



City of Aurora Planning & Business Development

## MINOR AMENDMENT APPLICATION CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 • 303.739.7217  
[planning@auroragov.org](mailto:planning@auroragov.org) • [AuroraGov.org/planning](http://AuroraGov.org/planning)

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](mailto: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 before City review



#### **Drainage Letter or Report If Required**

- Contact the Aurora Water Drainage Staff to determine if a Drainage Letter/Report will be needed at [AuroraWaterDrainage@auroragov.org](mailto:AuroraWaterDrainage@auroragov.org). See note 1 on page 3 for Civil Plan information.

See Special Requirements for Telecom Facilities for additional required submittal documents



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MINOR AMENDMENT APPLICATION FORM

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Case Mgr EG
Case Number 2021-6058-01
Quarter Section 29N, 28M, 28N, 28P 27P, 27Q, 27R.
AMANDA Row ID TBD

Applicant Information

Available online here

Last revised on: 12-17-2024

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

Name Anthony "Ziggy" Files
Address 10200 E. Girard Ave, Ste A314
Phone 303-632-8867 ext 115
Email afiles@terracinadesign.com

Property Owner

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

Name Clayton Properties Group, Inc.
Address 4908 Tower Road
Phone 303-486-8734
Email dcarro@oakwoodhomesco.com

Type of Application

[X] Site Plan Amendment [ ] Other:
[ ] Redevelopment Plan Amendment

Property Information

Address E. Aurora Parkway and E. Prairie Point Drive (Parker Road)
Existing Use Vacant

Proposed Changes

Amendment 1 to Prairie Point ISP West - Recorded E4070838. The Amendment will include revisions to the lanes and median at E Aurora Parkway and Parker Road intersection. The amendment will also include: changing all splash block in medians to cobble and trail connection revision to high plains trail.

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.

[X] Site Plan [ ] Building Elevation(s)
[X] Landscape Plan [ ] Detail Drawing(s)
[ ] Other:

Fee Payment: See Payment section on Page 3

Property Owner's Signature Date 3/16/2025

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 applying. 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 is for City Use Only

Site Plan West Infrastructure Site Plan Amendment
Description Minor amendment to revise the lanes of E. Aurora Pkwy and Parker Rd. Also includes revisions to splash blocks in medians to cobble and revisions to trail connection.
General Location NEC of S Parker Rd and E-470
Existing Zoning R-1 and R-2 List all Wards 6
Neighborhood Liaison
Need to be reviewed at SPA? [ ] Yes [X] No
Date application received 3/25/2025 by EG
Thursday application start date 4/3/2025

Amount of application fee paid [ ] \$757 (1-2 Sheets)
[ ] \$1,141 (3-5 Sheets) [X] \$1,966 six or more sheets or filed after construction

Real Property Review

[X] 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

## Applicant Instructions for Minor Amendment Applications

1. Discuss your Minor Amendment application with a Planning Department representative (303-739-7217) for details on the Minor Amendment process, and to help you start your application and determine the application fee. If a Planning Case Manager is already assigned to your case, it is advisable to call and make an appointment to meet with him or her directly. **Please contact the Aurora Water Drainage staff to verify if a Drainage Letter or Report is required at AuroraWaterDrainage@auroragov.org.** If a drainage letter is required, contact Aurora Water Drainage staff at AuroraWaterDrainage@auroragov.org to set up the necessary folder. Drainage Letter and Drainage report timelines vary and do not typically match Planning's Minor Amendment timelines, so submittal of Drainage Letter/report early in the process will support a shorter overall process. Additionally, Civil Plan revision or new Civil Plans may be required and are normally submitted after the 1st submission of the Minor Amendment process. For Civil Plan revisions, contact Civil Plan Submittal staff at 303-739-7335. Please contact Chris Eravelly at 303-739-7457 or ceravell@auroragov.org to begin the Pre-Submittal Meeting process if new Civil Plans are required.

2. Staff will email electronic copies of your Site Plan on file in the Planning Department. **Cloud the areas of change and redline the drawings to scale.** The size of the original Site Plan is either 18"x24" or 24"x36" depending on the County. Please check with your Case Manager and keep the size consistent throughout. A sample redlined Site Plan Amendment can be found [here](#). New sheets may be provided if necessary; however, the original signed Site Plan cover sheet must remain part of the set. These changes must correspond with the list of proposed changes shown on your application form and Site Plan cover sheet. Applications will not be accepted without these redlines. Additionally, please provide a letter of introduction explaining the scope of the project. Other materials may be required with the application.

3. Payment: Application fees may be made with online payment. If online payment cannot be made, please contact the Planning Department for alternative payment methods. Online payment may be made at [https://www.auroragov.org/business\\_services/aurora4biz](https://www.auroragov.org/business_services/aurora4biz).

4. The processing cycle starts every Thursday. Please submit your application a day or two early, so staff can look it over and be sure it's complete. Incomplete applications will not be accepted. Please reference the cover sheet of this application to ensure all required documents have been submitted. If an incomplete application is not "complete" by the end of business Thursday, it will be moved to the following Thursday. **All applications must contain the property owner's signature and be easily readable.**

5. Special Requirements for Telecom Facilities:  
If your application involves the installation of rooftop or structure-mounted telecom facilities or changes to an existing telecom facility, you will be required to submit the additional information below as part of your application:

- Photo simulations showing existing and proposed views of the facility from adjacent rights-of-way and/or open space.
- Written response to the design and site selection criteria found in Section 146-3.3.5.JJ of the Unified Development Ordinance.
- A completed Telecom Facilities Owner's Responsibility Statement form

6. Your amendment will be reviewed by a Planning Department Case Manager, any appropriate city departments, the Current Planning Manager, and the Director of Planning. Staff may determine that your application needs to be heard by the Planning & Zoning Commission or Board of Adjustment, rather than be processed administratively. If this is required, staff will notify you promptly and help you to prepare a full Development Application.

7. If staff does not hear from you within 30 days, we reserve the right to close your application as inactive. Once it is closed, you may re-open your case at any time by submitting a new application and fee.

8. Minor Amendment applications will not be approved before the approval of any associated drainage letters/reports, traffic letter or impact study, license agreements, or easement release/dedications.

*K:\Dept\Planning and Dev Serv\ZDR\Forms and Templates\Forms\2023\2023 Minor Amendment Application*

### Department, Community and Outside Agency Referrals for Minor Amendment Applications CITY USE ONLY

**CITY USE ONLY: CHECK ALL APPROPRIATE REFERRALS NEEDED (Applicant supplies Abutters and HOA lists)**

CITY OF AURORA DEPARTMENT REFERRALS	COMMUNITY REFERRALS		
		<input type="checkbox"/>	Douglas County
<input type="checkbox"/>	City Forestry		Other Counties (specify):
<input checked="" type="checkbox"/>	Traffic Engineering		Public Service Co (Xcel)
<input type="checkbox"/>	Life Safety		E-470 Authority
<input checked="" type="checkbox"/>	Parks Dept		Federal Aviation Authority
<input type="checkbox"/>	Plg Dept - Addressing		Fitzsimmons Redevelopment Authority
<input checked="" type="checkbox"/>	Plg Dept - Landscape		Regional Transportation District
<input type="checkbox"/>	Marijuana Enforcement Division		School Dist – Aurora (28J)
<input type="checkbox"/>	Public Art Plan		School Dist – Cherry Creek (5J)
<input type="checkbox"/>	Real Property		Mile High Flood District
<input type="checkbox"/>	Aurora Water - Utilities		City of Centennial
<input type="checkbox"/>	Licensing	OUTSIDE AGENCY REFERRALS	Airports (specify):
<input type="checkbox"/>	ODA	<input type="checkbox"/>	Adams County
<input checked="" type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Arapahoe County
<input type="checkbox"/>	Aurora Water - Drainage	<input type="checkbox"/>	County Public Health Dept (specify):
		<input type="checkbox"/>	Denver