



# PRE-SUBMITTAL MEETING CHECKLIST

15151 E. Alameda Parkway, Suite 2300 • Aurora, CO 80012 •  
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**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"/> Conditional Use                 | <input type="checkbox"/> Subdivision Plat / Plat Amendment   |
| <input type="checkbox"/> Zoning Map Amendment            | <input type="checkbox"/> Street Vacation                     |

**APPLICATIONS ARE TO BE FULLY SUBMITTED BY WEDNESDAY AT NOON TO BE REFERRED OUT THE FOLLOWING WEEK. IF THE APPLICATION FAILS THE PRE-ACCEPTANCE REVIEW, IT WILL BE PUSHED OUT TO THE NEXT WEEK AND ADDITIONAL INFORMATION MUST BE UPLOADED BY THE NEXT WENESDAY AT NOON.**

## PROJECT DESCRIPTION

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## REQUIRED DOCUMENTS

### All Applications

Detailed Letter of Introduction

Property Owner Authorization (if applicant is not the property owner)

Response to Pre-Application Meeting Notes

Mineral Rights Affidavit

### Site Plans

Site Plan or Preliminary Plat Document per Site Plan Manual

Preliminary Drainage Report or Letter and PDR Checklist

Traffic Impact Study or Letter (if required by Public Works)

### 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 and PDR Checklist

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

Sheets to be recorded

Number of Plat Sheets \_\_\_\_\_

Number of Site Plan Sheets \_\_\_\_\_