



Planning and Development Services Department
15151 E Alameda Pkwy, 2nd Floor Suite 2300
Aurora, Colorado 80012
303-739-7217 | planning@auroragov.org

MINOR AMENDMENT APPLICATION CHECKLIST

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.

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 prior to City review

☐

Drainage Letter or Report If Required

- Contact the Public Works Engineering Division to determine if a Drainage Letter/Report will be needed at 303-739-7575. See note 1 on page 3 for Civil Plan information.



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Case Mgr	JH
Case Number	1971-6002-03
Quarter Section	07C
Row ID	1793832

MINOR AMENDMENT APPLICATION FORM

Available online [here](#)

Last revised on: **03-30-2022**

Applicant Information

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

Name _____

Address _____

Phone _____

Email _____

Property Owner

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

Name _____

Address _____

Phone _____

Email _____

Type of Application

☐ Site Plan Amendment ☐ Other: _____

☐ Redevelopment

Plan Amendment

Property Information

Address _____

Existing Use _____

Proposed Changes

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.**

☐ Site Plan ☐ Building Elevation(s)

☐ Landscape Plan ☐ Detail Drawing(s)

☐ Other: _____

Fee Payment: See Payment section on Page 3

Property Owner's Signature

Property Owner's Signature _____

Date _____

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 submitting the application.** 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 for City Use Only

Site Plan Havana Shopette

Description Minor amendment to restripe the parking lot, upgrade accessible spaces, ramps, and overall access. Also relocates trash facility to east side to improve sanitation access.

General Location SEC of E 4th Way and Havana St.

Existing Zoning MU-C List all Wards III

Neighborhood Liaison _____

Need to be reviewed at SPA? ☐ Yes ☒ No

Date application received 4/2/2024 by RR

Thursday application start date _____

Amount of application fee paid ☒ \$667 (1-2 Sheets)

☐ \$1,006 (3-5 Sheets) ☐ \$1,733 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 _____

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 Public Works Engineering Division to verify if a Drainage Letter or Report is required at 303-739-7575. If a drainage letter is required, contact Civil Plan submittal staff at 303-739-7335 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 www.aurora4biz.org.

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 end of business Thursday, it will be moved to the following Thursday. **All applications must contain a property owner's signature and be easily readable.**

5. Special Requirements for Telecom Facilities:

If your application involves 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 prior to 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\2022\2022 Minor Amendment Application

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

<input checked="" type="checkbox"/> CITY USE ONLY: CHECK ALL APPROPRIATE REFERRALS NEEDED (Applicant supplies Abutter & HOA lists)		
CITY OF AURORA DEPARTMENT REFERRALS	COMMUNITY REFERRALS	
<input type="checkbox"/> City Forester		<input type="checkbox"/> Public Service Co. (Xcel)
<input checked="" type="checkbox"/> Civil Engineering	<input type="checkbox"/> Neighborhood Referrals (attach list):	<input type="checkbox"/> E-470 Authority
<input type="checkbox"/> Traffic Engineering		<input type="checkbox"/> Federal Aviation Authority
<input checked="" type="checkbox"/> Life Safety		<input type="checkbox"/> Fitzsimons Redevelopment Authority
<input type="checkbox"/> Parks Dept		<input type="checkbox"/> Regional Transportation District
<input type="checkbox"/> Plg Dept—Addressing – Phil Turner		<input type="checkbox"/> School Dist - Aurora (28J)
<input checked="" type="checkbox"/> Plg Dept—Landscape		<input type="checkbox"/> School Dist - Cherry Creek (5J)
<input type="checkbox"/> Aurora Marijuana Enforcement Division		<input type="checkbox"/> Tri-County Health
<input type="checkbox"/> Public Art Plan		<input type="checkbox"/> Mile High Flood District
	OUTSIDE AGENCY REFERRALS	<input type="checkbox"/> City of Centennial
<input type="checkbox"/> Real Property	<input type="checkbox"/> Adams County	<input type="checkbox"/> Airports (specify):
<input type="checkbox"/> Aurora Water	<input type="checkbox"/> Arapahoe County	<input type="checkbox"/> CDOT Region 1
<input type="checkbox"/> Licensing	<input type="checkbox"/> Denver	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> ODA—(name):	<input type="checkbox"/> Douglas County	
	<input type="checkbox"/> Other Counties (specify):	