

91 West Broadway Ave  
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## TOWN OF KEENESBURG

### Sketch Plan Subdivision Application

Application Fee \$250.00

(Plus all developer related review fees incurred by the Town of Keenesburg, i.e. legal, engineering, publication, recording fees, etc.)

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

Subdivision Name \_\_\_\_\_

General Location of Proposed Subdivision \_\_\_\_\_

Legal Description \_\_\_\_\_

Is the Applicant the Owner of the Property?     Yes     No

Owner Name (if not applicant) \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Owner's Phone \_\_\_\_\_

Owner's email \_\_\_\_\_

#### Sketch Plan Requirements and procedure

1. Public hearing will be set when staff determines that all application materials are complete.



2. Application shall be submitted at least thirty (30) days prior to date of public hearing by the Planning Commission or Board of Trustees.
3. Site plan drawn to scale and supporting maps and written materials, with the following information:
  - a. Complete Legal description of the property.
  - b. The names and addresses of all fee owners and lien holders having an interest in the Land.
  - C. A statement of existing and proposed zoning.
  - D. Description of the land uses adjacent to the property.
  - E. Existing site conditions including topography and unique natural or man made features.
  - f. Proposed street system with approximate right of way width if applicable.
  - g. Generalized lot layout with approximate lot areas.
  - h. Locations of existing and proposed utilities.
  - i. Generalized locations of all existing and proposed land uses.
  - J. The approximate locations and areas of land to be used for public or private Open space, recreation areas, school sites or public uses if applicable.
4. Written comments from utility companies and other Governmental agencies (will serve letters).
5. One (1) electronic complete packet, one (1) copy (11 X 17), one (1) (36 X 24) of the sketch plan shall be submitted.
6. A \$250.00 application fee shall be submitted with the sketch plan application.
7. An executed Cost Agreement.
8. In accordance with KMC 17-1-20 a deposit of the estimated costs that include administrative, engineering, legal, and any other technical review deemed appropriate by the administrator.  
\_\_\_\_\_ (As represented on the fee deposit schedule)

### **Checklist**

- \_\_\_\_\_ Pre-application conference.
- \_\_\_\_\_ Subdivider's Certification that all utilities are available.
- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Executed Cost Agreement



\_\_\_\_\_ Deposit (Amount determined by administrator during pre application conference)

\_\_\_\_\_ Public Hearings will be scheduled by the Town Clerk when the application is determined to be complete.

\_\_\_\_\_ The Subdivider will be responsible for notifying all property owners located within three hundred (300) feet of the property in question at least fifteen (15) days prior to the public hearings. (Notice to be provided by the Town Clerk)

\_\_\_\_\_ Public Hearing notice posted on property at least ten (10) days prior to the public hearings. (The Posting shall contain the same information as the mailed notice, as provided by the Town Clerk)

\_\_\_\_\_ Notarized affidavit stating that notice was mailed, when, with attached list, and that the property was posted with an attached photo.

\_\_\_\_\_ Affidavit of compliance with notification of surface development under C.R.S. § 24-65.5-101 et. seq.

Property Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Applicant understands that this is an application only, that it must be approved, and that any required building permits must be obtained before the property may be used in accordance with the request. The Applicant further acknowledges that the above information is correct. By signing this Application, the Applicant certifies that he or his consultants have read and understand the pertinent ordinances of the Town of Keenesburg and will prepare application materials consistent with them.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_