

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)		
CITY OF AURORA DEPARTMENT REFERRALS	<input type="checkbox"/> Library/Recreation	<input type="checkbox"/> Colorado Wildlife
<input type="checkbox"/> Building Dept	<input type="checkbox"/> ODA—(name):	<input type="checkbox"/> E-470 Authority
<input type="checkbox"/> City Attorney	<input type="checkbox"/> Original Aurora Renewal	<input type="checkbox"/> Federal Aviation Authority
<input type="checkbox"/> City Forester	<input type="checkbox"/> Police Dept	<input type="checkbox"/> Federal EPA
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Aurora Marijuana Enforcement Division	<input type="checkbox"/> Fitzsimons Redevelopment Authority
<input checked="" type="checkbox"/> <input type="checkbox"/> Traffic Engineering		<input type="checkbox"/> Gas Pipeline Co. (specify):
<input type="checkbox"/> Life Safety		<input type="checkbox"/> Metro District (specify):
<input type="checkbox"/> Neighborhood Liaison		<input type="checkbox"/> Public Service Co. - General Referral
	COMMUNITY REFERRALS	
<input type="checkbox"/> Parks Dept	<input type="checkbox"/> Neighborhood Referrals (attach list):	<input type="checkbox"/> Public Service Co. - FDP/GDP -Tom Ashburn
<input type="checkbox"/> Plg Dept—Addressing – CD	<input type="checkbox"/> Abutting Property Owner Referrals (attach list):	<input type="checkbox"/> Regional Transportation District
<input type="checkbox"/> Plg Dept—Architecture		<input type="checkbox"/> School Dist - Aurora (28J)
<input type="checkbox"/> Plg Dept—CASE MANAGER (secondary file)		<input type="checkbox"/> School Dist - Cherry Creek (5J)
	OUTSIDE AGENCY REFERRALS	
<input type="checkbox"/> Plg Dept—Comp Planning	<input type="checkbox"/> Adams County	<input type="checkbox"/> Telephone Company
<input checked="" type="checkbox"/> <input type="checkbox"/> Plg Dept—Landscape	<input type="checkbox"/> Arapahoe County	<input type="checkbox"/> Tri-County Health
<input type="checkbox"/> Plg Dept—MASTER FILE (main file)	<input type="checkbox"/> Denver	<input type="checkbox"/> Urban Drainage
<input type="checkbox"/> Public Art Plan	<input type="checkbox"/> Douglas County	<input type="checkbox"/> Water/Sanitation District (specify):
<input checked="" type="checkbox"/> <input type="checkbox"/> Real Property	<input type="checkbox"/> Other Counties (specify):	<input type="checkbox"/> Xcel (or applicable utility provider):
<input type="checkbox"/> Revenue (Plats Only)	<input type="checkbox"/> City of Centennial	
<input type="checkbox"/> Aurora Water	<input type="checkbox"/> Airports (specify):	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Aurora Small Business Development Center	<input type="checkbox"/> Aurora Post Office	
<input type="checkbox"/> City Council Member—Name:	<input type="checkbox"/> Cable Company	
<input type="checkbox"/> Fire Department	<input type="checkbox"/> CDOT Region 1	
<input type="checkbox"/> Licensing	<input type="checkbox"/> Colorado Health Dept	
<input type="checkbox"/> IT Public Safety/Communications		

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. No appointment is necessary during normal working hours. (If a Case Manager is already assigned to your case, it is advisable to call and make an appointment to meet with him or her directly.)
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. New sheets may be provided if necessary; however, the original signed cover sheet must remain part of the set. These changes must correspond with the list of proposed changes shown on your application form. Applications will not be accepted without these redline changes. Additionally, please provide a letter of introduction explaining the scope of the project. If your property is an older one without a Site Plan, we will require you to submit a site survey or plot plan drawn to scale. Other materials may be required with the application.
3. **Payment:** Application fees may be made with a check or online payment. Checks may be made out to "City of Aurora". Online payment may be made at www.aurora4biz.org by selecting AnyPayment, then Aurora Online Payment. Select Fee Search and find your application fee using the Invoice# listed on the invoice sent after the application has been processed on Thursday. Payment can be made on the following screen.
4. Special Requirements for Telecom Facilities:
If your application involves installation of rooftop 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.
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. If an incomplete application is not "complete" by end of business Thursday, it will be moved to the following week processing cycle. All applications must contain a property owner’s signature and be easily readable. Faxed applications are not accepted.
5. Your amendment will be reviewed by a Planning Department Case Manager, any appropriate city departments, the Current Planning Manager, and the Director of Planning. Occasionally staff may determine that your application needs to be approved 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.
6. If staff encounter any problems with your proposal during our review, additional information or plan revisions may be required. In certain circumstances staff may also ask you to contact abutting neighbors. 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.
7. Minor Amendment applications will not be approved prior to the approval of any associated drainage letters/reports, license agreements, or easement release/dedications.
8. Your Case Manager will notify you when your application is approved, approved with conditions, denied, or referred to Planning & Zoning Commission.
9. When your application is approved, staff will update the Site Plan drawings using the redlines provided in your application.