



City of Aurora Planning & Development Services

## PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 • 303.739.7250  
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:

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan / Site Plan Amendment | <input type="checkbox"/> Master Plan / Master Plan Amendment |
| <input type="checkbox"/> Preliminary Plat                | <input type="checkbox"/> Subdivision Plat / Plat Amendment   |
| <input type="checkbox"/> Conditional Use                 | <input type="checkbox"/> Street Vacation                     |
| <input type="checkbox"/> Zoning Map Amendment            |  |

## 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 - **Included in Letter of Introduction**
- ☐ 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: \_\_\_\_\_