



Public Works and Development  
 6924 South Lima Street Centennial CO 80112 Phone: 720-874-6650 FAX 720-874-6611  
 www.co.arapahoe.co.us

## ADMINISTRATIVE PROCESS REQUEST FORM

*Submit this completed form to the Planning Division for review and signatures  
 Prior to Application Submittal*

**Type of Request**     Administrative Amendment     Administrative Replat     Technical Amendment

Applicant:		Phone:		Date:	
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Name of Project:

Presubmittal Meeting Date:	Related Case Numbers:	Building Permit Number:
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<input type="checkbox"/> <b>Letter of Intent</b> explaining the request and all Planning and Engineering impacts.
<input type="checkbox"/> <b>Pre-submittal Notes</b> and/or the <b>Approved Waiver Request Form</b>

### PLANNING STAFF RECOMMENDATION:

PLANNER SIGNATURE: _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS:			

PLANNING DIV. MGR. SIGNATURE: _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS:			

### ENGINEERING STAFF RECOMMENDATION:

ENGINEER SIGNATURE: _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS:			
Need Engineer Case File? <input type="checkbox"/>			
Does Amendment require GESC? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Does Amendment require Drainage Letter of Conformance? <input type="checkbox"/> YES <input type="checkbox"/> NO			

ENGINEERING DIV. MGR. SIGNATURE: _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS:			