



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250

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February 13, 2020

Andrew Duncan  
1620 Chester Street  
Aurora, CO 80010

**Re: Development Application DA-2223-00**  
1620 Chester Street Accessory Dwelling Unit – Conditional Use  
Location: QS:04A – Approximately 150 feet from the northwest corner of intersection of  
E 16<sup>th</sup> Avenue and Chester Street  
Case Number: 2020-4005-00

Dear Mr. Duncan:

The Planning Department has received your Development Application and assigned it to Christopher Johnson who will be your Case Manager. Christopher will be responsible for processing the application and guiding it through the Planning Department's review process.

Our projected schedule is as follows:

The processing start date for this review cycle was Monday, February 10, 2020  
The City's initial review comments on your application are due to you on Friday, March 6, 2020.  
Your Planning Commission hearing has been tentatively scheduled for Wednesday, March 25, 2020.

Please remember that all abutter notices for public hearings must be sent and the site notices must be posted **at least 10 days** prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained, to include checking with adjacent builders if development activity and/or sales are taking place on properties adjacent to your site.

For additional information about your application contact Christopher Johnson at 303-739-7112. If at any time you have concerns about the timing or content of our reviews or any other questions, you may also call me directly at 303-739-7238.

We look forward to working with you!

Sincerely,

Mindy Parnas  
Planning Manager  
City of Aurora, Planning Department

cc: Christopher Johnson, Case Manager  
Meg Allen, Neighborhood Services  
Jacob Cox, ODA  
Filed: K:\SDA\2223-00app.rtf