



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

Case Mgr TA  
Case Number 2004-6073-01  
Quarter Section 02M  
Row ID 1431388

## MINOR AMENDMENT APPLICATION FORM

Available online at [www.auroragov.org](http://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 Galloway & Company - Jessica Greenough  
Address 6162 S. Willow Drive, Suite 320  
Greenwood Village, CO 80111  
Phone (303) 770-8884  
Email JessicaGreenough@gallowayus.com

### Property Owner

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

Name Hamid Taha  
Address 1070 Church Ranch Way Suite 350  
Westminster, CO 80021  
Phone (303) 404-7447  
Email HTaha@alpinelumber.com

### Type of Application

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

### Property Information

Address 2950 Walden Street  
Existing Use warehouse/manufacturing

### Proposed Changes

Installation of two screened truck docks on the north  
side of the building and a minor addition to the building.

### Submittal Materials

Please email the amended Site Plan to [planning@auroragov.org](mailto: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.

- ☒ Site Plan ☒ Building Elevation(s)  
☐ Landscape Plan ☐ Detail Drawing(s)  
☐ Other: \_\_\_\_\_

Fee Payment: See Payment section on Page 2

Property Owner's Signature

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. 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](mailto:planning@auroragov.org).

### This Section for City Use Only

Site Plan Skyport Industrial Center @ Gateway  
Description Two dock doors on the north including an addition  
General Location NEC E 32nd Ave + Walden St.  
Existing Zoning I-1 List all Wards II  
Neighborhood Liaison Neer Allen  
Need to be reviewed at SPA? ☒ Yes ☒ No  
Date application received 1/13/2020 by DD  
Thursday application start date 1/16/2020

Amount of application fee paid ☐ \$636 (1-2 Sheets)  
☒ \$959 (3-5 Sheets) ☐ \$1653 (Filed After Construction)

### Real Property Review

- ☒ 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

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

### 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](http://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.

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