



Sketch PD Plan Checklist

Name of Project: _____ **Project No.:** _____

The following checklist must be returned with the application to the Planning Department. 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

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|-------|---|-------|
| _____ | 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. | _____ |
| _____ | 2. Preliminary analysis of water demand and necessary water rights conveyances. (See attached Town Code and Water Checklist). | _____ |
| _____ | 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, unsealed, envelope with a copy of the project plans, narrative, and application inserted is required for each referral agency, along with copies for Town staff. | _____ |
| _____ | 4. Development application and fees (including retainer). | _____ |

_____ 5. Title company proof of ownership (ownership and encumbrance report). _____

_____ 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, nearest major roads and intersections, nearby local roads, and subdivisions. Outline the subdivision boundary and show adjacent parcels. _____

_____ 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. _____

Review and Approval Criteria (Per Town Code Section 17.40.140.C.)

The Sketch PD Plan must adequately address the following criteria in a manner consistent with the general public interest, health, safety and welfare:

1. Quality and functionality of open space reservations are appropriate to the site.
2. Fiscal impact of project has been addressed.
3. Variety of housing types, styles, densities, and open space are provided.
4. Appropriate relationship exists between use areas, both internal and surrounding, with adequate buffer areas provided if warranted.
5. Circulation system provides adequate capacity and accessibility.
6. Trail system provides adequate internal circulation and makes appropriate external connections.

7. Phasing plan is appropriate, minimizes unnecessary utility extensions and adequately addresses other fiscal concerns of the Town of Monument Utility services is physically feasible and economically capable of being connected to the Town system, unless such connection requirement is specifically waived by the Town.
8. Plan design and layout are innovative and creative.
9. Plan design and density are sensitive to the site's major environmental characteristics including topography, viewsheds and vegetation.
10. The plan is consistent with the Town's Comprehensive Plan in effect at the time of application, and other relevant Town goals and policies.

SKETCH PD PLAN SIGNATURE BLOCK

OWNERSHIP CERTIFICATION:

KNOW ALL MEN BY THESE PRESENTS, THAT
 _____ BEING THE OWNER(S), OF THE
 FOLLOWING DESCRIBED TRACT OF LAND:

(LEGAL DESCRIPTION)

THE UNDERSIGNED ARE ALL OF THE OWNERS OF CERTAIN LANDS KNOWN AS
 _____ IN THE TOWN OF
 MONUMENT.

OWNER(S) SIGNATURE(S) (NOTARIZED):

STATE OF COLORADO)
) ss:
 COUNTY OF EL PASO)

SIGNED THIS _____ DAY OF _____, 20__, COUNTY _____, STATE

 NOTARY SIGNATURE

 MY COMMISSION EXPIRES

LIENHOLDER SUBORDINATION CERTIFICATE

THE UNDERSIGNED ARE ALL THE MORTGAGEES AND LIENHOLDERS OF CERTAIN LANDS KNOWN HEREIN AS THE _____ IN THE TOWN OF MONUMENT.

THE UNDERSIGNED BENEFICIARY OF THE LIEN CREATED BY INSTRUMENT RECORDED ON _____ IN BOOK _____ AT PAGE _____ EL PASO COUNTY, COLORADO, SUBORDINATE THE SUBJECT LIEN TO THE TERMS, CONDITIONS AND RESTRICTIONS OF THIS DOCUMENT:

MORTGAGEE/LIENHOLDER (NOTARIZED SIGNATURE)

SIGNED THIS _____ DAY OF _____, 20_____

STATE OF COLORADO}
} ss:
COUNTY OF EL PASO }

SIGNED THIS _____ DAY OF _____, 20__, COUNTY_____, STATE _____

NOTARY SIGNATURE

MY COMMISSION EXPIRES

TITLE CERTIFICATION:

I, _____ AN AUTHORIZED REPRESENTATIVE OF _____

_____, A TITLE INSURANCE COMPANY LICENSED TO DO BUSINESS IN THE STATE OF COLORADO, HAVE MADE AN EXAMINATION OF THE PUBLIC RECORDS AND STATE THAT ALL OWNERS, MORTGAGEES, AND LIENHOLDERS OF THE PROPERTY ARE LISTED IN THE CERTIFICATE OF OWNERSHIP AND LIENHOLDER SUBORDINATION CERTIFICATE.

AUTHORIZED SIGNATURE (NOTARIZED SIGNATURE)

SIGNED THIS _____ DAY OF _____, 20 _____

STATE OF COLORADO}
} ss:
COUNTY OF EL PASO }

SIGNED THIS _____ DAY OF _____, 20__, COUNTY_____, STATE _____

NOTARY SIGNATURE

MY COMMISSION EXPIRES

TOWN CERTIFICATION:

PLANNING COMMISSION RECOMMENDATION:

THE SKETCH PD SITE PLAN FOR THE (NAME) IS RECOMMENDED FOR APPROVAL THIS _____ DAY OF _____, 20__.

CHAIRMAN

DATE

ATTEST:

PLANNING DIRECTOR

DATE

BOARD OF TRUSTEES APPROVAL:

THE SKETCH PD SITE PLAN FOR THE (NAME) PLANNED DEVELOPMENT IS APPROVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MONUMENT, COLORADO, ON THIS ____ DAY OF _____, 20__.

MAYOR

DATE

ATTEST:

TOWN CLERK

DATE