



## Subdivision – Sketch Plan

Project \_\_\_\_\_

The purpose of the sketch plan is to allow a review of the concept for development and the overall feasibility of the project. The review at this stage also allows the staff and Planning Commission to judge the level of appropriateness of the proposed use, as well as identify potential problems which must be resolved prior to final approval of the plan.

### Application Process

Applicant Responsibility	Step	Description	Date	Town Responsibility
X	1	Preapplication with Town Staff		X
X	2	Application submittal		
	3	Referrals sent out (Referees given 21 days to respond)		X
	4	Set date for Planning Commission (at least 30 days from submittal)		X
	5	Newspaper Publication (15 days before Planning Commission hearing)		X
X	7	Neighbor Notification (15 days prior to Planning Commission hearing)		
X	6	Posting Notice on Property (10 days prior to Planning Commission hearing)		
X	8	Planning Commission Hearing (applicant is required to attend)		X

#### 1. Preapplication Meeting

A preapplication meeting with Town staff is required prior to submittal of an application for a sketch plan. The applicant shall submit a brief description and location of the subdivision to the Town Clerk prior to establishing the preapplication meeting. The purpose of the meeting will be to discuss the Town's application requirements and process and other information relevant to the proposed application. A site visit may be scheduled if deemed necessary by Town staff.

#### 2. Application submittal.

The applicant shall submit an original and sufficient number of copies of the application materials, as determined by Town staff, for distribution and review by the Town and referral agencies.

**3. Referrals.**

When determined complete, the application will be sent to appropriate referral agencies, as determined by Town staff, and the referral agencies will be given twenty-one (21) days to respond to the application unless otherwise noted. Comments submitted by referral agencies are recommendations to the Board of Trustees. The authority for making the decision to approve or deny the request for a use by special review rests with the Board of Trustees.

**4. Set a Planning Commission hearing date.**

If the review and comments reveals that the application has no deficiencies which require significant additional work or further discussion, the completed application will be added to the docket of the next Planning Commission meeting scheduled.

**5. Newspaper Publication.**

The Town will publish notice of the public hearing dates, time and location at least fifteen (15) days prior to the hearing in the newspaper designated by the Board of Trustees.

**6. Notice to surrounding property owners.**

At least fifteen (15) days prior to the public hearing, the applicant shall provide written notice of the public hearing to those persons owning property located within three hundred (300) feet of the parcel under consideration. Such notification shall be mailed first-class, postage prepaid by the applicant. Inadvertent errors by the applicant in sending such notice shall not create a jurisdictional defect in the hearing process, even if such an error results in the failure of a surrounding property owner to receive such notification.

**7. Posting Notice on Property.**

At least ten (10) days prior to the public hearing, the applicant shall post the property with a notice of the hearing, as required by the Town Clerk. The sign shall be posted adjacent to and visible from a publicly maintained road right-of-way. In the event the property under consideration is not adjacent to a public right-of-way, one (1) sign shall be posted in the most prominent place on the property and a second sign posted at the point at which the driveway (access drive) intersects a publicly maintained road right-of-way.

**All notices shall include:**

- a. A statement of the nature of the matter to be considered;
- b. The time, date and place of the public hearing;
- c. The legal description of the property that is the subject of the request; and
- d. The agency or office and address where further information may be obtained.

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### Submittal Requirements

The following shall be submitted as part of the application, except for those items specifically waived by Town staff, in writing, as being unnecessary to a decision on the application.

X	Items for Submittal	Waived by Town
	Completed land use application	
	Application fees and fee deposits with signed fee agreement	
	Detailed description of proposal	
	Title Commitment	
	Copy of any surface use agreement with mineral interest owners of property	
	List of property owners within 300 feet of the property line.	
	Copies of any applicable state or federal permits for the proposed use	
	Written certification that notice has been provided (due at hearing)	
	Sketch Plan Map (see checklist)	
	Sketch Plan Report (see checklist)	
	Any additional information reasonably required by Town staff:	

### Sketch Plan Map Checklist

	Title, scale, north arrow, name of the major subdivision, township, range, section, quarter section, block and lot numbers.
	Layout of blocks, lots, outlots, roads, accesses, utility easements, and open space scaled to the nearest foot.
	Existing topographic contours at ten foot intervals drawn from available data, such as the United States Geological Survey (USGS) maps.
	Soil types by boundary, accompanied by a description of the soil type as prepared by the Soil Conservation Service.
	Floodplain and geologic hazard areas, existing structures, utility lines, ditches, streams, lakes, drainage ways, vegetative cover, oil and gas production facilities, and any other structure or feature located within the proposed subdivision.

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Sketch Plan Report Checklist

Items to be addressed:

	What is the theme of the development?		What is the fencing plan for the development?
	How does the development theme and pattern support:		What amenities are included in the development?
	1. The Comprehensive Plan (All Sections)		How are amenities managed?
	2. The Zoning District		How are entries to the development enhanced?
	3. Density		How is connectivity within and outside the development achieved?
	4. Diversity		How are architectural and landscape designs on individual lots managed?
	5. Land Use		If commercial, how is landscape design achieved?
	6. Connectivity		What is the irrigation system, including sources of water?
	7. Open Space		How is potable water supplied to the project?
	What is the roadway network associated with this development?		Is there adequate potable water obtainable for the project?
	What treatments are applied to the roadways on the perimeter and internal to the development?		How is storm water being managed?
	What is the lot layout associated with this development?		How will common area landscape be maintained?
	How does the lot layout interface with the roadway network?		How will the development handle sanitary sewer?
	How is the lot size diversity accomplished?		How is off-street parking being addressed?
	What are the setbacks proposed for each lot?		How is exterior lighting being addressed?
	How do the street designs, lot sizes & setbacks enhance the streetscape?		What is the potential impact on adjacent neighborhoods?
	Where are the common areas in the subdivision?		If noise or smells are associated with the development, what are the plans for mitigation?
	What are the purposes of the common areas in the subdivision?		Are there existing or proposed mineral development / Oil & Gas?
	How are the common areas finished?		What is the state of ownership of Oil & Gas minerals?
	How are the common areas managed?		How are conflicts between project and Oil & Gas development managed?