



City of Aurora Planning & Development Services

## 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



## City of Aurora Planning &amp; Development Services

**MINOR AMENDMENT APPLICATION FORM**

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[planning@auroragov.org](mailto:planning@auroragov.org) • [AuroraGov.org/planning](http://AuroraGov.org/planning)

Case Mgr	JL
Case Number	2022-6032-01
Quarter Section	12F
AMANDA Row ID	1824145

**Applicant Information**Available online [here](#)**Last revised on:** **12-19-2023**

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

Name Tyler Sandt

Address 6855 S Havana St Suite, 600

Englewood, CO 80112

Phone 720-716-4498

Email tsandt@rothlang.com

**Property Owner**

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

Name Matt Herb, Healthpeak Properties INC

Address 5050 S Syracuse St, Suite 800

Denver, CO 80237

Phone 720-428-5400

Email mherb@healthpeak.com

**Type of Application**

☒ Site Plan Amendment ☐ Other: \_\_\_\_\_

☐ Redevelopment

☐ Plan Amendment

**Property Information**

Address 1650 S Potomac Street

Existing Use Vacant Land/Under Construction

**Proposed Changes**

Small revision to the detention pond retaining wall railing.

The bottom rail is being removed and a side gate is being

added per city code.

**Submittal Materials**

Please email the amended Site Plan to [planning@auroragov.org](mailto: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****Date**  
July 12, 2024

**Notice to Applicants:** Use this form to apply for Minor Amendments to existing Site Plans. Payment may be made online at [www.aurora4biz.org](http://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](mailto:planning@auroragov.org).

**This Section is for City Use Only**

Site Plan GALEN COLLEGE OF NURSING AND HCA HEALTHCARE CENTER FOR CLINICAL ADVANCEMENT CAMPUS

Description Minor amendment to revise railing along detention pond retaining wall. bottom rail is being removed and a side gate is being added.

General Location North-west of E Jewell Ave and S Potomac St

Existing Zoning MU-OI List all Wards \_\_\_\_\_

Neighborhood Liaison \_\_\_\_\_

Need to be reviewed at SPA? ☐ Yes ☐ No

**Date application received** 7/22/2024 by AK

Thursday application start date 8/01/24

Amount of application fee paid ☐ \$722 (1-2 Sheets)

☒ \$1,089 (3-5 Sheets) ☐ \$1,876 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 \_\_\_\_\_

Digitized by:

## 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			Douglas County
		City Forestry	Neighborhood Referrals (attached list):			Other Counties (specify):
		Traffic Engineering				Public Service Co (Xcel)
	X	Life Safety				E-470 Authority
		Parks Dept				Federal Aviation Authority
		Plg Dept - Addressing				Fitzsimmons Redevelopment Authority
		Plg Dept - Landscape				Regional Transportation District
		Marijuana Enforcement Division				School Dist – Aurora (28J)
		Public Art Plan				School Dist – Cherry Creek (5J)
		Real Property				Mile High Flood District
		Aurora Water - Utilities				City of Centennial
		Licensing	OUTSIDE AGENCY REFERRALS			Airports (specify):
		ODA		Adams County		CDOT Region 1
	X	Civil Engineering		Arapahoe County		County Public Health Dept (specify):
	X	Aurora Water - Drainage		Denver		

Certificate Of Completion

Envelope Id: 5F7F69763D284EF4B06A4EB4EFBF1598	Status: Completed
Subject: Complete with DocuSign: Application.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Matt Herb
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3000 Meridian Boulevard, Suite 200
	Franklin, 37067
	mherb@healthpeak.com
	IP Address: 136.58.107.198

Record Tracking

Status: Original	Holder: Matt Herb	Location: DocuSign
7/12/2024 11:15:06 AM	mherb@healthpeak.com	

Signer Events	Signature	Timestamp
Matt Herb	<div>DocuSigned by:  9538F3974A23431...</div>	Sent: 7/12/2024 11:17:23 AM
mherb@healthpeak.com		Viewed: 7/12/2024 11:17:30 AM
AVP - Development		Signed: 7/12/2024 11:17:35 AM
Healthpeak Properties, Inc	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 136.58.107.198	

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Tyler Sandt	<div>COPIED</div>	Sent: 7/12/2024 11:17:36 AM
tsandt@rothlang.com		Viewed: 7/12/2024 1:26:15 PM
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/12/2024 11:17:23 AM
Certified Delivered	Security Checked	7/12/2024 11:17:30 AM
Signing Complete	Security Checked	7/12/2024 11:17:35 AM
Completed	Security Checked	7/12/2024 11:17:36 AM

Payment Events	Status	Timestamps
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