



# PRE-SUBMITTAL MEETING CHECKLIST

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**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

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## 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 \_\_\_\_\_