



Planning and Development Services Department
15151 E Alameda Pkwy, 2nd Floor Suite 2300
Aurora, Colorado 80012
303-739-7217 | planning@auroragov.org

MINOR AMENDMENT APPLICATION CHECKLIST

Use this application to apply for Minor Amendments to existing Site Plans. Be sure to discuss your application with a Planning Department representative prior to submitting the application. Utilize this cover sheet checklist to ensure that your application submission is complete. An incomplete submission will not be accepted for review. Please email all application materials to planning@auroragov.org.

Minor Amendment Submittal Requirements



Letter of Introduction

Brief letter explaining the scope of work included in the amendment



Amended Original Site Plan with Clouded Redline Changes

Please refer to the example Amended Site Plan found [here](#)



Completed and Signed Application Form

The property owner *must* sign the application form prior to City review



Drainage Letter or Report If Required

Contact the Aurora Water Engineering Division to determine if a Drainage Letter/Report will be needed at waterengineering@auroragov.org. See note 1 on page 3 for Civil Plan information.

See Special Requirements for Telecom Facilities for additional required submittal documents



Planning and Development Services Department
15151 E Alameda Pkwy, 2nd Floor Suite 2300
Aurora, Colorado 80012
(303) 739-7217 | planning@auroragov.org

Case Mgr KK
Case Number 2012-6023-02
Quarter Section 10B
Row ID 1692468

MINOR AMENDMENT APPLICATION FORM

Available online here

Last revised on: 01-03-2023

Applicant Information

Enter information for the person who will answer any questions regarding the application.

Name Disha Corporation DBA T Square
Address 897 S Havana St
Aurora CO 80012
Phone 303 9494831
Email tsquare.disha@gmail.com

Property Owner

Enter information for the entity or person who is listed with the county as the owner of record.

Name Mohan Routhu
Address 6967 S Kinross St
Aurora CO 80016
Phone 303 9494831
Email tsquare.disha@gmail.com

Type of Application

☒ Site Plan Amendment ☐ Other: _____
☐ Redevelopment
Plan Amendment

Property Information

Address 897 S Havana St Aurora CO 80012
Existing Use Gas Station & Convenience Store

Proposed Changes

- Tree Removal
- Safety bollard / chain install
with Knoxbox locks approved
by fire Department

Submittal Materials

Please email the amended Site Plan to planning@auroragov.org along with this completed application and a brief letter of introduction explaining the scope of the project. **All amended plans must show redline changes to scale on existing drawings obtained from the Planning Department. The electronic drawings must be sized at 24"x36" for properties in Arapahoe County and 18"x24" for Adams County.**

☐ Site Plan ☐ Building Elevation(s)
☐ Landscape Plan ☐ Detail Drawing(s)
☐ Other: _____

Fee Payment: See Payment section on Page 3

Property Owner's Signature

Property Owner's Signature [Signature] Date 2/14/2023

Notice to Applicants: Use this form to apply for Minor Amendments to existing Site Plans. Payment may be made online at www.aurora4biz.org and will be made after submission. **Be sure to discuss your application with a Planning Department representative prior to submitting the application.** Utilize the cover sheet checklist on this application to ensure that the application is complete. Please email all application materials to planning@auroragov.org.

This Section for City Use Only

Site Plan T-Square Convenience Store
Description Remove three trees, and add safety bollards and chains with Knox box's to stop people from using the vacuums
General Location SWC E Kentucky Dr & S Havana St
Existing Zoning MU-C List all Wards III
Neighborhood Liaison _____
Need to be reviewed at SPA? ☐ Yes ☒ No
Date application received 2/14/2023 by EG
Thursday application start date 2/23/2023

Amount of application fee paid ☐ \$688 (1-2 Sheets)
☒ \$1,038 (3-5 Sheets) ☐ \$1,788 six or more sheets or filed after construction)

Real Property Review

☒ Required ☐ Not Required
☐ No Encroachment ☐ Easement encroachment

(See 2nd Page for additional referrals)

Planning Department Action

☐ Approved ☐ Approved w/conditions
☐ Denied ☐ Withdrawn ☐ Closed as Inactive
☐ Referred to Planning Commission

Signed: Director of Planning or Representative Date _____

Conditions/Notes

Date File Retired _____