



City of Aurora Planning & Business Development

PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 •
303.739.7217 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:

Organization:

Address:

Email:

Phone:

AGENT | CONSULTANT INFORMATION

Name:

Organization:

Address:

Email:

Phone:

PROJECT INFORMATION

Location (intersection or address):

County:

Zoning District:

Acreage:

Pre-Application Meeting Number:

Proposed Number of Lots (if applicable):

Proposed Square Footage (if applicable):

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

Neighborhood Plan

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 WEDNESDAY AT NOON.

PROJECT DESCRIPTION

REQUIRED DOCUMENTS

All Applications **Required documents per draft Neighborhood Plan checklist have been included**

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 and PDR Checklist

☐ 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 and PDR Checklist

☐ 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 _____

Number of Site Plan Sheets _____