



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

Case Mgr WDS  
 Case Number 1901-605700  
 Quarter Section 070  
 Row ID 138793

## MINOR AMENDMENT APPLICATION FORM

Available online at [www.auroragov.org](http://www.auroragov.org) > Departments > Planning Department > Application Forms & Instructions: **Last revised on: 01-2-2019**

### Applicant Information

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

Name Craig I. Cahen  
 Address 700 E. Belleview Ave., Suite 355  
Greenwood Village, Colorado 80111  
 Phone 303-743-0002; x-211 Fax \_\_\_\_\_  
 Email ccahen@cahen-arch.com

### Property Owner

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

Name Total Source  
 Address 4023 E. McDowell Road  
Phoenix, AZ 85008  
 Phone 602-253-2188 Fax \_\_\_\_\_  
 Email smoyer@totalsourcefdsvr.com

### Type of Application

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

### Property Information

Address 224 Potomac Street  
 Existing Use Office - Business

### Proposed Changes

Addition of Exterior Walk-in Freezer with Screening  
Relocation of Trash Enclosure  
Addition of an in-ground grease trap

### 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.

Sam Moyer 8-6-19  
 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 Maroon Office Bld  
 Planning Dept Use Code \_\_\_\_\_  
 Description Ext. Freezer, relocate trash enclosure + add grease trap  
 General Location NEC 22nd + Potomac  
 Existing Zoning AOD List all Wards III  
 Neighborhood Liaison Susan Bookman  
 Need to be reviewed at SPA?  Yes  No  
 Date of Pre-submittal meeting \_\_\_\_\_ by \_\_\_\_\_  
 Date application received 8/6/19 by DO  
 Thursday application start date 8/22/19  
 Amount of application fee paid  \$617 (1-2 Sheets)  
 \$931 (3-5 Sheets)  \$1605 (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 \_\_\_\_\_ 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 type="checkbox"/> Building Dept	<input type="checkbox"/> Library/Recreation	<input type="checkbox"/> Colorado Wildlife
<input type="checkbox"/> City Attorney	<input type="checkbox"/> ODA—(name):	<input type="checkbox"/> E-470 Authority
<input type="checkbox"/> City Forester	<input type="checkbox"/> Original Aurora Renewal	<input type="checkbox"/> Federal Aviation Authority
<input checked="" type="checkbox"/> Civil Engineering	<input type="checkbox"/> Police Dept	<input type="checkbox"/> Federal EPA
<input type="checkbox"/> Traffic Engineering	<input type="checkbox"/> Aurora Marijuana Enforcement Division	<input type="checkbox"/> Fitzsimons Redevelopment Authority
<input type="checkbox"/> Life Safety		<input type="checkbox"/> Gas Pipeline Co. (specify):
<input type="checkbox"/> Neighborhood Liaison - Name:		<input type="checkbox"/> Metro District (specify):
		<input type="checkbox"/> Public Service Co. - General Referral
<input type="checkbox"/> Parks Dept	<b>COMMUNITY REFERRALS</b>	<input type="checkbox"/> Public Service Co. - FDP/GDP -Tom Ashburn
<input type="checkbox"/> Plg Dept—Addressing - CD	<input type="checkbox"/> Neighborhood Referrals (attach list):	<input type="checkbox"/> Regional Transportation District
<input type="checkbox"/> Plg Dept—Architecture	<input type="checkbox"/> Abutting Property Owner Referrals (attach list):	<input type="checkbox"/> School Dist - Aurora (28J)
<input type="checkbox"/> Plg Dept—CASE MANAGER (secondary file)		<input type="checkbox"/> School Dist - Cherry Creek (5J)
<input type="checkbox"/> Plg Dept—Comp Planning	<b>OUTSIDE AGENCY REFERRALS</b>	<input type="checkbox"/> Telephone Company
<input checked="" type="checkbox"/> Plg Dept—Landscape	<input type="checkbox"/> Adams County	<input type="checkbox"/> Tri-County Health
<input type="checkbox"/> Plg Dept—MASTER FILE (main file)	<input type="checkbox"/> Arapahoe County	<input type="checkbox"/> Urban Drainage
<input type="checkbox"/> Public Art Plan	<input type="checkbox"/> Denver	<input type="checkbox"/> Water/Sanitation District (specify):
<input checked="" type="checkbox"/> Real Property	<input type="checkbox"/> Douglas County	<input type="checkbox"/> Xcel (or applicable utility provider):
<input type="checkbox"/> Revenue (Plats Only)	<input type="checkbox"/> Other Counties (specify):	
<input checked="" type="checkbox"/> Aurora Water	<input type="checkbox"/> City of Centennial	
<input type="checkbox"/> Aurora Small Business Development Center	<input type="checkbox"/> Airports (specify):	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> City Council Member—Name:	<input type="checkbox"/> Aurora Post Office	
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Cable Company	
<input type="checkbox"/> Golf	<input type="checkbox"/> CDOT Region 1	
<input type="checkbox"/> IT Public Safety/Communications	<input type="checkbox"/> Colorado Health Dept	

### 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.