



**Sketch PD Plan Checklist** **11/22/09** FINAL

**Name of Project:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**The following checklist must be returned with the application to the Department of Development Services. Any waivers must be requested prior to submittal.**

All sketch plans shall contain the following information (Based on Town Code Section 17.40.130).

The Sketch Planned Development Site Plan is a conceptual version of the Preliminary PD Site Plan. In preliminary fashion, the Sketch PD plan indicates the proposed use and density of the property, and includes open space areas, major planned roadways, and utility services.

Submittal Requirements

Applicant (initial each item submitted).

Town Staff

- |       |   |                |
|-------|---|----------------|
| _____ | 1. Written narrative explaining the overall development plan to be enabled by the Sketch PD Site Plan, including the major use types, densities, open space areas, and major roadways and other planned infrastructure elements. In addition, a narrative which relates the various elements of the Sketch PD Plan to the Town's Comprehensive Plan maps, goals, and policies must be provided. | _____<br>_____ |
| _____ | 2. Preliminary analysis of water demand and necessary water rights conveyances. (See attached Town Code and Water Checklist).   | _____<br>_____ |
| _____ | 3. Copies: The number of 24"x36" sized drawings, and 11"x17" sized drawings is determined at the time of the pre-application conference, and is based on the number of referral agencies to whom the plans will be sent. An addressed envelope with a copy of the project plans, narrative, and application inserted is required for each referral agency, along with copies for Town staff.    | _____<br>_____ |
| _____ | 4. Development application and fees (including retainer).   | _____<br>_____ |
| _____ | 5. Title company proof of ownership (ownership and encumbrance report).   | _____<br>_____ |

- \_\_\_\_\_ 6. Environmental Assessment Report addressing environmental constraints and resources and the suitability of the development including, but not limited to, a Geotechnical Report, Wildlife Impact Report, Wildfire Hazard analysis, an evaluation of any historical sites or buildings; identification of any toxic materials or potential hazards to development; a slope analysis map, written assessment of existing vegetation, and impacts of the development on the natural vegetation with recommendations to minimize the impact, and including any recommendations addressing these topics e.g., mitigation of geohazards and soil constraints, hazardous waste cleanup, wildlife plans, weed management plans, etc.

Sketch Plan Drawing Requirements

- \_\_\_\_\_ 1. Proposed name of project and names and address of owners, mortgagees and lienholders, land planner, plan preparer, engineer, and surveyor.
- \_\_\_\_\_ 2. North arrow, graphic and written scales, and date of preparation.
- \_\_\_\_\_ 3. Vicinity map including a north arrow, bar and graphic scales, nearest major roads and intersections, and adjacent local streets and subdivisions.
- \_\_\_\_\_ 4. Existing zoning, land use, lot lines, building locations and curb cuts for the subject and adjacent properties. (Discuss applicability of these with Staff before submitting).
- \_\_\_\_\_ 5. Street address(es) of the property, if applicable.
- \_\_\_\_\_ 6. A sheet index on the first sheet (if multiple pages).
- \_\_\_\_\_ 7. Title. The Sketch PD Plan name and a brief legal description in large letters must be placed at the top center of the first sheet. The PD name and application type must also be placed in smaller letters in the lower right hand corner of each sheet.
- \_\_\_\_\_ 8. Certification blocks as outlined in Town Code Section 17.40.130.P.1. See attached.
- Legal Description (metes and bounds)
  - Ownership certification
  - Lienholder subordination certificate
  - Surveyor's certificate
  - Title certificate
  - Town Certifications: Planning Commission recommendation and Board of Trustees approval.

- \_\_\_\_\_ 9. Property Lines must be shown in a heavy solid line with dimensions, bearings, and control points indicated along all exterior property lines. \_\_\_\_\_
- \_\_\_\_\_ 10. Proposed land use “bubbles” with major utility corridors and major access to the development and major road patterns. Label the land use, density and acreage of each individual “bubble”. \_\_\_\_\_
- \_\_\_\_\_ 11. General phasing plan corresponding with a chart summarizing the acreage and percentage of each land use “bubble” with grand totals and a phasing narrative. \_\_\_\_\_
- \_\_\_\_\_ 12. Existing and proposed grading at two-foot contour intervals extending twenty (20) feet beyond the property line. \_\_\_\_\_
- \_\_\_\_\_ 13. Boundary of any one hundred (100) year floodplains – on or adjacent to the property. If there is no 100-year floodplain on the property, provide a note stating this. \_\_\_\_\_
- \_\_\_\_\_ 14. Residential gross density and maximum number of dwelling units; maximum and/or minimum density; and/or nonresidential maximum square footage. \_\_\_\_\_
- \_\_\_\_\_ 15. Description of open space areas, public land dedication areas (including parks and school), and major trail corridors, and denote who will own, construct, and maintain these features. \_\_\_\_\_
- \_\_\_\_\_ 16. All major streets, including street names and right-of-way (ROW) widths. Indicate any proposed new and expanded intersection improvements. Provide street cross-sections including sidewalks or trails and bike lanes. \_\_\_\_\_
- \_\_\_\_\_ 17. Location and size of all existing and proposed utilities (water, sanitary, stormwater, gas, electric, telephone, cable lines and equipment). For proposed – show major extensions and proposed trunk lines. \_\_\_\_\_
- \_\_\_\_\_ 18. Summary table which contains acreage and density breakdown by major land use classifications, including public and private open space, parks, trails, detention areas, and rights-of-way. \_\_\_\_\_
- \_\_\_\_\_ 19. A map showing drainage channels, existing trees and shrubs/brush including Gambel Oak, rock formations, and other significant natural features overlain on the proposed Sketch Plan layout and extending to at least 100 feet into immediately adjacent property. \_\_\_\_\_

- \_\_\_\_\_ 20. A separate slope map graphically showing existing slopes of 0-10%, 11-15%, 16-20%, 21-25% and 26% and over, overlain on the proposed layout Sketch Plan. \_\_\_\_\_
- \_\_\_\_\_ 21. Written notes describing Sketch Plan commitments including parks, open space, and trails that will be dedicated. Include a general description of improvements, timing, and the entity responsible. Also include notes describing commitments to provide a Tree and Gambel Oak Preservation and Relocation Plan, Wildfire Mitigation Plan, and Weed Management Plan, commitments for well sites, school sites, etc. Include a written description of commitments to preserve natural features such as rock formations, geologic hazard areas, etc. \_\_\_\_\_
- \_\_\_\_\_ 22. General description of regional drainage plan including whether regional or shared detention ponds will be provided. \_\_\_\_\_
- \_\_\_\_\_ 23. Written commitment describing how the grading concept will preserve the natural topography to the extent feasible, while allowing development. This includes that buildings will “step down” slopes and that areas of cut and fill will be the minimum necessary. Overlot grading is discouraged. \_\_\_\_\_





**BOARD OF TRUSTEES APPROVAL:**

THE SKETCH PD SITE PLAN FOR THE \_\_\_\_\_ WAS APPROVED  
BY BOARD OF TRUSTEES OF THE TOWN OF MONUMENT, COLORADO ON  
THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
DATE