



City of Aurora Planning & Development Services

PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 • 303.739.7250
Fax: 303.739.7268 • 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 |

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 / Preliminary Plats

- ☐ Site Plan or Preliminary Plat Document per Site Plan Manual
- ☐ Preliminary Drainage Report or Letter (*if required by Public Works*)
- ☐ Traffic Impact Study or Letter (*if required by Public Works*)
- ☐ CAD Data Submittal (*to be submitted prior to mylars*)

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 (*if required by Public Works*)
- ☐ 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

Total number of sheets that will be recorded: _____

Number of adjacent property owners per County Assessor website: _____

Number of Lots _____