



## MINOR AMENDMENT APPLICATION CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 • 303.739.7217  
[planning@auroragov.org](mailto:planning@auroragov.org) • [AuroraGov.org/planning](http://AuroraGov.org/planning)

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 before City review

☐

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

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

See Special Requirements for Telecom Facilities for additional required submittal documents



# MINOR AMENDMENT APPLICATION FORM

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Case Mgr  
Case Number  
Quarter Section  
AMANDA Row ID

## Applicant Information

Available online [here](#)

Last revised on: **12-19-2023**

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](mailto: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**

**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](http://www.aurora4biz.org) and will be made after submission. **Be sure to discuss your application with a Planning Department representative prior to applying.** Utilize the cover sheet checklist on this application to ensure that the application is complete. Please email all application materials to [planning@auroragov.org](mailto:planning@auroragov.org).

## This Section is for City Use Only

Site Plan \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Location \_\_\_\_\_  
Existing Zoning \_\_\_\_\_ List all Wards \_\_\_\_\_  
Neighborhood Liaison \_\_\_\_\_

Need to be reviewed at SPA? ☐ Yes ☐ No

**Date application received** \_\_\_\_\_ by **DB**

Thursday application start date **9/05/24**

Amount of application fee paid ☐ \$722 (1-2 Sheets)  
☐ \$1,089 (3-5 Sheets) ☐ \$1,876 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 Drainage staff to verify if a Drainage Letter or Report is required at AuroraWaterDrainage@auroragov.org.** If a drainage letter is required, contact Aurora Water Drainage staff at AuroraWaterDrainage@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 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 [https://www.auroragov.org/business\\_services/aurora4biz](https://www.auroragov.org/business_services/aurora4biz).

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

5. Special Requirements for Telecom Facilities:

If your application involves the 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 before 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\2023\2023 Minor Amendment Application

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

**CITY USE ONLY: CHECK ALL APPROPRIATE REFERRALS NEEDED (Applicant supplies Abutters and HOA lists)**

CITY OF AURORA DEPARTMENT REFERRALS	COMMUNITY REFERRALS	Douglas County
City Forestry	Neighborhood Referrals (attached list):	Other Counties (specify):
Traffic Engineering		Public Service Co (Xcel)
Life Safety		E-470 Authority
Parks Dept		Federal Aviation Authority
Plg Dept - Addressing		Fitzsimmons Redevelopment Authority
Plg Dept - Landscape		Regional Transportation District
Marijuana Enforcement Division		School Dist – Aurora (28J)
Public Art Plan		School Dist – Cherry Creek (5J)
Real Property		Mile High Flood District
Aurora Water - Utilities		City of Centennial
Licensing	<b>OUTSIDE AGENCY REFERRALS</b>	Airports (specify):
ODA	Adams County	CDOT Region 1
Civil Engineering	Arapahoe County	County Public Health Dept (specify):
Aurora Water - Drainage	Denver	