

Major Subdivision - Sketch

For procedural and administrative related information see the Land Use and Development Code, Section 2.4.3, Subdivision.

Sketch Plan (Subdivision): Material submitted for sketch plans shall meet the following requirements and technical standards.

Approximate Timeline: 1-3 months



Submittal Requirements Checklist.....

Completed Land Use Application (a)		Surrounding & Interested Property Ownership Report (i)	
Evidence of Good Title/Legal Description (g)		Public Hearing Notification Envelopes (j)	
Land Use Application Fees (e) [\$500]		Mineral, Oil & Gas Notice Verification (k)	
Agreement of Payment of Fees (g)		Context & Vicinity Map (t)	
General Development Information (m)		Subdivision Form (d)	
Taxes & List of Taxing Entities (h)		Sketch Plan (see technical req.)	

Application Submittal.....

(a) The applicant shall submit two (2) copies of the complete sketch plan package at least twenty-six (26) days prior to the scheduled Planning Commission meeting. Submittals shall include 24"x36" complete drawing sets and one (1) 11"x17" copy of the complete set. Applications will not be placed on the Planning Commission Agenda until the Director determines the application is complete, pursuant to LUDC, Section 2.3.4.

General Development Information.....

(a) The applicant shall submit a written statement describing the proposal and addressing the following items:

- (i) Discuss general design rationale and how the development is connected/integrated with surrounding land uses, how it responds to site features/constraints and whether the plan is consistent with development standards and design guidelines per Article 5, Article 6 and Article 7 of the LUDC;
- (ii) An analysis of the traffic count that may be generated by the subdivision and the proposed methods of mitigation of any impacts on the existing transportation infrastructure;
- (iii) An estimate of the impacts on services and amenities including; fire protection, recreational facilities, schools and police protection;
- (iv) Water supply information including the number of water taps and the estimated amount of water needed to serve the development;
- (v) Sewage disposal information including the type of collection system and the estimated amount of waste generated; and
- (vi) A description identifying the relationship between the proposal and the Town Land Use Plan and/or the Comprehensive Plan.

Sketch Plan Minimum Requirements.....

(a) At minimum, maps shall include the following information:

- (i) Legal description and/or metes and bounds description;
- (ii) Project title, north arrow, graphic & written scale and date of preparation;

- (iii) Acreage or square footage calculations of the property(s);
- (iv) Lots and blocks with approximate acreage or square footage for each lot;
- (v) Topographic contours at no greater than two (2) foot intervals;
- (vi) Proposed gross residential density or intensity of commercial uses on the property;
- (vii) Location of public and private open space, including acreage or square footage calculations;
- (viii) Location of footprints or building envelopes for all structures, excluding single family residential units, if applicable;
- (ix) Proposed road, street and pedestrian networks (as applicable to the 2003 Trails Plan & 2007 Parks, Open Space and Trails Master Plan), to include existing right-of-way adjacent to the subject project. All proposed and existing roadways/right-of-ways shall be dimensioned and labeled.
- (x) Proposed phasing for the development;
- (xi) Vicinity map per Section 6 of this User's Manual;
- (xii) Existing zoning and land uses/structures on lands within, and adjacent to the proposed project;
- (xiii) The location, dimensions and names for all existing streets, alleys, easements and watercourses (with direction of flow) within and adjacent to the property;
- (xiv) Locations of existing utilities within and adjacent to the property and proposed connection points;
- (xv) Delineated floodplain and floodway boundaries with a note regarding source of information. If a floodplain does not exist on the property, state this on the map.
- (xvi) Maps shall be prepared and certified by a Colorado registered professional land surveyor, as applicable.

Note: Inaccurate, incomplete or poorly drawn plats/maps shall be rejected at the Director's discretion.

(b) Applicants may be requested to provide additional information, as requested by the Town and determined appropriate by the Town.

(c) **Note:** Applicants may request sketch and preliminary plan concurrent review, to expedite the review process. All submittal requirements shall be consistent with the requirements as listed under major subdivision, preliminary plan.