rather state each of your standards and how it compares with code minimums.

Illustrate your landscape standards using text, tables, drawings, and photographs to create your own specific and measurable standards that will be carried out in future Site Plans. IMPORTANT: We highly recommend that you use an experienced landscape architecture firm to prepare this section of the application, and that the firm work closely with the Planning Department as they proceed with their work.

3.14 TAB #12: ARCHITECTURAL STANDARDS

This tab may either be included with your MP submission, or submitted after MP approval as an amendment to your approved plan. If submitted at a later date, it must be submitted before or concurrently with your first Site Plan for the MP.

In either case, carefully review the building design and architectural standards UDO Section 146-4.8 and the various zone districts. Complete Form H, Architectural Standards Matrix and present it as the first item under this tab. For multifamily and commercial architecture, use additional text, tables, drawings, and photographs to create your own standards that will be carried out in future Site Plans.

IMPORTANT:

• We highly recommend that you use an experienced architectural firm to prepare this section of the application, and that the firm work closely with the Planning Department as they proceed with document preparation.

• All residential designs should feature 360-degree architecture. That is, all of a home or building's elevations should contain architectural features and stylistic themes developed on the home or building's front elevations.

3.15 TAB #13: PUBLIC IMPROVEMENTS PLAN

The MP must identify the major construction requirements for public improvements and when parks and open space will be improved.

Engineering Component of the Public Improvement Plan:

The Public Improvements Plan (Plan) shall identify the required construction of streets, drainage and utilities as linked to development parcels independent of the sequencing of development. The timing for requiring specific public improvements shall be included relative to the overall project development. It will be based on adjacency of development, requirements to serve the project at initiation or development thresholds (i.e., a certain number of permits or other appropriate measure). A written narrative supplementing and describing the public improvements shall be provided as an attachment or included as notes on the Plan. The text shall match the Plan graphics. More specifically, the following items shall be addressed:

- The Plan shall show the alignment and classification of all collector streets and arterial streets. Include the width and cross sections of the arterial and collector streets.
- The Plan shall show all off-site street and utility construction necessary to serve the development.
- The Plan shall show the width and cross section of major drainages, location and size of bridges or culverts at collectors and arterials, location and relative size of regional detention ponds and any other major drainage improvements shown in the master drainage study.
- The Plan shall show all major utility lines for water and sanitary sewer including any pump or lift stations required.

Parks Component of the Public Improvement Plan:

The purpose of including parks and open spaces in the PIP is to relate the sequencing of the subdivision to the demand that is generated for such sites/uses. The objective is to have the PIP set forth obligations for the dedication and construction of parks and open spaces so that the "supply" is in place prior to or concurrent with the new "demand" generated by the residents of the subdivision. Every site for which city land dedication credit is being given shall be addressed by the PIP – (could be as simple as mapping them).

In accordance with the city's land dedication criteria, there are three types of properties that would typically be counted toward land dedication requirements: 1) neighborhood parks, 2) community parks and 3) open space (i.e., natural areas, trail corridors, special use sites).

Consultants should characterize each park and open space property according to its generalized service area. The evaluation should be done on a property-by-property basis with regard to the property's relationship to overall city system and connectivity to other nearby parks and open space resources, both existing and proposed.

Based on the target service area/population, properties should be assigned one of two categorizations:

- Neighborhood-based Sites should include those designed to serve a relatively small area, such as the immediate neighborhood.
- Community-based Sites are those designed to serve a larger broad area, such as the overall community.

Triggers

- Neighborhood-based Sites – These properties shall be site planned and platted with the first site plan located adjacent to the site as it is generally configured in the MP. The PIP should: 1) conceptually map the site and 2) include a standard note as follows:

Neighborhood-based parks and open spaces shall be dedicated at time of recording of first adjacent subdivision plat and shall be constructed in accordance with triggers identified in Form J.

- Community-based Sites – These properties shall be shown (mapped/delineated) on the PIP, with each site listed in a table or otherwise differentiated on the map to reveal the sequence of development or when sites and portions thereof are to be developed concurrently. Additionally, the PIP should include the following standard notes:

Community-based parks and open spaces to be conveyed for city ownership shall be dedicated, by separate plat, at the time of first adjacent subdivision plat if not intended to be sooner platted as noted in Form J.

Community-based parks and open spaces to be privately developed shall be constructed in accordance with the triggers identified in Form J.

General Note

A general note should be added to every PIP:

- The triggers for construction of parks and open spaces may be adjusted during subsequent PIP submittals.

Arterial Medians

Major arterial streets that are intended to include landscaped medians shall be shown on the PIP. If medians are to be both

publicly and privately maintained, graphically differentiate between segments assigned different maintenance responsibilities. Please see the PROS Manual for additional information.

3.16 TAB #14: APPENDIX OF SUPPLEMENTARY DOCUMENTS

Use the appendix section to hold any letters, background information, or miscellaneous documentation that does not logically fit in any other section. For example, letters of permission or comment from state agencies or the local school district should be included here.

3.17 FULL SIZE CONTEXT MAP

3.18 FULL SIZE CONTOURS/SLOPE MAP

- Color coded slopes, 1% to 5 %
- Color coded slopes, 5% to 8%
- Color coded slopes, 8% to 12%
- Color coded slopes, 12% and above
- Views of the front range or designated open space as viewed from the E-470 Tollway, designated open space, or arterial & collector streets
- Ridges and swales
- Topographic contours at two-foot intervals
- Arterial and collector streets

3.19 ALTA SURVEY

The developer must submit a certified Alta Survey.

3.20 COMPOSITE LAND USE MAP

If your 11 x 17 Land Use Map is divided into more than one sheet, include a single 24 x 36 inch land use map at a reduced scale if necessary.

3.21 MASTER TRAFFIC IMPACT STUDY

A traffic study shall be submitted with all MP applications. Please see the **Traffic Impact Study Guideline** for content criteria. A copy of the latest guidelines can be found here.

3.22 MASTER DRAINAGE REPORT

A Master Drainage Report shall be submitted with all MP applications and be approved by Public Works at the time of the MP administrative approval. The master report will review at a conceptual level the feasibility and design characteristics of the proposed development with regard to drainage. See Public Works for a copy of their Master Drainage Report Manual for complete details.

3.23 MASTER UTILITIES REPORT

The developer shall submit a Master Utility Report with the Development Application. The Master Utility Report must meet all requirements in the Public Utility Improvements Rules & Regulations Regarding Standards & Specifications. The Master Utility Report must be prepared in accordance with the City of Aurora Capital Improvement Plans and by a licensed professional engineer in the State of Colorado. The report must include the following:

- A narrative identifying the scope, intent, criteria, system requirements and proposed phasing
- A narrative shall be included that discusses the intent to enter into cost reimbursement agreements with the City for regional improvements
- Overall layout for water and sanitary sewer mains necessary to provide service to the proposed development. (minimum scale 1"=100')
- Offsite demands necessary for adjacent properties and utility extensions must be included in the report and shown on the plan
- Phasing of utilities infrastructure must be shown on development plan or within the report
- Sanitary sewer flow shall be calculated in tabular form for each sewer basin within the development
- Sanitary sewer calculations must include pipe calculation for all proposed sewer lines. Pipe calculations shall include diameter of pipe, minimum slope of pipe, flow, depth of flow and velocity
- Water demands must be listed for the proposed system at an average day rate, maximum hour, and maximum day plus fire flows
- Fire flows shall be calculated in accordance with ISO criteria, or AWWA Manual 31

4.0 FORMS, SAMPLES, AND DETAILED DOCUMENT INSTRUCTIONS

The following section contains the forms and tables you will need to file a complete application. You'll also find instructions for filling out the tables, and in some cases we've also included samples of completed documents and forms. Please use the forms just as they appear, adding extra lines or pages as necessary, and include them in your submission.

4.1 FORM A: SITE ANALYSIS NARRATIVE

1. General Site Character

Briefly describe the existing location and physical character of your site. What are its most important and distinguishing features?

2. Site Assets

Based on your site analysis, what are your site's most important physical assets and potential amenities? Consider location, relationship to existing and proposed transportation networks, scenic beauty, recreation potential, special natural resources, etc.

3. Site Restrictions

Based on your site analysis, what are the physical restrictions and site characteristics that may pose a challenge to development? Consider location, nature of surrounding conditions, environmental pollution, airport noise contours, lack of existing infrastructure, steep slopes, etc.

4. Design Response to Site Assets

How does your proposed development plan take advantage of all the site assets identified by your analysis?

5. Design Response to Site Challenges

How does your development plan deal with the site's development constraints as identified above? Have you considered alternate strategies to deal with these problems? If so, why did you select the particular approach shown on your development plan?

6. Development Impacts on Existing Site Conditions

What are the impacts of your project on the existing character of the site and its immediate surroundings? What improvements will your development make? How have any impacts been mitigated? Consider impacts on environmental quality, aesthetic appearance, existing open space and natural features, physical infrastructure, etc.

4.2 FORM B: MP NARRATIVE

1. General Description of the MP

Briefly describe the general character of your proposed MP. What will be the predominant land uses? What market segment is the proposed development designed to serve?

2. Defining Character of the MP

Describe how your proposed MP will create a unique community with a definable character and special "sense of place". What facilities, amenities and special design features will set it apart in the marketplace from similar developments in your area?

3. Zoning Conformance

Does the MP accurately reflect adopted zone district boundaries?

4. Potential Regulatory Conflicts

Are there any existing or potential conflicts between MP design ordinance requirements and the terms of any existing annexation agreements or agreements with other jurisdictions or interest groups? If so what are they and how you propose to resolve them?

5. Adjustments

Does your current design require any ordinance adjustments in order to be approved? If so, list each proposed adjustment, and answer the following questions for each. (If no MP adjustments are listed and approved, we will always interpret the final MP document to mean that all city code requirements will be met or exceeded.)

• What are the specific site-related characteristics of your site that have led to the adjustment request? (Do not include self-imposed hardships or constraints as a justification. Financial constraints may be considered, but only as they relate to unusual site conditions. Do not simply respond that meeting all development standards would be too costly.)

• What design alternatives have you considered to avoid the adjustment? Why weren't these alternatives chosen?

• What measures have been taken to reduce the severity or extent of the proposed adjustment?

• What compensating increases in design standards have you proposed to mitigate the adjustment's impact?

6. Required City Facilities

What additional city facilities or services will the City of Aurora have to provide in order for your MP to be implemented? What police, fire, and recreation facilities are required and where are they located (inside or outside your MP boundary.) To what extent will your development plan help to fund or construct these facilities?

7. Vehicular Circulation

Do your proposed arterial and collector roadways align with the arterials and collectors of adjacent properties? Do your roadway cross sections match adjacent cross sections? If not, explain why.

8. Pedestrian Circulation

Do off-street trails on your site connect with connect with those on adjacent properties. Do your cross sections match adjacent cross sections? If not, explain why.

9. Protection of Natural Features, Resources and Sensitive Areas.

Describe how the development will be designed to protect, use or enhance natural resources and features. In particular, describe how the design of the development will respond to:

• Water features, such as floodplains, streams, and arroyos.

• Adjacent parks and public open space

• Historic or archeological sites

• Significant views of the Front Range and views from public parks and I-70 and E-470 and other collector and arterial streets

Riparian wildlife habitat

The approximate topographic form of major ridgelines and swales

Natural or geologic hazard areas, including unstable slopes and expansive soils

Other natural features such as bluffs, ridges, steep slopes, stands of mature trees, rock outcroppings, or wetlands.

10. Neighborhood Concept

Briefly describe the location of your individual neighborhoods. How have you defined the boundaries for each neighborhood? How are the architectural styles and other design features distributed among the neighborhoods? Are their any styles or other design standards that are restricted to specific areas? Also fill out Urban Design Form F-2 to more fully describe the special standards and character of each neighborhood.

11. Black Forest Ordinance

Is the Black Forest Ordinance applicable to your site? If so where do the impacted areas show on your exhibits, and how will the requirements of the ordinance be carried out?

12. Steep Slope Standards

Does your development plan include building on areas with an existing slope of 6% or greater? If so, what standards and design strategies have you adopted to deal with drainage and aesthetic issues? Have you reviewed and considered our recommended steep slope design guidelines? If not, why?

13. Consultations with Outside Jurisdictions and Agencies

Have you consulted with representatives of your local school district, the Colorado Division of Wildlife, the Colorado Department of Public Health and Environment, or other applicable local, state or federal agencies? If so, list the dates, contact person, and results of your discussions. Include any letters you've received from these agencies as an appendix to your application.

4.3 FORM C: THIS FORM IS NO LONGER REQUIRED.

4.4 FORM D: MP LAND USE MATRIX WITH SAMPLES AND INSTRUCTIONS

This section contains:

- A blank MP Land Use/ Density Matrix you will need to fill out and include in your application.
- A simplified sample Land Use/ Density Map for a hypothetical application.
- A sample Land Use/ Density Matrix based on the hypothetical map.
- Instructions for filling out the matrix.

The reference tables listing land use and zoning codes needed to fill out the form are located in section 5.1.

Form D: MP Land Use Map Matrix ZONE:

A. Land Use Item	B. Planning Area Map Number	C. Map Area Code	D. Gross Land Area in Acres	E. Land Use Formula	F. Maximum Potential Density by Code (In DUs or SF)	G. Actual Proposed Maximum Density (In DUs or SF)	H. Phasing, Details and Comments (Include phase number or triggering event)
1. Flood Plain Areas							
2. Required Land Dedication Areas for Parks, Schools, Fire Stations, Police Stations, Libraries							
3. Development Areas Subzone:							
(If there is a second subzone, create row 3b. here and list the uses in this subzone.)							

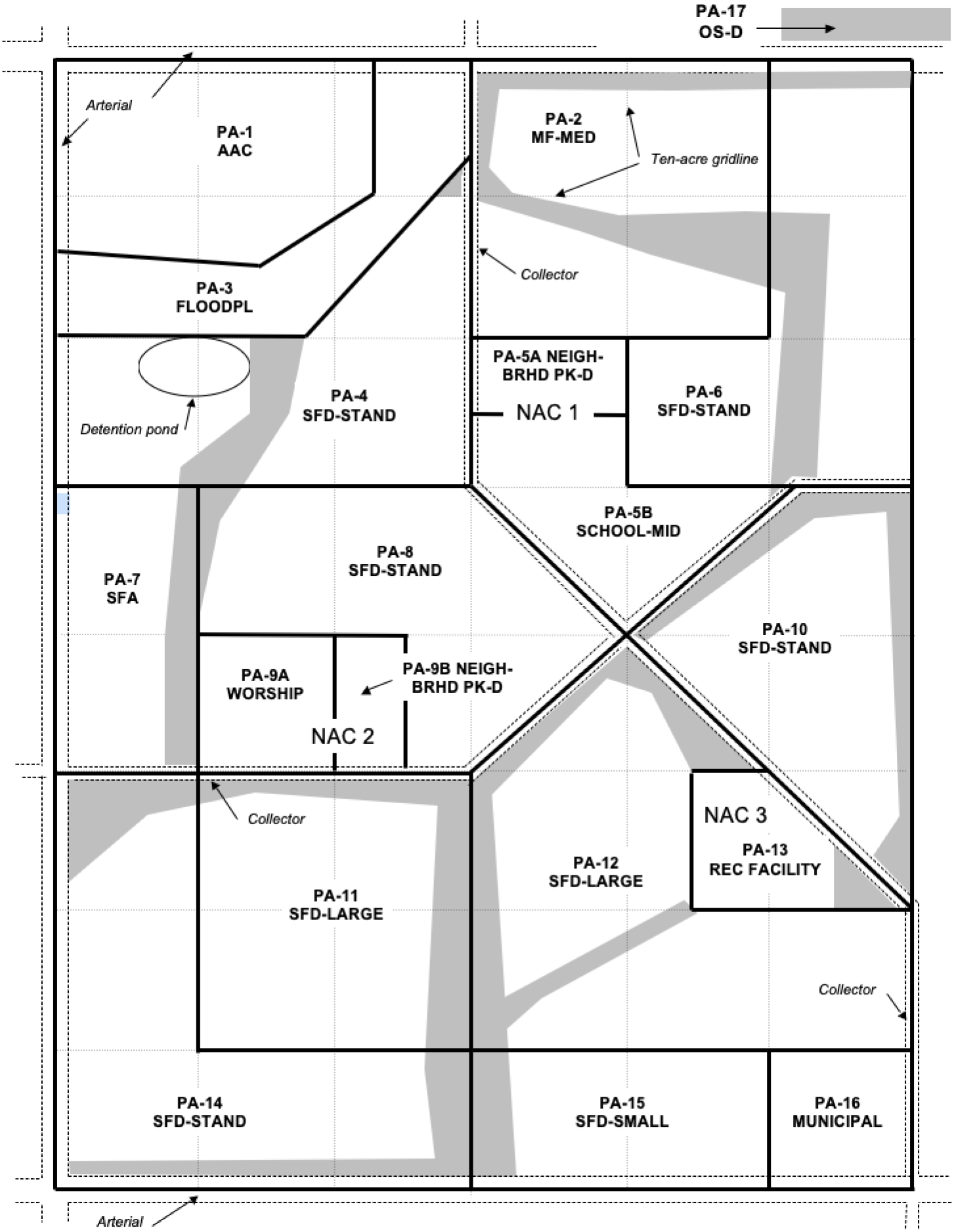
4. Total Map Acreage (Total figures above)	
5. Less 1/2 of Perimeter Streets Not Owned by Applicant	
6. Applicant's Acreage Listed in Application (Line 4 minus line 5)	
7. Total Flood Plain Acreage	
8. Total Adjusted Gross MP Acreage (Line 4 minus line 7)	

MP/GDP Land Use/Density Map Matrix, page 2

A. LAND USE ITEM	**D.** GROSS LAND AREA IN ACRES	**E.** LAND USE FORMULA	**F.** MAXIMUM POTENTIAL DENSITY BY CODE	**G.** ACTUAL PROPOSED MAXIMUM DENSITY	**H.** PHASING, DETAILS AND COMMENTS (INCLUDE PHASE NUMBER OR TRIGGERING EVENT)
9. Total SFD planning areas		2.65 persons per unit			
10. Total SFA planning areas		2.2 persons per unit			
11. Total MF planning areas		2.2 persons per unit			
12. Total residential					
13. Check for average residential density in each subzone		__ DUs per acre x Line 8			
14. Small Lot Total for Sub Area C (if utilized)		See UDO Section 146-4.2.3.A			
15. Check for maximum allowable number of multifamily units in each subzone		Line 13E x __%			
16. Total retail planning areas					
17. Total office planning areas					
18. Total industrial planning areas					
19. Total mixed commercial areas					
20.Total commercial					
21. Total neighborhood park land					
22. Total community park land					
23. Total open space land					
24. Total park and open space land					

Sample MP Land Use Map

Note: This map has been simplified for purposes of illustration and does not contain all the information necessary for an actual submission. Map is shown over a 10 acre dotted grid.



Sample Form D: MP Land Use/Density Map Matrix

A. Land Use Item	B. Planning Area Map Number	C. Map Area Code	D. Gross Land Area in Acres	E. Land Use Formula	F. Maximum Potential Density by Code (In DUs or SF)	G. Actual Proposed Maximum Density (In DUs or SF)	H. Phasing, Details and Comments (Include phase number or triggering event)
1. Flood Plain Areas	PA-3	FLOODPL	22.0	100 year flood plain	N/A	N/A	
2. Required Land Dedication Areas for Parks, Schools, Fire Stations, Police Stations, Libraries	PA-5A	NEIGHBRHD PK-D	5.0	3 acres per 1,000 resident population	N/A	N/A	Prior to the issuance of the first building permit in Phase 2
	PA-5B	SCHOOL-MID	15.0		N/A	N/A	Site graded and delivered start of Phase 1
	PA-9B	NEIGHBRHD PK-D	10.7	3 acres per 1,000 resident population	N/A	N/A	Phase 2
	PA-16	MUNICIPAL	10.0	As per annexation agreement	N/A	N/A	New fire station. In operation at the time of issuance the five hundredth residential building permit.
	N/A	COMMUNITY PK-D	0	1.1 acres per 1,000 resident population	N/A	N/A	Applicant will make a cash-in-lieu payment to the City at the time of first subdivision platting.
	PA-17	OPEN SPACE	65.0	7.8 acres per 1,000 resident population	NA	NA	Concurrent with adjacent development.
3. Development Areas	PA-1	AAC	30.0	12 acre minimum, 30 acres maximum			Phase 2
	PA-2	MF-MED	32.0	16 DU's per acre	512 DUs	450 DUs	Phase 1
	PA-4	SFD-STAND	33.0	8 DU's per acre	264 DUs	250 DUs	Phase 2
	PA-6	SFD-STAND	33.0	8 DU's per acre	264 DUs	200 DUs	Phase 1
	PA-7	SFA	15.0	11 DU's per acre	165 DUs	150 DUs	Phase 2
	PA-8	SFD-STAND	34.0	8 DU's per acre	272 DUs	160 DUs	Phase 2
	PA-9A	WORSHIP	4.3	N/A	N/A	N/A	Phase 2
	PA-10	SFD-STAND	28.0	8 DU's per acre	224 DUs	200 DUs	Phase 3
	PA-11	SFD-LARGE	30.0	8 DU's per acre	240 DUs	135 DUs	Phase 3
	PA-12	SFD-LARGE	47.0	8 DU's per acre	376 DUs	140 DUs	Phase 3
	PA-13	REC FACILITY	8.0	N/A	N/A	N/A	Facility is NAC-3. Two uses are indoor community center and an outdoor amphitheater. To be completed prior to the issuance of the first residential permit in Phase 3
	PA-14	SFD-STAND	40.0	8 DU's per acre	320 DUs	250 DUs	Phase 3
	PA-15	SFD-SMALL	18.0	8 DU's per acre	144 DUs	140 DUs	Phase 3

4. Total Map Acreage (Total figures above)	480.0
5. Less 1/2 of Perimeter Streets Not Owned by Applicant	20.0
6. Applicant's Acreage Listed in Application (Line 4 minus line 5)	460.0
7. Total Flood Plain Acreage	31.0
8. Total Adjusted Gross MP Acreage (Line 4 minus line 7)	449.0

Sample MP Land Use/Density Map Matrix, page 2

A. Land Use Item	D. Gross Land Area in Acres	E. Land Use Formula	F. Maximum Potential Density by Code	G. Actual Proposed Maximum Density	H. Phasing, Details and Comments
9. Total SFD planning areas	263.0	2.65 persons per unit	2,104 DUs	1,475 DUs	Estimated 3,909 residents (column E x column G)
10. Total SFA planning areas	15.0	2.2 persons per unit	165 DUs	150 DUs	Estimated 330 residents (column E x column G)
11. Total MF planning areas	32.0	2.2 persons per unit	512 DUs	450 DUs	Estimated 990 residents (column E x column G)
12. Total residential	310.0		2,781 DUs	2,070 DUs	5,229 Estimated residents
13. Check for average residential density in subzone	Line 8 = 449.0	5 DUs per acre x Line 8	2,245 DUs	2,070 DUs	Total number of proposed dwelling units is within allowable MP maximum
14. Small Lot Total	G9 = 1,475.0	.35 x G9	516	140	
15. Check for maximum allowable number of multifamily units	13F = 2,245.0	Line 13F x 30%	673	600	Total number of proposed multifamily units is within allowable MP maximum
16. Total retail planning areas	30.0				
17. Total office planning areas	N/A				
18. Total industrial planning areas	N/A				
19. Total mixed commercial planning areas	N/A				
20. Total commercial	30.0				
21. Total neighborhood park land	15.7	3.0 acres/1000 residents			Required Land Dedication = 15.7 acres Provided Land Dedication = 15.7 acres
22. Total community park land	0.0	1.1 acres/1000 residents			Requirement of 5.8 acres will be met by applicant cash-in-lieu payment
23. Total open space land	40.8	7.8 acres/1000 residents			Required Land Dedication = 40.8 acres Provided Land Dedication = 65.0 acres
24. Total park and open space land	56.5				

INSTRUCTIONS FOR FILLING OUT THE MP LAND USE/DENSITY MAP MATRIX

Zone Designation:

Select the proper zone from Reference Table A, and place it at the top of your matrix.

Row 1: Flood Plain Areas

Use a separate map area and matrix row for each non-contiguous flood plain area within the application's boundary area.

Row 2: Required Land Dedication Areas

List all required Parks Department and Open Space land dedication areas as described by City Code Chapter 147-48, and all the School District land dedication areas. List the acreage requirements even if the requirements will be met by cash-in-lieu payments, or the applicant has agreed to retain ownership with a permanent public easement. Use the land use codes listed in Section 5.1, Reference Table A.

Row 3: Development Areas

List all other separately identifiable land uses in these rows, using the Reference Table A land use codes. In the far left row heading, also enter the name of your MPs zone districts from the list of choices in Reference Table B. If your MP contains more than one zoning sub-zone, split this row into Row 3a and 3b, and identify each zone district separately.

Column B: Planning Area Map Number

Divide the total area within the application's boundaries in to separate map areas, and number each map area using the following designations: PA-1, PA-2, PA-3, PA-4, PA-5, etc. Include the area of any proposed or existing internal streets, proposed land dedications, or existing or proposed easements. Include one-half of the width of any boundary streets, not owned by the applicant. (Do not include the right-of-way area of limited access highways or internal areas not under the ownership or control of the applicant.) The resulting gross application area must be divided into individual planning areas, so that the total acreage included in the application will equal the sum of all the individual acreages reported in column D.

Column C: Map Area Code

Use a separate row to enter the code for each map area. Use only the standardized use codes contained in Reference Table A in section 5. Use only one code designation for each map area. Some codes will also require that you fill out Column E, "Comments and Details" with additional information about the proposed land use.

Column D: Gross Land Area in Acres

List the total acreage within each planning area. Round numbers to the nearest one-tenth acre.

Column E: Land Use Formula

Enter the code formula that determines allowable density (if applicable) or other applicable requirement. For example, if the planning area is residential, enter the allowable number of dwelling units per acre based on the zone and use as found in UDO Section 146-4.2.

Column F: Maximum Potential Density by Code

If the area contains a residential use, report the maximum number of dwelling units (DUs) allowed; otherwise report the maximum gross building area in square feet. If no maximum pertains, enter "N/A".

Column G: Actual Proposed Maximum Density

Enter your actual proposal (which may equal or be less than the maximum allowable.) These numbers are extremely important since they must be the basis of other calculations such as population, minimum parks and open space provided, and traffic generation calculations.

Column H: Triggers, Land Use Details and Comments

Use this column to list the trigger event for each planning area. Also additional information about the planning area, such as a more detailed list of land uses, additional descriptive information, or comments on code compliance.

4.5 FORM E: SAMPLE OPEN SPACE/ CIRCULATION/ NEIGHBORHOOD MAP

Ask your Case Manager for the latest examples from recent applications.

4.6 FORM F-1: URBAN DESIGN STANDARDS MATRIX

SPECIAL URBAN DESIGN FEATURE	BRIEF DESCRIPTION OF THE FEATURE	LOCATION OF THE STANDARDS IN APPLICATION PACKAGE
1. Entry Monumentation		
2. Retaining Walls		
3. Fence and privacy walls		
4. Lighting Standards		
5. Paving Standards		
6. Street Furniture Standards		
7. Signage Standards		
8. Special Neighborhood Concepts		
9. Special Facilities and Structures Such as Clubhouses and Recreational Facilities		
10. Other		

The design standards listed in this matrix implement the design themes of the MP and are intended to complement and exceed the UDO standards. Unless an adjustment has been specifically requested and granted, if a conflict should exist between any specific provisions of this matrix and any other ordinance standards, the higher standards shall govern.

All the photos and illustrations referenced by this matrix are representative of the level of design quality required by this MP. Final designs to be submitted at the Site Plan level will not necessarily duplicate the exact illustrations, but will contain the same themes and dimensions as shown, and will be at the same or higher level of design quality, extent, and detail.

EXAMPLE OF A COMPLETED URBAN DESIGN STANDARDS MATRIX F-1

SPECIAL URBAN DESIGN FEATURE	BRIEF DESCRIPTION OF THE FEATURE	LOCATION OF THE STANDARDS IN APPLICATION PACKAGE
1. Entry Monumentation	Monumentation at entries to all neighborhood, neighborhood parks, and the Administrative Activity Center (AAC) to feature Arts and Crafts style motif with buff-colored sandstone, rough hewn beams, and copper lanterns. Lettering to follow the standard logo style listed in the signage standards.	See illustrations 1 & 2 and accompanying text on urban design drawings, sheet 5.
2. Retaining Walls	Walls abutting public right-of-way to be buff sandstone not to exceed 30" in height, with cap. All other retaining walls to be split face concrete masonry units with a sandstone color.	See drawings and sample photos on urban design drawings sheet 6.
3. Fence and privacy wall Designs	Walls facing arterials and collectors to be open wrought iron sections, alternating with solid stucco wall section with sandstone piers at 50 foot on center. Internal fences to be vinyl gray picket style.	See sample photos and drawings in urban design drawings sheet 4 and sheet 5.
4. Lighting Standards	Arts and Crafts style pedestrian scale fixtures at neighborhood parks, the AAC, and the Community Recreation Center.	See photos 6,7, and 8 on sheet 5 of urban design drawings.
5. Paving Standards	Stamped and colored concrete paving areas at the main entrance to all neighborhoods, plus plaza areas at the AAC and Community Recreation Center.	See photos 9 and 10 on sheet 5 of urban design drawings.
6. Street Furniture Standards	Arts and Crafts style benches and trash receptacles. Community Information Kiosk at AAC and Recreation Center. Bollards with chains around plaza areas in AAC. Sandstone planters in AAC.	See photos 11 and 12 on sheet 5 of urban design drawings.
7. Signage Standards	The MP has adopted a standardized type face, logo, and a series of thematic colors for use in all project identification signs. There is also a set of commercial sign standards for businesses in the AAC.	See photos and drawings 1 – 10 on sheet 7 of the urban design drawings. See sign standards matrix in sheet 7.
8. Special Neighborhood Concepts	1) A majority of the homes in PA-1 will feature alley-loaded garages. 2) Homes in PA-6 will be allowed to have studio apartments over detached garages. 3) The apartments located in PA-2 will surround a 5 acre "town green" featuring a tot lot and water feature.	1) See drawings 11 & 12 on sheet 6 of urban design drawings. 2) See photo 13 on sheet 6 of urban design drawings 3) See drawing 1 on sheet 7 of urban design drawings.
9. Special Facilities and Structures	The MP includes a Community Center and Recreation facility open to all residents in the development. One facility will reflect an Arts and Crafts style of architecture.	See sheet 8 for a drawing of the facility and a list of amenities provided.
10. Other		

The design standards listed in this matrix implement the design themes of the MP and are intended to complement and exceed the UDO standards. Unless an adjustment has been specifically requested and granted, if a conflict should exist between any specific provisions of this matrix and any other ordinance standards, the higher standards shall govern.

All the photos and illustrations referenced by this matrix are representative of the level of design quality required by this MP. Final designs to be submitted at the Site Plan level will not necessarily duplicate the exact illustrations, but will contain the same themes and dimensions as shown, and will be at the same or higher level of design quality, extent, and detail.

Form F-2: Neighborhood Character Matrix

NEIGHBORHOOD (OR VILLAGE)	DISTINGUISHING CHARACTERISTICS		
	URBAN DESIGN	LANDSCAPE	ARCHITECTURE
Neighborhood Name #1			
Neighborhood Name #2			
Neighborhood Name #3			
(Add more rows as necessary)			

4.7 FORM G: LANDSCAPE STANDARDS MATRIX

Form G: Landscape Standards Matrix

LANDSCAPE ITEM	BRIEF DESCRIPTION OF THE FEATURE	LOCATION OF THE STANDARDS IN APPLICATION PACKAGE
1. Overall landscape concept and palette of plant materials used to carry it out.		
2. Landscape design at entry monumentation and key entry points		
3. Landscape standards along E-470 or I-70 (If applicable)		
4. Landscape standards along arterial and collector roads		
5. Landscape standards along local roadways		
6. Landscape standards in commercial and public gathering areas. (Tree grates & protectors, planters, flower beds, screening at parking lots, etc.)		
7. Landscape standards at detention/ retention ponds and water features		
8. Landscape buffers at parks, open space, and drainage		

LANDSCAPE ITEM	BRIEF DESCRIPTION OF THE FEATURE	LOCATION OF THE STANDARDS IN APPLICATION PACKAGE
9. Special standards at residential lots. (If residential backyards border open space or parks, indicate special standards.)		
10. Landscape integration at retaining walls		
11. Landscape standards at special facilities		
12. Buffer and setback exemptions for traditional street frontages		

The design standards listed in this matrix implement the design themes of the MP and are intended to complement and exceed the UDO standards. Unless an adjustment has been specifically requested and granted, if a conflict should exist between any specific provisions of this matrix and any other ordinance standards, the higher standards shall govern.

All the photos and illustrations referenced by this matrix are representative of the level of design quality required by this MP. Final designs to be submitted at the Site Plan level will not necessarily duplicate the exact illustrations, but will contain the same themes and dimensions as shown, and will be at the same or higher level of design quality, extent, and detail.

4.8 FORM H: ARCHITECTURAL DESIGN STANDARDS MATRIX

Fill out Form H summarizing the residential architectural styles, materials, colors, and features that will characterize your residential architecture. Be sure to indicate the specific documents and drawing or photographs that illustrate all the items contained in the matrix.

If your application includes non-residential structures:

If your application includes non-residential structures , also use Form H to summarize your features. Again, be sure to indicate the specific documents and drawing or photographs that illustrate all the items contained in the matrix.

Architectural Format (8 ½ X 11 inches)

ARCHITECTURAL DESIGN STANDARD	BRIEF DESCRIPTION OF THE FEATURE	LOCATION OF THE STANDARDS IN APPLICATION PACKAGE
Residential Design		
Residential Materials Palette		
Residential Color Palette		
Residential Architectural Styles		
Residential Architectural Features		
Commercial Design		
Retail Materials Palette		
Retail Color Palette		
Retail Architectural Styles		
Retail Architectural Features		
Office Design		
Office Materials Palette		
Office Color Palette		
Office Architectural Styles		
Office Architectural Features		
Industrial Design		
Industrial Materials Palette		
Industrial Color Palette		
Industrial Architectural Styles		
Industrial Architectural Features		

The design standards listed in this matrix implement the design themes of the MP and are intended to complement and exceed the UDO standards. Unless an adjustment has been specifically requested and granted, if a conflict should exist between any specific provisions of this matrix and any other ordinance standards, the higher standards shall govern.

All the photos and illustrations referenced by this matrix are illustrative of the level of design quality required by this MP. Final designs to be submitted at the Site Plan level will not necessarily duplicate the illustrations, but will contain the same themes as shown, and will be at the same or higher level of design quality, extent, and detail.

4.9 FORM J: PARKS, RECREATION, AND OPEN SPACE MATRIX

Applicants: Use this form to record your final MP inventory of all parks, open space, and recreation facilities and the order in which they will be constructed. This form must be approved and signed by both the Director of Parks and Open Space and the Director of Library and Recreation Services prior to final approval of your MP. Form J should include line items for any landscaped medians along major arterials that are to be publicly maintained. Since medians cannot be counted toward park and open space land dedication requirements, columns C and D for such line items should be completed using "not applicable."

A. PLANNING AREA DESIGNATION (OR FEATURE IN AN AREA)	**B.** DESCRIPTION AND INVENTORY OF FACILITIES	**C.** TOTAL ACREAGE	**D.** PARKS DEPT. CREDITED ACREAGE	**E.** FINAL OWNERSHIP AND FACILITY FUNDING	**F.** TRIGGER FOR EACH PHASE
Director of Parks and Open Space Date:_____ Signature:		Library and Recreation Services Date:_____ Signature:			

5.0 CHECKLISTS AND REFERENCE TABLES

This section of the manual contains several application checklists and reference tables with information needed to fill out various required forms. These items are meant to aid you in compiling your application package. Include the zoning compliance checklist in your application.

5.1 REFERENCE TABLE A: MP LAND USE CATEGORIES AND CODES AND ZONING SUB-AREA CODES

Table A-1 Land Use Categories and Codes

For Information Only—this table does not have to appear on applicant submissions

LAND USES	PLANNING AREA MAP CODE	PLANNING AREA DEFINITION
RESIDENTIAL USES		
Single Family Detached, Standard Lots	SFD-STAND	Map Area predominately composed of single family homes on single lots with over 4,500 sq. ft. and 50 ft. of lot frontage
Single Family Detached, Small Lots	SFD-SMALL	Map Area predominately composed of single family homes on single lots with less than 4,500 sq. ft. of lot area or less than 50 ft of lot frontage. Small Lot subdivisions are also subject to special regulations as described in that section 4.2.3.A.)
Two-Family Dwellings	2-FAMILY	Map Area predominately composed of two dwelling units constructed on a single lot, whether in a side-by-side or stacked configuration.
Single Family Attached Townhomes	SFA-TH	Map Area of individual dwelling units attached by one or more party walls, with the habitable spaces of different dwelling units arranged in a side-by-side, rather than a stacked configuration.
Single Family Attached Duplex Townhomes	SFA-DUPLEX	Map Area of Single Family Attached Townhomes where only two units are attached to each other, with each unit on its own lot. Two similar units on a single lot are classified as Two-Family homes.
Multi-Family Small Buildings	MF-SMALL	Multi-family buildings containing between 3 and 8 dwelling units per building intended either for sale or rent, where such dwelling units are arranged in a stacked configuration.
Multi-Family Medium Buildings	MF-MED	Multi-family buildings containing more than 8 but no more than 50 dwelling units per building, limited to three stories in height or four stories if served by an elevator, with such units intended either for sale or rent.
Multi-Family Large Buildings	MF-LARGE	Multi-family buildings with one or more elevators, having four stories containing more than 50 dwelling units per building, or five or more stories regardless of the number of units, with such units intended either for sale or rent.
COMMERCIAL USES		
Administrative Activity Center	AAC	See process and descriptions in Sec. 146-5.4.3.I and Sec. 4.2.3.A
Area of Commercial and Retail	COMMERCIAL	
Mixture of Commercial and Office Uses in the Same Planning Area	MIXED COMM	
Area of Office Uses	OFFICE	
RECREATION & OPEN SPACE		
Private recreation facility provided by the developer	REC FACILITY	
PUBLIC, CIVIC & INSTITUTIONAL USES		
Cemetery	CEMETARY	
Community Park Land Required by Ordinance	COMMUNITY PK-D	Normally a required land dedication
Private Educational Institutions other than Child Care or Kindergarten through High School	EDUCATIONAL	

Flood Plain Area	FLOODPL	
Municipal Buildings and Facilities	MUNICIPAL	Fire and police stations, libraries, city recreation centers, and other public facilities operated by the City of Aurora
Neighborhood Park Land Required by Ordinance **Open Space Land Required by Ordinance**	NEIGHBRHD PK-D OS-D	Normally a required land dedication Normally a required land dedication
Elementary School	SCHOOL-ELE	
Middle School	SCHOOL-MID	
High School	SCHOOL-HI	
Minor Utilities	UTIL-MINOR	
Major Utilities	UTIL-MAJOR	
INDUSTRIAL		
Industrial Uses (Select specific category listed in the ordinance.)	IND-XXX	
AGRICULTURAL		
Agricultural Uses	AGRICULTURAL	

5.3 REFERENCE DOCUMENT D: STEEP SLOPE DESIGN GUIDELINES

When slopes across the front of a lot reach 6%, site designs should minimize the negative affects that this condition creates through the following mechanisms:

• Running streets parallel to the contours and stepping home sites down the hillside;

• Using floor plans and adjacent homes which allow more area where side yard drainage swales exist;

• Absorbing grade across the lot by either employing retaining walls, extending siding or masonry architectural elements along a foundation wall, or increasing side yard setbacks.

• When slopes across the front of a lot reach 6%, fences shall not be permitted in the side yard setback area.

• Single-family detached and duplex homes on lots with rear yard setback areas greater than 15 feet in depth shall contain a minimum of 15 feet of setback depth with a slope of 10% or less. This requirement shall not apply to homes with rear yard setback areas 30 feet or greater in depth. The rear lot areas of single-family detached and duplex homes on lots with rear yard setback areas 15 feet in depth or less shall not exceed a 10% slope.

• One service access from the front yard to the rear lot area shall be required for each lot. The access shall be installed by the builder, be a minimum of 2 1/2 feet wide and be constructed of a material resistant to erosion (concrete, masonry or other similar compacted material to allow a lawnmower or other equipment on wheels to move smoothly) and approved by the City at the time of site plan. The service access shall not be built within the drainage swale.

• The minimum distance between the face of a retaining wall and a building foundation shall be four feet.

• The centerline of the drainage swale shall be a minimum of 2 feet from the base of a retaining wall.

• The minimum distance between single-family detached and duplex homes adjacent to a street with a grade of 6% or greater shall be at least fourteen feet.

• When accommodating slopes between streets greater than 6%, additional space for taking up grades in the rear yard area can be achieved by tiered retaining walls or increased lot depths.

• No more than two retaining walls (tiered walls) shall be permitted in the rear yard of a residential lot or between the rear yards separating residential lots.

• All retaining walls shall be constructed of a uniform material throughout the MP.

• In no case shall drainage from a downspout or roof drain be allowed to extend over the top of a retaining wall and discharge onto another property

Note: Also refer to UDO Section 146-4.7.9 for required retaining wall height and material standards.

5.4 CHECKLIST OF REVIEW MILESTONES

With the initial submission:	• All submission requirements as outlined in this manual have been met, including proper application format, required signatures, a check for the correct fee amount, and correct number of copies.
With the second submission:	• Fundamental land use matters and locations are resolved, finalizing the land use plan. This includes school sites, parks and open space, siting of public facilities and resolution of land use planning issues. Only minor land use boundary adjustments remain. • Additional application materials identified as needed to continue reviewing the application and addressing issues are provided and complete. • Fundamental Public Improvements Plan and urban service issues have been addressed. • Master Utility, Drainage and Traffic Studies have been received and accepted, with evidence of satisfactory progress provided to the relevant reviewing departments • All subject-specific meetings identified as needed in the initial review letter have been held.
With the third submission:	• Master Utility, Drainage and Traffic Studies have been received and accepted, with evidence of satisfactory progress provided to the relevant reviewing departments. • The Parks and Library/ Recreation Services Departments have approved the open space and Public Improvement Plan and Form J. • Police and Fire Department have approved any facility and Public Improvement Plan needed to service the MP.
With the amended third submission:	• All MP issues have been resolved. • Nearly all technical corrections are complete. • All technical reports, studies and phasing plans have been approved by the relevant departments.
With the Design Amendment at or before submission of the first SITE PLAN:	• Urban Design Standards • Archiectural Guidelines • Landscape Standards • Public Art Plan

5.5 STANDARD MP NOTES

Include these standard notes on the cover sheet of your final MP drawing mylars:

1. Traffic Signal Costs. Owner and/or developers are responsible for 100 percent of signal costs for interior intersections. The cost of signals at perimeter intersections will be prorated. Signal locations and cost sharing will be determined at Contextual Site Plan.

2. Street Lights. Streetlights must be constructed along all public streets as required by City Code Section 126-236.

3. Archeological finds. The owner, developer and/or contractors will notify the City if archeological artifacts are uncovered during construction.

4. Parks. Neighborhood park sites shall not exceed 3 percent maximum finished grades.

5. Residential Density Reductions. The developer has the right to build at a lower residential density in any map area provided the City has determined that the use is permitted and compatible with surrounding land uses. A finding of compatibility will be determined at the time of preliminary plat or site plan review. This reduction shall be considered an administrative MP amendment.

6. Master Drainage Plan. No subdivision shall be approved prior to the City's approval of the Master Drainage Plan. In the event of any plan conflicts with the MP, including, but not limited to, the size, location and regional detention ponds and/or drainage way locations, cross sections and widths, the Master Drainage Plan, as approved by the City, shall govern. Drainage ponds drop structures and other facilities are subject to preliminary plat or site plan review.

7. 404 Permit. The developer is responsible to comply with any requirements of the Army Corps of Engineers (if any) with regards to 404 permitting and wetlands mitigation.

8. Emergency Access. The developer shall provide two points of paved emergency access and a looped water supply to each phase of the development as approved by the City. The developer shall provide emergency crossings that meet all city standards. The developer/applicant is required to provide all offsite roadways necessary to provide the two distinct points of access to the overall site.

9. The Master Utility Study, Master Drainage Study and Master Transportation Study are incorporated as a part of the MP. Final approval of these documents is required before acceptance of an application for the first within the project.

10. Landscaping Standards. Unless otherwise noted herein in a adjustment, the landscaping standards outlined in the UDO apply to this MP. Where the standards outlined in the UDO with standards within this MP, the more restrictive shall apply.

11. Future Amendments. Any future amendments to architecture, landscape architecture and other urban design standards and related drawings must demonstrate an equal or better quality than the approved MP standards.

12. MP Adjustments. Except for any adjustments listed below, this MP will be interpreted to mean that all standards contained in the MP will meet or exceed all city code requirements.

13. Design Standards. An MP amendment as per the requirements of Sections 3.9, 3.12, 3.13 and 3.14 of the MP Manual will be required to be submitted either with the application for the MP or as an amendment to the MP to be submitted with the application for the first Preliminary Plat or Site Plan in the development.

14. Major arterial medians to be publicly maintained shall be designed and constructed in accordance with P&OSD Public Median Standards. (These policies are pending completion.)

15. Major arterial medians to be privately maintained shall be designed and constructed in accordance with P&OSD Private Median Standards. (These policies are pending completion.)

5.6 PUBLIC ART PLAN

Mission: To increase the value of a development by using public art as a tool to create a unique identity while giving back a cultural amenity to the community.

Vision: Public art enables Aurora to contribute to the civic pride of the community while reinforcing and expanding the City's commitment to improving the aesthetic character of its public places.

What Does the Metro District Public Art Plan Require?

Ordinance No 2007-34, Chapter 146, Article IV, Division 5 of the City Code of the City of Aurora, Colorado Sec. 146.411. Public Art Plan.

(A) Requirement. Each Development Application for any development that benefits from Title 32 District organized pursuant to and in accordance with Title 32, article 1, C.R.S., and chapter 122 of this code shall include a Public Art Plan.

(B) Submittal. The Public Art Plan shall be submitted along with the first Site Plan or Preliminary Plat for the development. Alternatively, if the first Site Plan or Preliminary Plat has been approved as of the effective date of this ordinance, the Public Art Plan shall be submitted along with the next ensuing Site Plan or Preliminary Plat or the first application for a building permit, whichever is apprpopriate. At the time of submittal, each applicant shall pay to the city a review fee in an amount established by the director of Library, Recreation, and Cultural services in accordance with the provisions of section 2-587 of this code.

(C) Content. The Public Art Plan shall provide for the acquisition of exterior works of art in compliance with the rules and regulations promulgated by the director of Library, Recreation, and Cultural Services.

(D) Minimum Expenditure. The total amount to be expended by the property owner on such art shall be calculated by multiplying the total gross acreage of land included in the Master Plan or in the absence of such plan, addressed in the Development Application, by the following amount [2008 values below]:

(1) for that portion of the acreage located in a residential zone or subarea $282.57 per acre

(2) for that portion of the acreage located in a mixed-use zone or subarea $434.72 per acre

(3) for that portion of the acreage located in a non-residential zone or subarea $586.88 per acre

(E) Annual Adjustment. Commencing January 1, 2007, the per acre amounts in subsections (d) (1) and (2) of this section shall be adjusted annually by the percentage change in the twelve-month construction cost index published by the Engineering News-record.

(F) Exemption. Nothing in this subsection shall apply to any development located within a title 32 district, where the district is obligated by virtue of the district service plan or an intergovernmental agreement with the city, to provide for public art.

How is the Public Art Plan Budget Calculated?

$282.57 per acre for that portion of the acreage located in a residential zone or subarea

$434.72 per acre for that portion of the acreage located in a mixed-use zone or subarea

$586.88 per acre for that portion of the acreage located in a non-residential zone or subarea.

What are the Steps of this Process?

1: The Developer schedules a meeting with AIPP Staff to discuss the Public Art Plan Requirements including potential public art sites, themes, project budget and schedule, professional artist selection process (see "What Comprises the Public Art Plan?")

2: The Public Art Plan must be submitted by the first Preliminary Plat or Site Plan submittal unless, through prior arrangement, the AIPP Staff gives written consent to extend the Public Art Plan submission.

3: The Project Coordinator implements the artist selection process (see "What is the Artist Selection Process" and "Who is Responsible for Project Coordination and What Does that Include?")

4: There should be two contracts executed with the artist: one for design work prior to the Public Art Plan submittal and one for fabrication and installation post Public Art Plan approval.

5: Once an artist and public art design have been selected, the Project Coordinator prepares a Public Art Plan and submits it to the AIPP Staff for review the Director of Library, Recreation and Cultural Services Department.

6: The Public Art Plan must be completed before the issuance of the first Certificate of Occupancy (C.O.) unless, through prior arrangement, the AIPP Staff gives written consent to issue the first C.O.

7: At the completion of the project, the Project Coordinator submits the Closing Documents to the AIPP Staff.

What Types of Art Projects are Eligible?

Unique or limited edition artworks created by a professional artist (see "Who Qualifies as a Professional Artist?) including:

- Functional elements such as gates, benches, fountains, or shade structures;
- Landscape integrated enhancements such as passageways, bridges, street lighting elements, or garden features;
- Mosaics or terrazzo walls, floors, and passageway;
- Sculpture such as freestanding, wall-supported, suspended, kinetic or electronic;
- Neon, LED, glass, photographs, prints and any combination of media including sound, film, video, or other interdisciplinary artwork.

What Type of Art Projects are NOT Eligible?

- Reproductions or unlimited editions of original work;
- Art objects that are mass-produced;
- Artworks that are decorative, ornamental or functional elements of the architecture of landscape design, except when commissioned by a professional artist;
- Architectural rehabilitation or historical preservation;
- Directional elements such as super-graphics, signage, or graphics that would already be a part of the project;
- Fountains or playground equipment that is mass-produced;
- Designs that are created by the project architect or landscape architect firms;
- Business logo.

What Costs are Eligible to be Paid by the Public Art Budget?

Public Art Plan Application Fee paid to the City of Aurora in Public Places, 5% of the public art budget.

Professional artist's budget including:

Artist fees	business and legal expenses	photo of the work
Materials	operating costs	ID plaque
Assistants' labor costs	art dealer's fees	artwork lighting
Insurance	site preparation	artist solicitation
Permits	fabrication	
Taxes	installation	

- Long-term maintenance of the artwork, up to 10% of the public art budget.
- Project Coordination Fee, up to10% of the public art budget (see "Who is Responsible for Project Coordination")
- Artist solicitation costs including call for entries printing and mailing, artist proposal design fee, or other costs.

EXAMPLE PROJECT: 384.6 ACRE RESIDENTIAL USE X $260 PER ACRE = $100,000 ART BUDGET		
100%	Public Art Budget	$100,000
75%	Professional Artist Budget	$ 75,000
5%	Public Art Plan Application Fee (paid to City)	$ 5,000
10%	Future Maintenance & Repairs (set aside)	$ 10,000
10%	Project Coordinator (up to 10%)	$ 10,000

Who is Responsible for Project Coordination and What Does that Include?

The Developer may use in-house staff, the landscape architecture firm, the architecture firm, a private consultant, or AIPP Staff to coordinate the public art project. Up to 10% of the public art budget may be used to offset this administration cost. Coordination responsibilities include:

• Meet with Developer and City to define the public art project including potential sites, themes, budget, schedule, professional artist selection process, and Public Art Plan Requirements.

• Set communication procedures and act as liaison between the selected artist, City of Aurora, Developer, landscape architect, engineers, and architects.

• Establish Budget Conrtols.

• Implement professional artist selection process (see "What is the Artist Selection Process?")

• Prepare the Public Art Plan for review by the Director of Library, Recreation, and Cultural Services via AIPP Staff (see "What is Included in the Public Art Plan?")

• Prepare and monitor artist contract.

• Monitor art fabrication process.

• Ensure adherence to schedules, public safety issues, and budget.

• Assist artist in development a maintenance and conservation plan and procedures for the artwork.

• Coordinate site preparation and installation logistics with project architect, landscape architect, and engineers.

• Supervise installation of artwork.

• Prepare identification plaque and artwork documentation.

• Prepare the Closing Documents for review by AIPP Staff.

What is included in the Public Art Plan?

After the artist is selected and the Developer has approved the design, the Project Coordinator prepares the Public Art Plan and submits it to the AIPP Staff for review by the Director of Library, Recreation, and Cultural Services Department. Two copies of the Plan should be submitted in separate 3-ring binders with section tabs. The Public Art Plan must include:

• The Application Fee (see "What Costs are Eligible to be Paid by the Public Art Budget?")

• The public art budget (see "How is the Public Art Bidget Calculated?")

• Itemized list of expenses to be paid for the by the public art budtet

• Narrative descriptionof the public art project

• Schedule

• The artist's itemized budget

• Documentation: artist's drawings, plans or other media reflecting the project

• Artist resume and biography (including contract information)

• Maintenance plan

• Signed copy of artist design contract and draft copy of artist fabrication and installation contract (signed copy to be provided to AIPP Staff within thirty days of approval.)

What is the Artist Selection Process?

The Developer will work with the Project Coordinator and AIPP Staff at the initial meeting to decide which option works best for the project. The Developer and/or its assigns will be responsible for selecting the artwork. These are three processes to choose from:

1: Open Competition

- Project Coordinator prepares a Request for Qualifications to be advertised.
- A Panel (selected by the Developer) reviews the submitted professional artist application packets (not proposals), including images of past work, letters of interest and resumes.
- The Panel selects finalists to prepare a proposal for the site who are paid a design fee.
- The Panel may select one artist to commission based on an interview with finalists.
- The finalists present proposals to the Panel.
- The Panel recommends the most appropriate artists/proposals.
- The Project Coordinator prepares a Public Art Plan for review by the City's Director of Library, Recreation, and Cultural Services.

2: Invitational Competition

The Panel will review slides by professional artists recommended by the AIPP Staff or Project Coordinator.

- Professional artists are asked to submit an application packet (not proposals), including slides of past work, letters of interest and resumes.
- The Panel selects finalists who prepare proposals for the site and are paid a design fee. The Panel may select one artist to commission based on an interview with finalists.
- The finalists present proposals to the Panel.
- The Panel recommends the most appropriate artists/proposals.
- The Project Coordinator prepares a Public Art Plan for review by the City's Director of Library, Recreation and Cultural Services.

3: Direct Purchase

- The AIPP Staff or the Project Coordinator recommends existing artwork for purchase.
- The Panel Selects the artwork to purchase from the recommendations.
- The Project Coordinator prepares a Public Art Plan for review by the City's Director of Library, Recreation and Cultural Services.

Who Qualifies as a Professional Artist?

The criteria below are based on art industry standards of who qualifies as a professional artist. Artists who are being considered for a public art project(s) under this program must meet at least one of the criteria. The more criteria an artist can fulfill, the higher quality of the final public art project.

- Bachelor of Fine Art and/or Master of Fine Art from an accredited college or university;
- Exhibition experience in a professional context, i.e., galleries, museum, art centers or other exhibit venues;
- Is recognized by his/her peers as such by way of honorable mentions, awards, prizes, scholarships, appointments, and/or grants
- Is pursuing his/her work as a means of livelihood and/or a way to achieve the highest level of professional recognition.
- Has had his/her artwork publicly written about or discussed
- Has his/her artwork held in public or private collections
- Is commissioned or employed on the basis of his/her art skills.

What Comprises the Closing Documents?

After the public art is installed, the Project Coordinator prepares the Closing Documents and submits them to the AIPP Staff. The closing documents include:

- Final Report form (provided by AIPP Staff) completed by the artist
- Itemized list of expenses paid for by public art budget
- Sample copies of all printed and promotional materials
- Copy of signage identifying artwork
- Documentation; photos, slides, and digital images.

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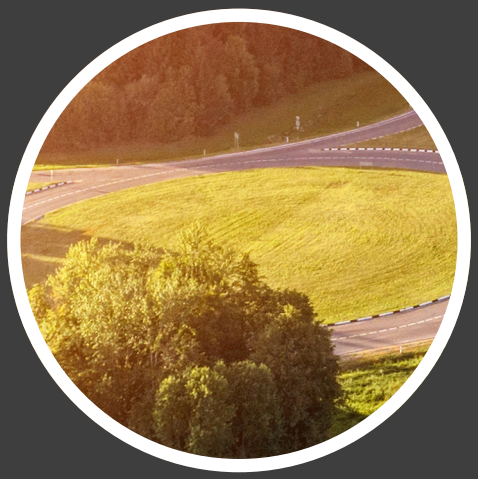
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