

SKETCH PLAN

Case#: SP-_____-_____

Proj. Name: _____
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference Discuss goals for the property, Town vision / expectations as identified in the Comprehensive Plan, requirements of the Land Use Code, character / quality the Town is seeking, Town regulations and standards, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/> Planning and Zoning Commission Public Meeting Details on this Meeting's content are listed in §16-4-5.B.2. Applicant(s) must attend and bring a context/vicinity map, a base map showing site features, and images illustrating the project design and general intent.	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of sketch plan application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Neighboring Property Owner List Mailing labels with current names and addresses of all property owners within 500 ft.	<input type="checkbox"/>
<input type="checkbox"/> Context / Vicinity Map - 1½ mile radius around property (Copies _____) _ Title of project..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Boundary of proposed project..... _ Legal description..... _ Basis for establishing bearing..... _ Existing or proposed land uses for the properties - label each use as either existing or proposed..... _ Major streets (show and label street names)..... _ Existing public water and sewer lines and proposed connections..... _ Regional open space/trail networks per the Town Comprehensive Plan..... _ Major ditches, rivers and bodies of water..... _ Adjacent properties identified by subdivision name or zoning district.....	<input type="checkbox"/>
<input type="checkbox"/> Sketch Plan (Copies _____) _ Title of project..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Vicinity map..... _ Legal description..... _ Acreage of property..... _ USGS topographic contours..... _ Existing easements and rights-of-way on or adjacent to the property..... _ Existing streets on or adjacent to the property (show and label street name)..... _ Note indicating how the 12% public dedication will be met..... _ General land use table including: land uses, approx. acreage of each and percentage of each..... _ Table including the following data for each land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approx. size of proposed residential lots..... _ Proposed collector and arterial streets..... _ General locations of existing utilities on or adjacent to the property..... _ Graphic and/or verbal explanation of how the property will be served with utilities..... _ Location of any proposed sewer lift stations..... _ Trails - show how the development will tie into the regional trails network..... _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)..... _ Geologic hazard areas..... _ Existing and proposed zoning on and around the property.....	<input type="checkbox"/>

SKETCH PLAN

<u>APP.</u>	<u>TOWN</u>
<input type="checkbox"/> Conceptual Landscape Plan (Copies _____) Graphic and written description of landscaping in public spaces.	<input type="checkbox"/>
<input type="checkbox"/> Conceptual Open Space Plan (Copies _____) Graphic and written description of the size, location, characteristics and function of public and private open spaces.	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (Copies _____) Written description of existing conditions on the site and the proposed development, including: <ul style="list-style-type: none"> _ Design rationale..... _ Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units (not needed if information is shown on the sketch plan) _ General description of plan for drainage and stormwater management _ Water supply information..... _ Indicate whether or not commercial mineral deposits are located on site _ Description of any floodplain hazards on the site, <i>if applicable</i>..... _ Compliance with the Comprehensive Plan..... 	<input type="checkbox"/>
<input type="checkbox"/> Soils Report and Map Based on USDA Soils Conservation Service information. Discuss existing conditions and any potential constraints/hazards. Address groundwater issues.	<input type="checkbox"/>
<input type="checkbox"/> Geologic Report, <i>if applicable</i> Only for areas that have the potential for subsidence. Must be prepared by either a registered professional engineer or professional geologist who has experience in mine subsidence. Address the following: site conditions; geologic conditions; engineering / geologic considerations; and limitations and any necessary additional investigations.	<input type="checkbox"/>

Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.

Date Submitted to Town: _____

<input type="checkbox"/> Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is rejected , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK .	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application.	<input type="checkbox"/>

TOWN CERTIFICATION OF COMPLETED SKETCH PLAN APPLICATION

Signed: _____ Date: _____

Planning and Zoning Commission Review At next available meeting (at least 3 weeks after application submittal), Commission will review the sketch plan application and provide input regarding how well the project addresses the review criteria (§16-4-5.C.). The Commission will then recommend to the Town Council approval, approval with conditions, or denial. Decision: _____ Date: _____	<input type="checkbox"/>
Town Council Action Town Council will review the sketch plan at its next available meeting, and will approve, conditionally approve, or deny the application based on accordance with the Land Use Code. Decision: _____ Date: _____	<input type="checkbox"/>