



Planning and Development Services Department  
15151 E Alameda Pkwy, 2<sup>nd</sup> Floor Suite 2300  
Aurora, Colorado 80012  
303-739-7217 | [planning@auroragov.org](mailto: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](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 prior to City review



#### **Drainage Letter or Report If Required**

- Contact the Aurora Water Engineering Division to determine if a Drainage Letter/Report will be needed at [waterengineering@auroragov.org](mailto:waterengineering@auroragov.org). See note 1 on page 3 for Civil Plan information.



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Case Mgr **JL**  
Case Number **1987-6087-39**  
Quarter Section **16N**  
Row ID **1782332**

## MINOR AMENDMENT APPLICATION FORM

Available online here

Last revised on: **01-03-2023**

### Applicant Information

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

Name Marie Hashaw  
Address 4496 Bents Dr, Unit A  
Windsor, CO 80550  
Phone 970-203-9292  
Email marie@davincisign.com

### Property Owner

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

Name Ent Credit Union  
Address PO Box 15819  
Colorado Springs, C 80935  
Phone 719-550-6755  
Email browedder@ent.com

### Type of Application

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

### Property Information

Address 18701 EHampden Ave  
Existing Use \_\_\_\_\_

### Proposed Changes

Add existing monument structure to the site plan.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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

[Signature]  
Property Owner's Signature

12/15/2023  
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 ENT CREDIT UNION SITE PLAN AND  
CONDITIONAL USE WITH ADJUSTMENT  
Description Minor amendment to upgrade an existing monument  
sign and reflect it on the site plan of record.  
General Location NEC of S Tower Rd. and E. Hampden  
Existing Zoning MU-C List all Wards V  
Neighborhood Liaison \_\_\_\_\_  
Need to be reviewed at SPA? ☐ Yes ☒ No  
Date application received 2/1/2024 by EG  
Thursday application start date 2/15/2024  
Amount of application fee paid ☐ \$688 (1-2 Sheets)  
☒ \$1,089 3-5 Sheets ☐ \$1,788 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 Aurora Water Engineering to verify if a Drainage Letter or Report is required at [waterengineering@auroragov.org](mailto:waterengineering@auroragov.org). If a drainage letter is required, contact Aurora Water Engineering staff at [waterengineering@auroragov.org](mailto:waterengineering@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](mailto: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](http://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)		
<b>CITY OF AURORA DEPARTMENT REFERRALS</b> <input type="checkbox"/> City Forester <input type="checkbox"/> Civil Engineering <input checked="" type="checkbox"/> Traffic Engineering <input type="checkbox"/> Life Safety <input type="checkbox"/> Parks Dept <input type="checkbox"/> Plg Dept—Addressing – Phil Turner <input checked="" type="checkbox"/> Plg Dept—Landscape <input type="checkbox"/> Aurora Marijuana Enforcement Division <input type="checkbox"/> Public Art Plan <input checked="" type="checkbox"/> Real Property <input type="checkbox"/> Aurora Water <input type="checkbox"/> Licensing <input type="checkbox"/> ODA—(name):	<b>COMMUNITY REFERRALS</b> <input type="checkbox"/> Neighborhood Referrals (attach list):	<input type="checkbox"/> Public Service Co. (Xcel) <input type="checkbox"/> E-470 Authority <input type="checkbox"/> Federal Aviation Authority <input type="checkbox"/> Fitzsimons Redevelopment Authority <input type="checkbox"/> Regional Transportation District <input type="checkbox"/> School Dist - Aurora (28J) <input type="checkbox"/> School Dist - Cherry Creek (5J) <input type="checkbox"/> Tri-County Health <input type="checkbox"/> Mile High Flood District <input type="checkbox"/> City of Centennial <input type="checkbox"/> Airports (specify): <input type="checkbox"/> CDOT Region 1 <input type="checkbox"/> Other (specify):
<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):	<b>OUTSIDE AGENCY REFERRALS</b>	

