Planning and Development Services Department
15151 E Alameda Pkwy, 2nd Floor
Aurora, Colorado 80012
(303) 739-7250

Case Mgr Porter Ingrum
Case Number 2006-6012-08
Quarter Section 25W
Row ID 1331855

MINOR AMENDMENT APPLICATION FORM

Available online at www.auroragov.org > Departments > Planning Department > Application Forms & Instructions: **Last revised on: 01-11-2018**

Applicant Information

Enter information for the person who will answer any questions regarding the application.

Name: Joseph Engbrocks
Address: 16035 Table Mountain Parkway, Golden, Co 80403
Phone: 480-812-5301 Fax:
Email: JEngbrocks@CenterlineSolutions.com

Property Owner

Enter information for the entity or person who is listed with the county as the owner of record.

Name: Eastern Hills Christian Reformed Church Inc.
Address: 25511 E. Smoky Hill Road, Aurora, CO 80016
Phone: 303-335-5023 Fax:
Email: JMahler@ehills.org

Type of Application

- [X] Site Plan Amendment
- [ ] Site Plan Extension
- [ ] Redevelopment Plan
- [ ] Other:
- [ ] Parking Plan

Property Information

Address: 25511 E. Smoky Hill Road
Existing Use: Religous

Proposed Changes

Unmanned Wireless Communications facility consisting of antennas mounted to an existing rooftop concealed by stealth panels. Equipment installed at ground level in architecturally integrated compound.

Submittal Materials

Please submit at least one physical set of your proposed plan with your with your application. You may also provide electronic copies of files with a jump drive, CD, or via email. All plans should show redline changes to scale on existing drawings obtained from the Planning Department.

- [X] Site Plan
- [X] Building Elevation(s)
- [ ] Landscape Plan
- [ ] Detail Drawing(s)
- [X] Color Photographs
- [X] Photo Simulations
- [ ] Copy of Current Business License

Property Owner's Signature

If a Minor Amendment is approved, I agree to amend the original Site Plan Mylar or provide a new Mylar to reflect the approved changes within 30 days of the approval date. An original signature is required.

Property Owner's Signature — Date: 10/1/2018

Notice to Applicants: Use this form to apply for Minor Amendments to existing Site Plans, for minor Redevelopment Plans where no Site Plan was originally required, for Parking Plans, and for the extension of a site plan expiration. Your fee in the form of a check or money order must accompany the application. **Be sure to meet with a Planning Department representative prior to submitting the application.** The Planning Department will only generate an invoice once all materials have been submitted and the application has been accepted. If you are submitting from out of state, please mail the application with a check.

This Section for City Use Only

Site Plan: Wheatlands CSP No. 9 - Eastern Hills Church
Planning Dept Use Code: CMRS
Description: Rooftop cell facility w/ ground equipment shelter.
General Location: SEC Smoky Hill + Ottawa
Existing Zoning: E-470 res List all Wards: VI
Neighborhood Liaison: Scott Campbell
Need to be reviewed at SPA? [ ] Yes [X] No
Date of Pre-submittal meeting ____ by ____
Date application received 11.8.18 by DO
Thursday application start date: 11.8.18
Amount of application fee paid [ ] $604 (1-2 Sheets)
[X] $911 (3-5 Sheets) [ ] $1570 (Filed After Construction)

Real Property Review

- [X] Required
- [ ] Not Required
- [ ] No Encroachment
- [ ] Easement encroachment

(See opposite side for additional referrals)

Planning Department Action

- [ ] Approved
- [ ] Approved w/conditions
- [ ] Denied
- [ ] Withdrawn
- [ ] Closed as Inactive
- [ ] Referred to Planning Commission

Signed: Director of Planning or Representative Date

Conditions/Notes

Date File Retired ____ Submissions ____

Department, Community and Outside Agency Referrals for Minor Amendment Applications

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

Applicant Instructions for Minor Amendment Applications

1. Meet with a Planning Department representative at the Planning Counter who will explain the Minor Amendment process, 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. We will supply you with copies of your site, landscape, and building elevation plans that are on file in the Planning Department. When you are ready to submit your application, mark up these print copies to show your proposed changes in red. Draw the changes to scale with each change numbered to correspond with the list of changes shown on your application form. NO APPLICATIONS WILL BE ACCEPTED WITHOUT THESE "REDLINE" DRAWINGS. We will tell you how many redline copies to provide. If your site 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. Special Requirements for Commercial Mobile Radio Service (CMRS) Facilities.

If your application involves installation of or changes to an existing CMRS facility, you will be required to submit this additional information as part of your application:

- Photo simulations showing existing and proposed views of the facility.
- Written response to the design and site selection criteria found in Section 146-1200 of the Aurora City Code.
- A completed CMRS Owner's Responsibility Statement form.

4. The processing cycle starts every Thursday morning. It's a good idea to bring in your application a day or two early, so we can look it over and be sure it's complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. All applications must contain an original 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 Manager of Zoning and Development Review, and the Director of Planning. Occasionally we may determine that your application needs to be approved by the Planning Commission or Board of Adjustment, rather than be processed administratively. If this happens, we will notify you promptly and help you to prepare a full Development Application.
6. If we encounter any problems with your proposal during our review, we may ask you to submit additional information or plan revisions. In certain circumstances we may also ask you to contact abutting neighbors. If we do 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. After you submit your application, if it appears that any changes you propose will impact a fire lane, existing easement, or public right-of-way, you may be asked to revise your plans or apply for a "revocable license" from the Real Property division. If a revocable license is required, we will not approve your amendment until after you have obtained it.
8. Your Case Manager will notify you when your application is approved, approved with conditions, denied, or referred to Planning Commission.
9. When your application is approved, you or your representative will need to update the original drawing Mylar drawings in our files to show the new changes. Schedule a time with your Case Manager to make the changes in our office. The updates must follow our designated format. If you have extensive changes, we may ask you to submit a new replacement Mylar instead.
10. Your updated Mylar drawings are due two weeks from the time we notify you of your approval. IF YOUR MYLAR CHANGES ARE NOT MADE WITHIN 30 DAYS OF APPROVAL NOTIFICATION, THE PLANNING DEPARTMENT RESERVES THE RIGHT TO TERMINATE YOUR APPLICATION AS INCOMPLETE. Please coordinate a scheduled time with your Case Manager to make changes or substitutions as needed to the mylars.

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