



# PRE-SUBMITTAL MEETING CHECKLIST

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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

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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 / 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: \_\_\_\_\_