



PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 • 303.739.7250
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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
- Preliminary Plat
- Conditional Use
- Zoning Map Amendment
- Master Plan / Master Plan Amendment
- Subdivision Plat / Plat Amendment
- Street Vacation

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 / Preliminary Plats

- Site Plan or Preliminary Plat Document per Site Plan Manual
- Preliminary Drainage Report or Letter (*if required by Public Works*)
- Traffic Impact Study or Letter (*if required by Public Works*)
- CAD Data Submittal (*to be submitted prior to mylars*)

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 (*if required by Public Works*)
- 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

Total number of sheets that will be recorded: _____

Number of adjacent property owners per County Assessor website: _____