



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](http://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

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## 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 Proposed Site Plan Name: 56<sup>th</sup> & Picadilly Marketplace

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 Proposed Plat Name: TBD

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 \_\_\_\_\_