



City of Aurora Planning & Development Services

## PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 •  
303.739.7217 Fax: 303.739.7268 • [AuroraGov.org/Planning](http://AuroraGov.org/Planning)

**NOTE:** This form should be submitted to your Case Manager at the time a Pre-Submittal Meeting is scheduled.

### APPLICANT INFORMATION

|          |               |
|----------|---------------|
| Name:    | Organization: |
| Address: |               |
| Email:   | Phone:        |

### AGENT | CONSULTANT INFORMATION

|          |               |
|----------|---------------|
| Name:    | Organization: |
| Address: |               |
| Email:   | Phone:        |

### PROJECT INFORMATION

|  |  |
|--|--|
| Location (intersection or address):      | County:                                  |
| Zoning District:                         | Acreage:                                 |
| Pre-Application Meeting Number:          | Proposed Number of Lots (if applicable): |
| Proposed Square Footage (if applicable): |  |

### TYPE OF APPLICATION(S) BEING SUBMITTED:

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan / Site Plan Amendment | <input type="checkbox"/> Master Plan / Master Plan Amendment |
| <input type="checkbox"/> Conditional Use                 | <input type="checkbox"/> Subdivision Plat / Plat Amendment   |
| <input type="checkbox"/> Zoning Map Amendment            | <input type="checkbox"/> Street Vacation                     |

APPLICATIONS ARE TO BE FULLY SUBMITTED BY WEDNESDAY AT NOON TO BE REFERRED OUT THE FOLLOWING WEEK. IF THE APPLICATION FAILS THE PRE-ACCEPTANCE REVIEW, IT WILL BE PUSHED OUT TO THE NEXT WEEK AND ADDITIONAL INFORMATION MUST BE UPLOADED BY THE NEXT WENESDAY AT NOON.

## PROJECT DESCRIPTION

## REQUIRED DOCUMENTS

### All Applications

- ☐ Detailed Letter of Introduction
- ☐ Property Owner Authorization (if applicant is not the property owner)
- ☐ Response to Pre-Application Meeting Notes
- ☐ Mineral Rights Affidavit

### Site Plans

- ☐ Site Plan or Preliminary Plat Document per Site Plan Manual
- ☐ Preliminary Drainage Report or Letter and PDR Checklist
- ☐ Traffic Impact Study or Letter (if required by Public Works)

### Subdivision Plats / Plat Amendments

- ☐ Plat or Plat Amendment Document per Subdivision Plat Manual
- ☐ Title Work
- ☐ Legal Description
- ☐ Certificate of Taxes Due

### Master Plans / Master Plan Amendments

- ☐ All Master Plan Requirements per Master Plan Manual
- ☐ Master Drainage Report and PDR Checklist
- ☐ Master Traffic Impact Study (if required by Public Works)
- ☐ Master Utility Study (if required by Aurora Water)

### Conditional Uses

- ☐ Detailed Operations Plan

### Zoning Map Amendments

- ☐ Metes and Bounds Legal Description with Associated Illustrative Exhibit
- ☐ Conceptual Site Plan or Rendering (if Site Plan is not submitted concurrently)

## OTHER INFORMATION

Sheets to be recorded

Number of Plat Sheets \_\_\_\_\_

Number of Site Plan Sheets \_\_\_\_\_