



Planning and Development Services Department  
15151 E Alameda Pkwy, 2nd Floor  
Aurora, Colorado 80012  
(303) 739-7217

Case Mgr PI  
Case Number 2003-4001-07  
Quarter Section 224  
Row ID 451258

## MINOR AMENDMENT APPLICATION FORM

Available online at [www.auroragov.org](http://www.auroragov.org) > Departments > Planning Department > Application Forms & Instructions: **Last revised on: 01-6-2020**

### Applicant Information

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

Name JR Engineering, LLC Kurtis W. Williams  
Address 7200 South Alton Way, Suite C400  
Centennial, CO 80112  
Phone 720-739-6457  
Email tpucciano@lokalhomes.com

### Property Owner

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

Name Lokal Communities, LLC Tommy Pucciano  
Address 8310 South Valley Highway, Suite 115  
Englewood, CO 80122  
Phone 720-739-6457  
Email tpucciano@lokalhomes.com

### Type of Application

- ☒ Site Plan Amendment ☐ Site Plan Extension  
☐ Redevelopment Plan ☐ Other: \_\_\_\_\_  
☐ Parking Plan

### Property Information

Address Intersection of Aurora Parkway & Alexander Drive  
Existing Use Single-family Attached Townhomes

### Proposed Changes

see attached letter of introduction.

### 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. You may also provide electronic copies of files with a jump drive or CD. All plans must show redline changes to scale on existing drawings obtained from the Planning Department.

- ☒ Site Plan ☐ Building Elevation(s)  
☒ Landscape Plan ☐ Detail Drawing(s)  
☐ Other: \_\_\_\_\_

**Fee Payment:** See Payment section on Page 2

### Property Owner's Signature

[Signature] 3/11/20  
Property Owner's Signature Date

**Notice to Applicants:** Use this form to apply for Minor Amendments to existing Site Plans, for minor Redevelopment Plans where no Site Plan was originally required, for Parking Plans, and for the extension of a site plan expiration. Payment may be made with a check made out to "City of Aurora" or online payment may be made after submission. **Be sure to discuss your application with a Planning Department representative prior to submitting the application.** If you are submitting from out of state, please email the application to [planning@auroragov.org](mailto:planning@auroragov.org).

### This Section for City Use Only

Site Plan Forced Hand Rtg No. 3  
Description Retaining wall and grade adjustments to match the Civil Plan changes  
General Location E Alexander Dr + S Aurora Pkwy  
Existing Zoning R-2 List all Wards III  
Neighborhood Liaison Scott Campbell  
Need to be reviewed at SPA? ☐ Yes ☒ No  
Date application received 5/1/2020 by TP  
Thursday application start date 5/2/2020

Amount of application fee paid ☐ \$636 (1-2 Sheets)  
☒ \$959 (3-5 Sheets) ☐ \$1653 (Filed After Construction)

### Real Property Review

- ☒ Required ☐ Not Required  
☐ No Encroachment ☐ Easement encroachment

(See opposite side 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 \_\_\_\_\_

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

<input checked="" type="checkbox"/> <b>CHECK ALL APPROPRIATE REFERRALS NEEDED</b> (Applicant supplies Abutter & HOA lists)		
<b>CITY OF AURORA DEPARTMENT REFERRALS</b> <input type="checkbox"/> Building Dept <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> City Forester <input checked="" type="checkbox"/> Civil Engineering <input checked="" type="checkbox"/> Traffic Engineering <input checked="" type="checkbox"/> Life Safety <input type="checkbox"/> Neighborhood Liaison - Name: _____  <input type="checkbox"/> Parks Dept <input type="checkbox"/> Plg Dept—Addressing – CD <input type="checkbox"/> Plg Dept—Architecture <input type="checkbox"/> Plg Dept—CASE MANAGER (secondary file)	<input type="checkbox"/> Library/Recreation <input type="checkbox"/> ODA—(name): _____ <input type="checkbox"/> Original Aurora Renewal <input type="checkbox"/> Police Dept <input type="checkbox"/> Aurora Marijuana Enforcement Division  <b>COMMUNITY REFERRALS</b> <input type="checkbox"/> Neighborhood Referrals (attach list): _____ <input type="checkbox"/> Abutting Property Owner Referrals (attach list): _____  <b>OUTSIDE AGENCY REFERRALS</b> <input type="checkbox"/> Adams County <input type="checkbox"/> Arapahoe County <input type="checkbox"/> Denver <input type="checkbox"/> Douglas County <input type="checkbox"/> Other Counties (specify): _____ <input type="checkbox"/> City of Centennial <input type="checkbox"/> Airports (specify): _____ <input type="checkbox"/> Aurora Post Office <input type="checkbox"/> Cable Company <input type="checkbox"/> CDOT Region 1 <input type="checkbox"/> Colorado Health Dept	<input type="checkbox"/> Colorado Wildlife <input type="checkbox"/> E-470 Authority <input type="checkbox"/> Federal Aviation Authority <input type="checkbox"/> Federal EPA <input type="checkbox"/> Fitzsimons Redevelopment Authority <input type="checkbox"/> Gas Pipeline Co. (specify): _____ <input type="checkbox"/> Metro District (specify): _____ <input type="checkbox"/> Public Service Co. - General Referral  <input type="checkbox"/> Public Service Co. - FDP/GDP -Tom Ashburn <input type="checkbox"/> Regional Transportation District <input type="checkbox"/> School Dist - Aurora (28J) <input type="checkbox"/> School Dist - Cherry Creek (5J)  <input type="checkbox"/> Telephone Company <input type="checkbox"/> Tri-County Health <input type="checkbox"/> Urban Drainage <input type="checkbox"/> Water/Sanitation District (specify): _____ <input type="checkbox"/> Xcel (or applicable utility provider): _____  <input type="checkbox"/> Other (specify): _____

### Applicant Instructions for Minor Amendment Applications

1. Meet with a Planning Department representative at the Planning Counter who will explain the Minor Amendment process, help you start your application, and determine the application fee. No appointment is necessary during normal working hours. (If a Case Manager is already assigned to your case, it is advisable to call and make an appointment to meet with him or her directly.)
2. We will supply you with copies of your site, landscape, and building elevation plans that are on file in the Planning Department. When you are ready to submit your application, mark up these print copies to show your proposed changes in red. Draw the changes to scale with each change numbered to correspond with the list of changes shown on your application form. **NO APPLICATIONS WILL BE ACCEPTED WITHOUT THESE "REDLINE" DRAWINGS.** We will tell you how many redline copies to provide. If your site is an older one without a Site Plan, we will require you to submit a site survey or plot plan drawn to scale. Other materials may be required with the application.
3. Special Requirements for Commercial Mobile Radio Service (CMRS) Facilities.  
If your application involves installation of or changes to an existing CMRS facility, you will be required to submit this additional information as part of your application:
  - Photo simulations showing existing and proposed views of the facility.
  - Written response to the design and site selection criteria found in Section 146-1200 of the Aurora City Code.
  - A completed CMRS Owner's Responsibility Statement form.
4. The processing cycle starts every Thursday morning. It's a good idea to bring in your application a day or two early, so we can look it over and be sure it's complete. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** All applications must contain an original property owner's signature and be easily readable. Faxed applications are not accepted.
5. Your amendment will be reviewed by a Planning Department Case Manager, any appropriate city departments, the Manager of Zoning and Development Review, and the Director of Planning. Occasionally we may determine that your application needs to be approved by the Planning Commission or Board of Adjustment, rather than be processed administratively. If this happens, we will notify you promptly and help you to prepare a full Development Application.
6. If we encounter any problems with your proposal during our review, we may ask you to submit additional information or plan revisions. In certain circumstances we may also ask you to contact abutting neighbors. If we do 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.
7. After you submit your application, if it appears that any changes you propose will impact a fire lane, existing easement, or public right-of-way, you may be asked to revise your plans or apply for a "revocable license" from the Real Property division. If a revocable license is required, we will not approve your amendment until after you have obtained it.
8. Your Case Manager will notify you when your application is approved, approved with conditions, denied, or referred to Planning Commission.
9. When your application is approved, you or your representative will need to update the original drawing Mylar drawings in our files to show the new changes. Schedule a time with your Case Manager to make the changes in our office. The updates must follow our designated format. If you have extensive changes, we may ask you to submit a new replacement Mylar instead.
10. Your updated Mylar drawings are due two weeks from the time we notify you of your approval. **IF YOUR MYLAR CHANGES ARE NOT MADE WITHIN 30 DAYS OF APPROVAL NOTIFICATION, THE PLANNING DEPARTMENT RESERVES THE RIGHT TO TERMINATE YOUR APPLICATION AS INCOMPLETE.** Please coordinate a scheduled time with your Case Manager to make changes or substitutions as needed to the mylars.

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