



# 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:

- Site Plan / Site Plan Amendment
- Preliminary Plat
- Conditional Use
- Zoning Map Amendment
- Master Plan / Master Plan Amendment
- Subdivision Plat / Plat Amendment
- 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: \_\_\_\_\_

July 30, 2020

Aurora Planning Department  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012

**Re: Property Authorization Letter for westernmost pad site at Smoky Hill Road and Gun Club Road of Smoky Hill Crossing Subdivision Filing No. 1, Arapahoe County, Colorado**

Dear Aurora Planning:

Please accept this letter as the current landowner's Letter of Authorization for Cornerstone Capital, FTK Holdings, LLC and their consultants to pursue the site plan development of the property referenced below:

Lot 1, Block 1, Smoky Hill Crossing Subdivision Filing No. 1, recorded at Reception No. E0001189, City of Aurora, County of Arapahoe, State of Colorado.

The above parties are currently under contract to purchase the above referenced property for an express car wash.

Sincerely,



**David B. Geist**

Aurora Holdings, LLC

CC: Chad Roach, Cornerstone Capital

## **Applicant's Certificate of Compliance Regarding Minerals**

With Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, Effective July 1, 2001).

### **Note to Applicant & Land Use Department:**

For any of the following, the applicant must complete this certification as a prerequisite to the Planning and Development Services Department accepting any application that is submitted after September 1, 2015:

1. an application regarding a new or amended General Development Plan or Planned Community Zone District;
2. an application for a zone change;
3. an application that includes a subdivision or resubdivision;
4. an application for site plan or contextual site plan approval which anticipates new surface development; or
5. an application for a new or amended Framework Development Plan.

The certification is not required for minor amendments to site plans, framework development plans, general development plans, conditional uses, or redevelopment plans, ***unless no development has occurred on the property since the plan was originally approved.***

### **Certification**

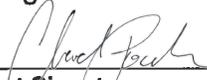
I, Chad Roach, Applicant for the following named development under the Aurora Zoning Code \_\_\_\_\_

DA # \_\_\_\_\_, hereby certify that I or my agent have examined the records in the Office of the Arapahoe [County] Clerk and Recorder to determine if any owners or lessees of any severed mineral estate in the property which is the subject of the proposed development can be identified, as required by Article 65.5 of Title 24, Colorado Revised Statutes (also known as H.B. 01-1088 ("the Act")). Further, based on this examination, I have determined that: [check applicable entry]

No such mineral estate owners or lessees exist in the Subject Property.

Mineral estate owners or lessees exist in the property to whom notice of the proposed development application will need to be sent as required by the Act.

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge.

  
Applicant Signature

7.30.20

Date

Chad Roach  
Applicant Name (Print)

**Note:** The same person(s) signing the development/docket application form on behalf of the Applicant must also sign the foregoing certification.

Once an applicant has submitted a certification for a property, no further certification is necessary. New applicants will need to complete the certification process.