



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: **Josh Lester**

Organization: **Penske**

Address: **17200 SE Mill Plain Blvd, Suite 160, Vancouver, WA 98662**

Email: **joshua.lester@penske.com**

Phone: **360-947-3243**

AGENT | CONSULTANT INFORMATION

Name: **Brad Cooney**

Organization: **Kimley-Horn and Associates**

Address: **4582 S Ulster Street, Suite 1500, Denver, CO 80237**

Email: **brad.cooney@kimley-horn.com**

Phone: **303-974-3625**

PROJECT INFORMATION

Location (intersection or address):
15500 E 32nd Avenue, Aurora, CO 80011

County: **Adams**

Zoning District:
I-1

Acreage: **9.94**

Pre-Application Meeting Number:
PR 1605457

Proposed Number of Lots (if applicable):
1

Proposed Square Footage (if applicable): **9000SF maintenance addition and 1600SF office addition**

TYPE OF APPLICATION(S) BEING SUBMITTED:

☒ Site Plan / Site Plan Amendment

☐ Master Plan / Master Plan Amendment

☐ Conditional Use

☐ Subdivision Plat / Plat Amendment

☐ Zoning Map Amendment

☐ 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

Expansion of an existing Penske maintenance and office building and restriping. The expansion will be limited to an additional 9000SF of maintenance and 1600 SF of office.

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 (if required by Public Works)
- ☒ 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 (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

Sheets to be recorded

Number of Plat Sheets N/A

Number of Site Plan Sheets 24