Planning and Development Services Department
15151 E Alameda Pkwy, 2nd Floor
Aurora, Colorado 80012
(303) 739-7217

Case Mgr	Debbie Bickmire
Case Number	2017-4011-02
Quarter Section	97S, 98S, 98T
Row ID	1445524

MINOR AMENDMENT APPLICATION FORM

Available online at www.auroragov.org > Departments > Planning Department > Application Forms & Instructions: **Last revised on: 01-6-2020**

Applicant Information

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

Name: Brandon Wyszynski
Address: 4908 Tower Road

Phone: 303-486-8500
Email: brau@oakwoodhomesco.com

Property Owner

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

Name: Bruce Rau - Clayton Properties Group II, Inc.
Address: 4908 Tower Road

Phone: 303-486-8500
Email: brau@oakwoodhomesco.com

Type of Application

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

Property Information

Address: NE Corner of N. Picadilly Rd & E. 48th Ave.
Existing Use: R-2 Residential

Proposed Changes

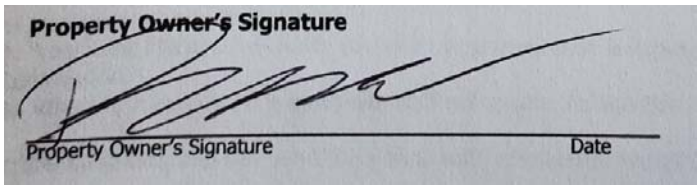
The main purpose of this amendment is to convert duplex lots to single family lots within Filing 1. This affects a total of 29 lots.

Submittal Materials

Please email the amended Site Plan to planning@auroragov.org along with this completed application and a brief letter of introduction explaining the scope of the project. You may also provide electronic copies of files with a jump drive or CD. All plans must show redline changes to scale on existing drawings obtained from the Planning Department.

- [x] Site Plan
- [ ] Building Elevation(s)
- [x] Landscape Plan
- [ ] Detail Drawing(s)
- [ ] Other:

Fee Payment: See Payment section on Page 2



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. Payment may be made with a check made out to "City of Aurora" or online payment may be made after submission. **Be sure to discuss your application with a Planning Department representative prior to submitting the application**. If you are submitting from out of state, please email the application to planning@auroragov.org.

This Section for City Use Only

Site Plan: Green Valley Ranch East CSP 1
Description: Revise 29 lot and associated grading, utilities, and landscaping

General Location: Between Picadilly Rd and E-470, north of 48th
Existing Zoning: R-2 List all Wards: II
Neighborhood Liaison: Scott Campbell
Need to be reviewed at SPA? [ ] Yes [x] No
Date application received 3.30.2020 by DB
Thursday application start date: 4.9.2020

Amount of application fee paid
[ ] $636 (1-2 Sheets)
[ ] $959 (3-5 Sheets)
[x] $1653 (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

Department, Community and Outside Agency Referrals for Minor Amendment Applications

☒ CITY USE ONLY: 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		☐ 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. 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.