



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

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 WENESDAY AT NOON.

PROJECT DESCRIPTION

REQUIRED DOCUMENTS

All Applications

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 _____