



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

Case Mgr JW  
Case Number 2000-4029-02  
Quarter Section 06F  
Row ID 1225093

## MINOR AMENDMENT APPLICATION FORM

Available online at [www.aurora.gov](http://www.aurora.gov) > Departments > Planning Department > Application Forms & Instructions: **Last revised on: 01-04-2017**

### Applicant Information

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

Name WORKSHOP8: Brandy LeMae  
Address 1720 15th Street Boulder CO 80302  
Phone 303 442 3700 Fax \_\_\_\_\_  
Email brandy@workshkop8.us

### Property Owner

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

Name Aurora Housing Authority: Dayna Ashley Oehm  
Address 2280 S Xanadu Way Aurora CO  
Phone 720 251 2100 Fax \_\_\_\_\_  
Email dashleyoehm@aurorahousing.org

### Type of Application

- ☒ Site Plan Amendment ☐ Site Plan Extension  
☐ Redevelopment Plan ☐ Other: \_\_\_\_\_  
☐ Parking Plan

### Property Information

Address 601 Potomac Street Aurora CO 80011  
Existing Use Multifamily Residential

### Proposed Changes

Landscape upgrades, general site repairs, paint stucco siding and repair stone veneer, replace garage doors, replace windows, paint trim, replace shingles, replace gutters and downspouts, refurbish monument sign, add second monument sign, install new 18'x18' maintenance shed.

### 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.

- ☐ Site Plan ☐ Building Elevation(s)  
☐ Landscape Plan ☐ Detail Drawing(s)  
☐ Color Photographs ☐ \_\_\_\_\_  
☐ 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.

Dayna Ashley - Oehm 7-12-17  
Property Owner's Signature Date

**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 6th and Potomac Apartments  
Planning Dept Use Code Multi-family Dwelling  
Description \_\_\_\_\_  
General Location NW Corner of 6th and Potomac  
Existing Zoning R-3MH List all Wards 1  
Neighborhood Liaison Meg Allen  
Need to be reviewed at SPA? ☐ Yes ☒ No  
Date of Pre-submittal meeting \_\_\_\_\_ by \_\_\_\_\_  
Date application received 07/17/17 by \_\_\_\_\_  
Thursday application start date 7/20/17  
Amount of application fee paid ☐ \$590 (1-2 Sheets)  
☐ \$890 (3-5 Sheets) ☐ \$1533 (Filed After Construction)  
**No Fee: Aurora Housing Project**  
**Real Property Review**  
☒ Required ☐ Not Required  
☐ No Encroachment ☐ Easement encroachment  
Monument sign at SE corner of the site may be in ROW.

(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

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

### 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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