



Sketch Plan User's Guide

NOTE: FOR DETAILED PROCEDURES,
REFER TO CHAPTER 7 OF THE
UNIFIED DEVELOPMENT CODE

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SKETCH PLAN

Purpose

The purpose of the Sketch Plan review process is to ensure compliance with the subdivision standards and requirements set forth in Municipal Code, Title 10, Chapter 6, *Subdivision Design and Improvements*, of the Unified Development Code (UDC), while encouraging quality development consistent with the goals, policies, and objectives found in the Town of Erie Comprehensive Plan.

Sketch Plan review examines the feasibility of a subdivision of land including review of schematic design, location of geological hazards and environmentally sensitive areas, the source of required services, vehicular and pedestrian circulation, and the relationship and impact on surrounding land uses.

Sketch Plan review is the first step of the Preliminary Plat process and is required prior to making formal Preliminary Plat application.

Applicability

1. General

The Sketch Plan review, and the standards and requirements set forth in Chapter 6, *Subdivision Design and Improvements*, of the UDC shall apply to all subdivisions or re-subdivisions that result in the portioning, dividing, combining, or altering of any lot, parcel, or tract of land, including subdivisions or re-subdivisions created by an exercise of the power of eminent domain by an agency of the State or Town, unless specifically excluded by State law.

Sketch Plan applications shall only be accepted for property annexed into the Town. A Sketch Plan application cannot be reviewed concurrently with an annexation application.

2. Subdivision Approval is Prerequisite to Other Approvals

- a. No building permit or certificate of occupancy may be issued for any building, structure, or improvement located within a subdivision, and no plat for a subdivision may be recorded, until:
 - i. A plan for the subdivision has been approved and all required dedications of land have been made, and all required improvements have been installed in accordance with the procedures and requirements of the UDC; or
 - ii. A plan for the subdivision of land has been approved and a Development Agreement has been executed that provides for future improvements pursuant to Section 7.18 of the UDC.
- b. The Town shall not accept or maintain any street and shall not extend or connect any street lighting, water service, or sanitary sewer service to any subdivision of land, until and unless a plat for the subdivision has been approved and recorded in accordance with the requirements set forth in the UDC.

3. Restriction on Sale or Transfer of Subdivided Land Without Approved Plat

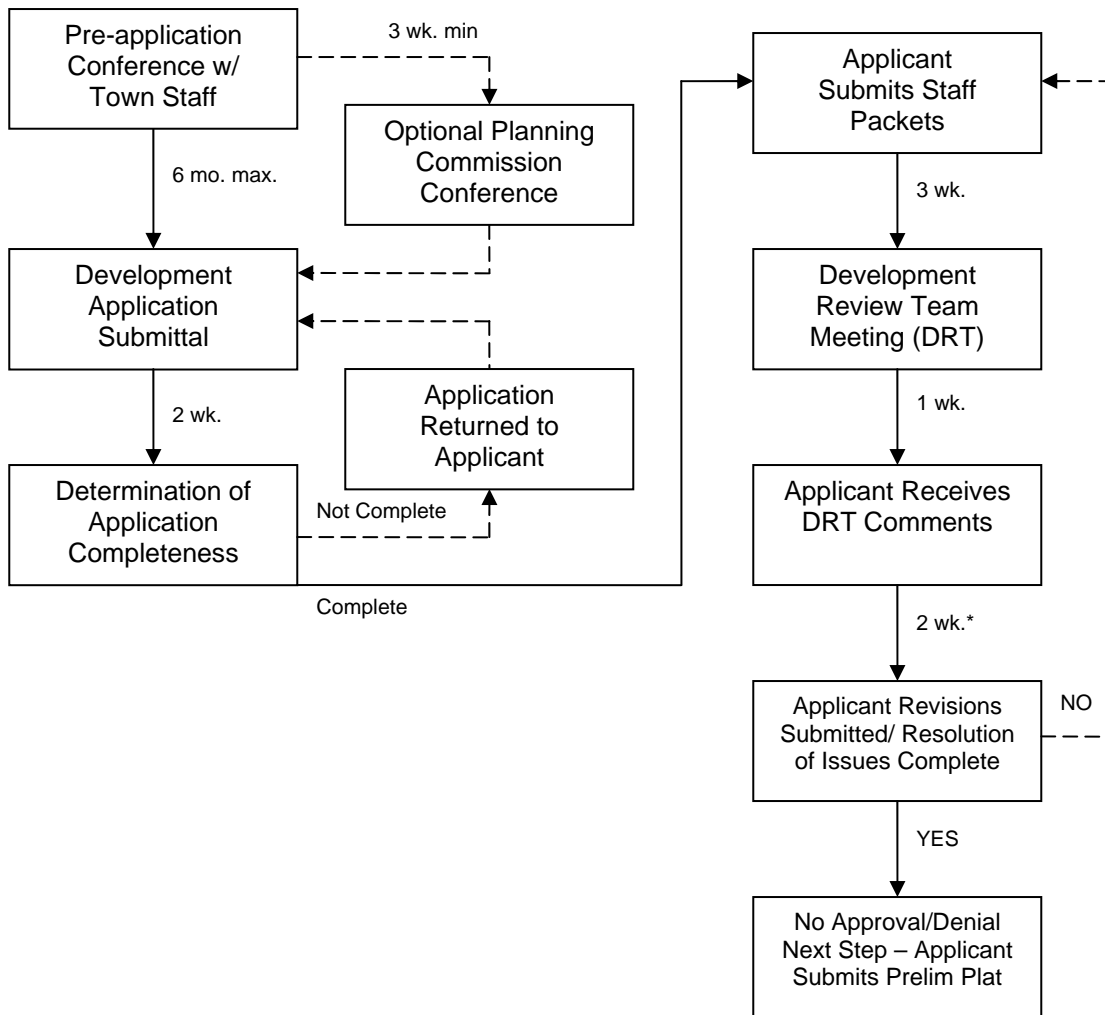
Any person who transfers or sells any land located within the Town by reference to a plat that has not been approved by the Town and recorded by the appropriate County shall be guilty of a violation of the UDC. The Town also may enjoin such transfer or sale by filing an action for an injunction.

4. Existing Lots of Record

No provision of this Section 7.7 or Chapter 6 of the UDC applies to any lot in a subdivision legally created and filed of record before the effective date of the UDC, unless the lot is further subdivided.

Process Summary

The following is a brief summary of the typical Sketch Plan review process. Detailed step by step instructions may be found in Chapter 7, *Review and Approval Procedures* of the UDC.



*Typical Time Shown, Actual Time Up to Applicant

Pre-application Conference w/Town Staff:

An Applicant is required to schedule a pre-application conference with the Community Development Department before making a formal sketch plan application submittal. The pre-application conference provides an opportunity for an informal evaluation of the Applicant’s proposal by Community Development Staff and Staff can discuss with the Applicant the application process, submittal requirements, and applicable standards in the Municipal Code.

The Applicant is responsible for bringing to the meeting a description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models. The Applicant is also responsible for providing a summary of the meeting when the formal application materials are submitted to the Town.

The informal evaluation by the Town at the conference are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application. After a pre-application conference has been held, a complete formal application must be submitted within six months. If an application is not submitted within six months, a new pre-application conference will be required.

Optional Planning Commission Conference:

At the Applicant's request, the Community Development Department will schedule at the next available Planning Commission meeting an application conference with the Planning Commission, which shall be in addition to the required pre-application conference. The pre-application conference provides an opportunity for an informal evaluation of the Applicant's proposal by the Planning Commission. Noticing of the Planning Commission Conference is not required.

The applicant is required to submit one paper copy and one PDF file of the Applicant's presentation materials to the Community Development Department 16 days before the scheduled Planning Commission meeting. The presentation materials should contain at a minimum a written description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models.

The Planning Commission conference will be conducted by the Town of Erie Planning Commission. The order of the proceedings at the conference shall be as follows:

1. The Planning Commission shall announce the agenda item to be heard.
2. The Project Planner will present a brief summary of the property location and current zoning.
3. The Applicant will present any relevant information the Applicant deems appropriate for the hearing.
4. The Planning Commission may ask questions of the Applicant and Staff.
5. The Planning Commission will make comments on the Applicant's proposal for development. No decision or consensus is made at the Planning Commission conference and the comments made are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application.

Development Application Submittal:

The applicant shall submit to the Community Development Department one copy of the application submittal packet that includes a completed application form, fees and support documents as specified in the **Submittal Requirements** section below.

Determination of Application Completeness:

The assigned Community Development Project Planner will review the application submittal packet for completeness. The Project Planner will determine whether an application submittal packet is complete and can continue forward to **Applicant Submits Referral Packets** or is not complete and moves back in the process to **Application Returned to Applicant**.

Application Returned to Applicant - "Not Complete":

An application submittal packet that is not complete in terms of submitting the documents required or adequacy of the information provided or fees required will not be accepted by the Town for further review. The Project Planner will return the application submittal packet to the Applicant, so the Applicant can address the elements of the application submittal packet that are not complete. Once the Project Planner's review for completeness items are addressed, the Applicant resubmits the application submittal materials as described in **Development Application Submittal**.

Applicant Submits Staff Packets - “Complete”:

An application submittal packet that is deemed to be complete by the Project Planner will continue on into the review process. The first step of the application review process is for the Applicant to submit to the Community Development Department copies of the application submittal packet for review by Town staff, and Town consultants.

Development Review Team Meeting (DRT):

The Community Development Department shall review the Sketch Plan at a Development Review Team Meeting (DRT), focusing on standards and criteria of the UDC that are applicable to the proposed development. The DRT meeting typically includes Community Development staff, Public Works staff, the Building Official, Town consultants, and the Fire Marshall. The DRT Meeting does not include the Applicant. The Community Development Department shall summarize the results of the review in writing and provide copies to the applicant. The summary shall include any special information regarding the proposed project, plus an evaluation of the proposal with respect to the current policies of the Town, identifying areas of potential compatibility or conflict with these policies. All comments made by the Community Development Department shall not be binding on the Town’s consideration of any subsequent application, and are intended only to provide an informal evaluation of the proposed project.

Applicant Receives DRT Comments:

The Project Planner will provide the Applicant with a copy of all the staff comments from the review of the application submittal packet. At the request of the Community Development Director or applicant, the parties shall meet to discuss the results of the review. The applicant shall be informed of the necessary provisions of the UDC relating to subdivision application, including submittal requirements, required public improvements, design standards, and Development Agreements.

The Sketch Plan is not part of a formal application for approval of a subdivision and any comments made by the Town in reaction to a Sketch Plan shall not be binding on the Town’s consideration of any subsequent Preliminary or Final Plat application, nor result in a vested property right under the UDC or State Statute. Since the Sketch Plan is conceptual only, there are no lapse provisions applicable.

Applicant Revisions Submitted/Resolution of Issues Complete:

If the Sketch Plan review comments are major, staff will request that the Applicant shall address, in writing and updated plans, the issues and deficiencies identified. The Applicant shall submit the requested revisions for a second review by the Project Manager and staff as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting. The Project Planner shall provide the Applicant with a copy of the staff from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments.

No Approval/Denial – Next Step – Applicant Submits Prelim Plat:

The Sketch Plan is not part of a formal application for approval of a subdivision and any comments made by the Town in reaction to a Sketch Plan shall not be binding on the Town’s consideration of any subsequent Preliminary or Final Plat application, nor result in a vested property right under the UDC or State Statute. Since the Sketch Plan is conceptual only, there are no lapse provisions applicable. After the Sketch Plan review, the next step toward final platting the property is for the Applicant to submit a formal preliminary plat application. A final plat application can be made after the preliminary plat is approved.

Submittal Requirements

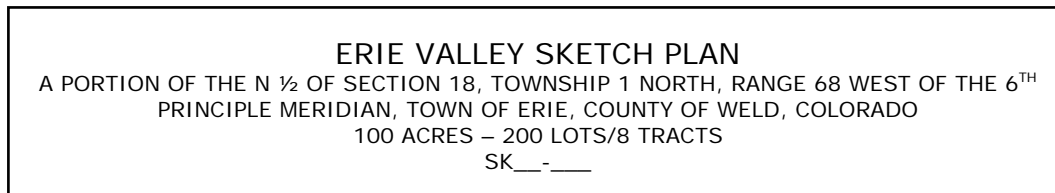
One copy of the following information shall be submitted to the Community Development Department – Planning Division, unless waived by the Community Development Director in order to perform a completeness review. All information shall be submitted in a three ring binder with dividers and all 24" x 36" exhibits shall be folded to fit into pockets within the binder. All 24" x 36" exhibits shall be reduced to 11" x 17" in size and included with the submission. **Applications will not be accepted for review unless all information is present.**

1. **Completed application.**
2. **Application fee**, see application for fees.
3. **Written narrative**, describing the proposed development which at a minimum provides the following information:
 - a. General project concept and purpose of the request;
 - b. The total land area to be subdivided;
 - c. The total number of lots, and if residential the proposed density;
 - d. If non-residential, the total square footage of floor area proposed;
 - e. The total land area to be preserved as open space;
 - f. A brief description regarding the phasing of the proposed subdivision;
 - g. A brief description regarding the availability and adequacy of existing infrastructure and other necessary services including schools, fire protection, water/sewer service, and utility providers;
 - h. A brief description regarding the location, function and ownership/ maintenance of public and private open space, parks, trails, common areas, common buildings; and
 - i. A brief description regarding the substance of any existing or proposed covenants, special conditions, grants of easements, or other restrictions applying to the proposed subdivision.
4. **Proof of ownership** that includes an updated or current title insurance policy or title commitment issued no more than thirty days prior to the date of application.
5. **A notarized letter of authorization** from the landowners permitting a representative to process the application, when the landowner is not the applicant.
6. **Copies of any special agreements**, oil/gas surface use agreements, conveyances, restrictions, or covenants that will govern the use and/or maintenance of the proposed development.
7. **Copy of an ALTA/ACSM Land Title Survey**, for the entire property of the proposal.
8. **Sketch Plan Exhibit(s)** shall accurately display the following information:
 - a. The plat exhibits shall be prepared on 24" x 36" paper at a scale that best conveys the design of the subdivision, not to exceed 1"=100'. If a proposal requires multiple sheets, a

composite, on 24" x 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. A 1" margin on all sheets shall be left blank on all sides;

- b. A title shall be placed at the top/center of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision, general aliquot legal description with county, the total acreage, number of lots proposed, and project file number. The name of the subdivision shall not duplicate existing subdivision names;

EXAMPLE:



- c. A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a north arrow designated as true north; a written and graphic scale; name and address information for the applicant, developer, registered engineer or surveyor preparing the exhibits; and the number of the sheet and total number of sheets;
- d. A scaled vicinity map that depicts the area to be subdivided and the area that surrounds the proposal within a 1-mile radius;
- e. A conceptual layout of all lots, blocks, and tracts;
- f. A conceptual open space and developed park plan. Provide notes to indicate the proposed use, disposition and maintenance responsibilities for all such tracts;
- g. A conceptual design for all roads, including the widths of rights-of-way. If any road in the subdivision is a continuation or approximately a continuation of an existing road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown;
- h. Depict existing subdivision lot lines or metes and bounds property lines and rights-of-way within 200' of the proposal. Said information for adjacent properties shall be screened back;
- i. Depict the land use and zone district information of all adjacent property. When an adjacent property is not within the Town's boundary, the respective jurisdictions' land use and zone district information shall be identified;
- j. Depict all easements, including existing and proposed, public and private, on and adjacent to the proposed subdivision. For each, specify their use, dimensions, and the owner or rightholder of the easement;
- k. Depict contours at ten-foot intervals or at two-foot intervals for predominately level topography throughout the proposed subdivision. Slopes exceeding eight percent shall be depicted with a shading pattern. Elevations shall be based on National Geodetic Survey sea level data;
- l. Depict 100-year floodplains, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, streams, lakes, ditches and laterals on the effected property;

- m. Depict all potential hazard areas including; geological hazards, undermined and subsidence areas, and expansive soils;
- n. Depict any historical or archaeological sites;
- o. Note important views onto or from the site, including scenic mountain views and unique natural or manmade land features;
- p. Provide a “Land Summary Chart” that accounts for all of the land area within the subdivision as follows:

LAND SUMMARY CHART		
TYPE	AREA	% OF TOTAL AREA
Residential Lots		
Tracts		
Public ROW		
TOTAL		

- q. Include a “Tract Summary Chart” and plat notes that adequately explain information pertinent to the execution, ownership and maintenance of the tracts within the subdivision:

TRACT SUMMARY CHART				
TRACT	AREA	USE	OWNERSHIP	MAINTENANCE

- 9. **Development Reports and Plans:** The following development reports and plans shall be prepared to adequately portray the physical characteristics of the property.
 - a. Phase I Drainage Report and Plan showing the preliminary proposed drainage system, design details and calculations.
 - b. A Geological Report may be required detailing the geological characteristics of the site prepared by a registered engineer, including any potential natural or man-made hazards which would have a significant influence on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures.
 - c. A Native Tree and Vegetation Survey and Protection Plan in accordance with Section 6.2.C of the UDC.
 - d. A Phase I Environmental Report.
- 10. Any additional information, as requested by the Community Development Director, in order to thoroughly review the impacts of the proposed development.