

# Sketch Plan Checklist

form date: March 21, 2024 draft

**Notes:**

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.080(d) for more information.
- On this checklist, check submittal items and drawing content submitted with this application.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital (PDF) copy of all submittal items	
Land Use application form, completed & signed	
This checklist – with submitted items and completed drawing requirements checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement, signed	
Sketch plan drawing (see Drawing Requirements below)	
Conceptual drainage plan	
Statement of sufficient water supply & sewer capacity	
Location of existing or nearest water and sewer utilities	
Project narrative	
Sketch plan narrative	

DRAWING REQUIREMENTS (continued)	
Existing topography	
Areas sloping 15% or greater	
Watercourses & water bodies	
Floodplain boundary	
Significant vegetation	
Proposed land uses, natural or open areas, land dedications	
Existing and proposed zoning	
Proposed phasing, if any	
Existing buildings, structures and site improvements	
Proposed buildings, structures and site improvements	
Access points to public ROW	
Roadway improvements	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Person who prepared the drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
Short legal description	
Land use table	

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Sketch Plan with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application	Pre-application meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

<b>REVIEW PROCESS (continued)</b>	
Step 4: Referral of application	Staff refers application to parties of interest.
Step 5: Staff review	Staff reviews the application then notifies and sends comments to the Applicant.
Step 6: Address comments	Applicant addresses Staff comments.
Step 7: Staff report	Staff reviews any revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	Staff notifies all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and decision; PC may continue hearing to another meeting	<b>By 2<sup>nd</sup> Wednesday</b> of month, PC receives all information. <b>On 3<sup>rd</sup> Wednesday</b> , PC holds hearing and makes a decision. <b>APPLICANT MUST BE PRESENT.</b>
	Appeals to the BOT can be filed within 15 days of decision.
	Approval is valid for 2 years.
	PC may grant one extension.

Pre-application meeting date: \_\_\_\_\_

Application received date: \_\_\_\_\_

Accepted as complete date: \_\_\_\_\_

PC hearing date: \_\_\_\_\_

<b>SUMMARY OF CRITERIA FOR APPROVAL</b>
<b>Subdivisions in Palmer Lake have the following purposes.</b>
1. Conforms to master plan.
2. Harmonious development and lot pattern that is compatible with the neighborhood and community.
3. Lot and development pattern ensures adequate light and air.
4. Adequate parks, open space, and other spaces for public use for each phase of development.
5. Adequate access to all lots and tracts.
6. Adequate, safe, and efficient public improvements, utilities, community facilities, and public places are available or will be provided with sufficient capacity to serve the subdivision.