

CHAPTER VI

PROCEDURAL GUIDELINES FOR APPLICANTS

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A. PURPOSE

These guidelines and procedures are set forth to provide information to those seeking to develop leased parcels on Airport properties as well as define the requirements necessary to complete the application and approval process. Applicants must direct all submittals to the Arapahoe County Public Airport Authority Board for consideration, review, modification (if any) and approval.

B. PROCEDURAL GUIDELINES

Step 1 Pre-Submittal Meeting (Required)

Applicants are required to schedule a pre-submittal meeting with the Airport's Manager of Development or Executive Director. This meeting gives the applicant an opportunity to present his/her idea and to discuss available parcels and their designated land use. This also gives the applicant valuable general comments on the feasibility of the idea and an opportunity to identify any potential problems associated with it. The applicant will then be directed to contact all utilities pertaining to the proposed development parcel to obtain written assurances that the provider has the ability to serve the entire development or that the parcel is included in the service district boundaries. A Land Development Application will be given to the applicant at this point.

Step 2 Concept Plan

Following pre-submittal discussions, the Concept Plan should be submitted to the Authority for placement on the Arapahoe County Public Airport Authority Board's agenda at a scheduled meeting. During this meeting, the applicant will be required to submit a completed Development Application together with the appropriate application fee(s). Applicants must contact the Authority for current fee schedules.

This meeting will give the Board members an opportunity to review the Concept Plan and address any questions or concerns with the applicant and Authority staff members. The following items will be required prior to any consideration of the Concept Plan by the Authority Board, three (3) copies of which must be received not later than fourteen (14) days prior,

and twelve (12) copies must be received not later than noon nine (9) days prior, to the date of the scheduled to the scheduled board meeting.

- a. Written narrative describing the proposed development to include:
 - (1) Proposed use;
 - (2) Number of structures, gross and net density;
 - (3) Type of structure(s), approximate size(s) of unit(s), and approximate maximum height of building(s) in feet; and
 - (4) Amount and function of proposed open space, whether public or private.

- b. Plan drawings which include the following minimum information:
 - (1) Title or name of the development above the term "Concept Plan";
 - (2) Vicinity map, scale, north arrow and date of preparation;
 - (3) Location and legal description of lot;
 - (4) Total area of open space;
 - (5) Location and proposed use(s) of building areas to include ranges of dimensions and square footage;
 - (6) Location and dimensions of required building and landscaping setbacks as described within these Guidelines;
 - (7) Parking area(s), verifiable based upon building square footage;
 - (8) Designation and classification of any right of way (fee simple or easements), turning or acceleration and/or deceleration lanes, areas to be vacated, access points including locations and movements allowed (i.e. full turn/right turn only).
 - (9) Topographic map depicting existing and proposed contours;
 - (10) Utilities drawing depicting existing and proposed locations;
 - (11) Internal site circulation and designation of public and private streets;
 - (12) Proposed timetable for development plan.
 - (13) A scale of, preferably larger than, 1"=500' for concept plan and 1"=400' for development plan.

- c. Letters from appropriate utilities, (i.e., water and sewer providers, fire district).

As discussed in Step 2 above, it is important that three (3) copies of the Concept Plan are received at least fourteen (14) days prior, and twelve (12) copies are received by noon nine (9) days prior, to the date of the scheduled meeting with the Authority Board so that the Authority staff has sufficient time to review the Concept Plan and address with the applicant any changes which may be necessary prior to placing the proposal on the Authority Board's meeting agenda. The applicant or his/her designated representative will be required to attend the scheduled meeting of the Authority Board to present the Concept Plan.

Step 3 Presentation of Development Plan to Arapahoe County Public Airport Authority Board - Public Hearing

The function of the Development Plan is to define the proposed land use and its location, maximum height of structure(s), minimum building setbacks and signage criteria. The Development Plan also proposes and approves the function, right(s)-of-way, and widths of roads within and adjacent to the project area. This outlines the plan and the location, type and extent of access onto County roads and the necessary traffic controls for the development's access points.

Prior to the commencement of site grading, all grading and erosion control plans will be submitted to the Arapahoe County Department of Highways/Engineering for review and approval. Prior to any construction within a public right of way the applicant must submit construction plans to the Arapahoe County DOHE for review and approval.

Concurrent with consideration of the Development Plan, the applicant must enter into a Lease Agreement with the Arapahoe County Public Airport Authority for the proposed development parcel(s). If the Lease is a Sublease with an existing airport tenant, then the Authority must issue a Consent to Sublease. These approvals may occur at the same Board meeting. Under no circumstances shall construction occur prior to entering into an approved Lease Agreement.

FBOs at the Airport may, from time to time, wish to enter into sublease agreements or other arrangements whereby they would make major hangar and office facilities available to single user entities. Such use was not contemplated at the time of execution of leases with the FBOs and would be in competition with other Lessees paying a higher escalating rent. It is considered in the best interest of the Airport to permit FBOs to compete on a more equitable basis for this new source of income and to generate

additional sources of revenue for the Authority. Therefore, in light of the foregoing, an Improvement Construction Fee has been established which is calculated as outlined in the following.

As a condition to final Development Plan approval, any entity paying a basic land rent of \$0.10 per square foot or less will pay to Authority an Improvement Construction Fee equal to three percent (3%) of the actual cost of covered aeronautical improvements from which the Site Development Plan is given by the Authority. Actual costs of construction shall include all amounts paid by any entity or any permitted subtenant, assignee or licensee for labor, materials, rental equipment, contractor's overhead, supervision of the project and like costs, but shall not include points, loan fees, interest and other financing costs incurred in connection therewith. Covered improvements shall be defined as facilities assigned, subleased, or otherwise made available to one person or entity hangar and office space which exceeds 10,000 square feet. If existing space is converted to a use as to which the Improvement Construction Fee applies, the Improvement Construction Fee computed with respect to the cost of such space will be based upon renovating, remodeling or improvement concepts for which the Site Development Plan approval is given and shall become immediately due and payable, if not previously paid for such space. The Improvement Construction Fee is to be paid within 30 days of certificate of occupancy.

Requirements of the Federal Aviation Administration:

1. General

Since any planned development at Centennial Airport is on property purchased in part with a Federal grant, the Airport must notify the FAA regarding any such planned development. FAA Form 7460-1 is the official notification to the FAA of the proposed construction or alteration and the applicant should review the copy included in these guidelines and be ready to provide the information on or about the time submittal is made to the Authority for final approval of the Development Plan.

2. Non-Aeronautical Uses

FAA approval must be obtained for projects which would not be considered "aeronautical uses" in accordance with

Grant Assurances the Airport agreed to as a condition of accepting Federal grants-in-aid.

3. Possible Obstructions to the Navigable Airspace

Part 77 of the Federal Aviation Regulations establishes the maximum allowable heights of objects on or in the vicinity of airports. It does this by the definition of "imaginary surfaces" which, if penetrated by an object, would be considered an obstruction. Any planned development which would penetrate the Part 77 imaginary surfaces would most likely not have the backing of the FAA, and it is likely that the Airport would not pursue the project.

4. Notice of Proposed Construction or Alteration

Assuming the project has the support of the Airport, FAA Form 7460-1, Notice of Proposed Construction or Alteration (a non-negotiable example is provided in these guidelines), is submitted by the Airport. This form provides the FAA with specific information regarding the project including the nature of the proposal, the description of the structure(s), the location of the structure(s), and the height and elevation to the nearest foot of both the site and the structure(s).

Prior to considering any Development Plan, a "Public Hearing" will be scheduled during a regular or special meeting of the Authority Board and notification of the time and place of the hearing will be published at least one time in the Authority designated publication(s) not less than 10 days before such hearing date and by posting the property at least 15 days prior to the date of the scheduled Authority Board meeting so that interested members of the public and adjoining/nearby property owners may attend. The applicant or his/her designated representative will be required to attend the scheduled meeting of the Authority Board to present the Development Plan.

The Development Plan process is the vehicle which grants any final approval or rights to items discussed in this Chapter. **Completed Development Plan submittal packets must be received a minimum of 50 days prior to the Authority's Board meeting where the applicant's proposal will be heard and applicant and staff will work together to**

obtain 12 final corrected copies at least nine (9) days prior to the Authority's Board meeting.

- a. To be considered complete and to be accepted by the Arapahoe County Public Airport Authority Board, the Development Plan submittal must include all of the items listed below or waiver requests for required items listed herein. The Authority **will not** accept incomplete submittals. All of the items should be organized into 20 individual packets in order to facilitate the process of forwarding the application to the appropriate referral agencies.
- (1) Letter of Intent: 12 copies. This letter fully describes the request, anticipated construction schedules and/or phasing plans, and history of the parcel or project. This letter shall give specific details of all aspects of the parcel's development, both past and future.
 - (2) Letter from Water and Sewer Providers: 12 copies. Based upon written notification to the provider(s) from the applicant of his/her intent to develop a parcel which includes an estimated total number of gallons per day of water requirements and an estimated number of gallons per day of sewage to be treated, both based upon total building square footage and use, letter(s) from the proposed water and/or sewer providers shall include:
 - (a) proof that the provider has the ability to serve the full development according to requirements outlined by the applicant, or
 - (b) proof of inclusion in the service district boundaries.

In the case of a proposal for utilization of individual wells and/or septic tanks, the Letter of Intent should clearly state that wells are proposed. The Authority will refer the entire submittal to the State Division of Water Resources and/or Tri-County Health for their opinion on the adequacy of the proposal. The State Health Department may be notified if so determined by the Authority.

- (3) Letter from Fire District: 12 copies. This letter states the impacts to the district caused by the development and the district's capabilities of servicing the development.
- (4) Traffic Impact Study: 12 copies. (See Arapahoe County Guidelines for Traffic Impact Studies for required report information. A waiver may be granted for those projects which have little or no traffic impact.
- (5) Phase DI Drainage Report: 3 copies. The Phase III Drainage Report covers the site area only, and shows the impact to regional facilities. For guidance in preparing the report, consult the Arapahoe County Storm Drainage Design and Technical Criteria manual, available in the County Engineering Offices.

NOTE: Please note that all parcels located within areas served by an airport regional detention pond will be subject to a pro rata fee for construction and maintenance of the detention facility. Any proposed development contributing to a regional facility not yet constructed may be required to provide temporary on site detention.

- (6) Folded Prints of Development Plan: 12 copies. See "Plan Map Requirements" below. Prints shall be folded so as to fit into a 9" x 12" envelope.
- (7) Waiver Request Letter: 12 copies. This letter which requests a waiver to the submittal process should include each item for which a waiver is requested and a detailed justification of the request. **This is a separate letter and should not be substituted for or combined with the Letter of Intent. Waiver requests for Traffic Impact Study and Phase III Drainage can only be granted by Arapahoe County DOHE.**
- (8) Review Fees: Checks should be made payable to the Arapahoe County Public Airport Authority for the total amount of required fees. Contact the Authority for current fee schedules.

- (9) Statement of Financial Condition of the applicant, dated within 30 days of application (may be marked "CONFIDENTIAL"): 12 copies.
 - (10) Resume(s) of the principal(s) and key employees of applicant to include directors and officers, if a corporation: 12 copies.
 - (11) A minimum of three references: 12 copies each.
 - (12) Lease Agreement (15 copies).
 - (13) Completed FAA Form 7460-1, if required.
 - (14) If it's determined that public improvements are required to support a proposed development, the developer or the Airport will be required to enter an agreement with Arapahoe County committing to the construction of said improvement.
 - (15) Construction drawings are required after development plan approval and prior to any construction commencing.
 - (16) A fee to Arapahoe County DOHE for review of construction documents for public improvements only based upon the complexity of the project.
- b. Plan Map Requirements: 12 copies of each. The Development Plans shall be prepared on 24" x 36", preferably larger than 1"=400', blue-line and shall contain the following completed drawings:
- (1) Cover - Project name, date of the drawing, appropriate scale (1"=2,000' preferred), vicinity map with north arrow facing top of page, and an emphasis on the major roadway network within one (1) mile of the proposed site.
 - (2) Site Plan: Building outline, setbacks, parking areas and ratios, curb cuts, land and building use with square footage, distances between structures, maximum building heights, existing and proposed right(s)-of-way widths for all existing/proposed internal and external roadways, existing

and proposed public and/or private roadways and their proposed points of access to adjacent and/or external roadways, unobstructed open space, and utility locations.

- (3) Landscape Plan: Location, maximum dimensions and detailed descriptions of fences, walls, planters, screens, building or other materials used, plant materials and any other landscaping features as well as grassed areas (include type), planting schedule, lighting and signage, proposed criteria for signage types, locations and maximum dimensions, if known, of all proposed signs, building finish along with a landscape maintenance requirement. Streetscape guidelines must be used within any public right of way.
- (4) Grading Plan: Existing contours (dashed) to one hundred feet (100') outside property line; proposed contours (solid) tied to existing; finish floor elevations; building heights, drainage and storm detention facilities.
- (5) Erosion Control Plan: Must be in accordance with the Arapahoe County Drainage Design and Technical Criteria.
- (6) Signage Plan: Including size, color, materials, and construction details.
- (7) Elevations: Referenced to the Airport benchmark, and lot corners located by the Airport station and offset.
- (8) Owner(s) of Record signature block.
- (9) Signature Block for Authority Chairman on Mylar.

NOTE: Structures located on the south side of streets or highways may be required to provide additional building setbacks, depending on structure height, to allow necessary snow and ice melt from adjacent streets and sidewalks.

Public improvements must be designed and constructed to the Arapahoe County Storm Drainage Design and Technical Criteria and the Arapahoe County Roadway Design and Construction Standards.

- c. Construction Drawing Requirements: The final construction drawings shall be prepared on 24" x 36" blue-line.

All plans will be subject to review by the following agencies:

- Arapahoe County Department of Highways/Engineering
- Arapahoe County Planning Department
- Arapahoe County Water and Wastewater Authority
- South Metro Fire Department

The Authority may impose any condition or requirement deemed necessary to protect the health, safety, and welfare of the public; to prevent a nuisance or hazard to property; and to ensure proper completion of the project. The Authority shall approve, with or without conditions, approve contingent upon minor revision(s), deny the application, or defer action on the application to a future meeting pending completion of major revision(s) required for approval of the Development Plan.

- d. Following approval of the Development Plan and prior to application to Arapahoe County for any building permit, the applicant shall deliver to the Authority:
- (1) One set of final construction drawings, signed by a registered architect or professional engineer;
 - (2) One complete plan map set prepared on mylar for signature by the Chairman of the Arapahoe County Public Airport Authority; and
 - (3) Payment of Improvement Construction Fee, if applicable, within 30 days of certificate of occupancy.

Step 4 Construction

- a. Submit application, construction drawings and signed plan map set to the South Metro Fire Protection District for review and approval.
- b. Submit application, construction drawings and signed plan map set to the Arapahoe County Building Department for building permit review and approval.
- c. Prior to the start of construction, the Authority will arrange a pre-construction meeting with the applicant and contractor to review

Airport safety requirements, operational restrictions, and coordination procedures.

- d. Prior to the start of construction, the applicant must submit a Payment Bond and a Performance Bond, or other acceptable surety to be approved by the Authority, in sums equal to 125% of the applicant's construction contract. The bonding company shall furnish adequate copies of its Power of Attorney in conjunction with the executed bonds.
- e. Within thirty (30) days of project completion, the applicant shall submit reproducible mylar and an electronic copy of as-built drawings of all improvements, including underground utilities either constructed or found in place. Vertical and horizontal locations shall be referenced to the Airport benchmark and station/offset system. The as-built drawings are to be signed by a Colorado Registered Professional Engineer or Registered Land Surveyor.

✓ **CHECKLIST FOR APPLICANTS •(**

Pre-Submittal Meeting

- Schedule Pre-Submittal Meeting to discuss proposed development idea with Authority Staff.
- Contact utilities to obtain written assurances on provider service availability.
- Obtain Land Development Application.

Concept Plan

- Schedule Concept Plan Meeting with Authority Board.
- Submit completed Land Development Application and pay appropriate fee(s).
- Enter into an Option to Lease at the Board meeting
- Submit three (3) copies fourteen (14) days prior to the Board meeting and twelve (12) corrected copies at least nine (9) days prior to the Board meeting to include following:
 - Written narrative describing the proposed development to include:
 - Proposed Use
 - Number of structures, gross and net density
 - Type of structures(s), approximate size(s) of unit(s), and approximate maximum height of building(s) in feet
 - Amount and function of proposed open space, whether public or private
 - Anticipated Public Improvements
 - Plan drawings to include:
 - Title or name of the development above the term "Concept Plan"
 - Vicinity map, scale, north arrow and date of preparation
 - Location and legal description of lot
 - Total area of open space
 - Location and proposed use(s) of building areas to include ranges of dimensions and square footage
 - Location and dimensions of required building and landscaping setbacks as described within these Regulations
 - Parking area(s), verifiable based upon building square footage
 - Designation and classification of any right of way, turning or acceleration and/or deceleration lanes, areas to be vacated, access points, etc. that are required
 - Topographic map depicting existing and proposed contours
 - Utilities drawing depicting existing and proposed locations
 - Internal site circulation and designation of public and private streets
 - Proposed timetable for development plan
 - Letters from water and sewer providers and fire district.
 - Option to Lease.

CHECKLIST FOR APPLICANTS (continued)Development Plan

- Schedule placement on Authority Board Agenda (Public Hearing)
- Enter into Lease Agreement with Authority and/or obtain Consent to Sublease
- Submit 3 copies of Development Plan not later than 50 days prior to the Board meeting and applicant and staff will work together to obtain 12 final corrected copies at least nine (9) days prior to the date of the scheduled meeting with the Authority Board to include following:
 - Letter of Intent
 - Letters from Water and Sewer Providers
 - Letter from Fire District
 - Traffic Impact Study
 - Phase Bit Drainage Report
 - Folded Plan Maps (20 copies folded so as to fit into a 9" x 12" envelope) of Development Plan in accordance with criteria set forth in Chapter VI of these Regulations to include:
 - Cover
 - Site Plan
 - Landscape Plan (includes exterior lighting, signage, building finishes)
 - Grading and Erosion Control Plan
 - Signage Plan
 - Elevations and Lot Corners
 - Owner(s) of Record Signature Block
 - Signature Block for Authority Chairman on Mylar
 - Waiver Request Letter: Waiver requests for Traffic Impact Study and Phase III Drainage can only be granted by Arapahoe County DOHE.
 - Pay Review Fees
 - Current Statement of Financial Condition of Applicant (may be marked "CONFIDENTIAL")
 - Resume(s) of the Principal(s) and Key Employees of Applicant to include directors and officers, if a corporation
 - A minimum of three references
 - Lease Agreement (15 copies only)
 - Completed FAA Form 7460-1, "Notice of Proposed Construction or Alteration", if applicable (1 copy only)

CHECKLIST FOR APPLICANTS (continued)

Post-Approval Requirements

Following approval of the Development Plan and in conjunction with application to Arapahoe County for any building permit, the applicant shall deliver to the Authority:

- One set of final construction drawings, signed by a registered architect or professional engineer
- One complete plan map set prepared on mylar for signature by the Chairman of the Arapahoe County Public Airport Authority

Construction

- Payment of Improvement Construction Fee, if applicable, within 30 days of Certificate of Occupancy
- Obtain Approval from South Metro Fire Protection District
- Obtain Building Permit from Arapahoe County
- Schedule Pre-Construction Meeting with Authority/staff and Contractor to review Airport safety requirements, operational restrictions, and coordination procedures.
- Within thirty (30) days of project completion, submit reproducible mylar as-built drawings of all improvements in accordance with Chapter VI of these Regulations.