

SKETCH PLAT

SUBMITTAL CHECKLIST

This application is used when land is being subdivided. A sketch plat is a generalized land use plan for, and generalized layout of, an area proposed to be subdivided. It is an optional step for subdivisions that do not propose new public improvements, but a required step for subdivisions in which new public improvements are necessary.

The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

I. General Requirements

1. **Concept Review Meeting.** Meeting held on: _____
2. **Traffic Impact Scoping Meeting.** If a scoping meeting was held, indicate date: _____
3. **Application Checklist.** Complete this checklist verifying the submittal of the required information.
4. **Application.** Complete and sign the *Application* form on the City's DC website.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Sketch Plat** containing the following information. Use multiple sheets, if needed.
 - a. A drawing showing the general location of lots, blocks, streets, alleys, trails, bufferyards, and significant drainage facilities (e.g. detention ponds).
 - b. The location and type of environmentally sensitive areas including existing FEMA Floodway and Flood Fringe boundaries and associated buffers, in accordance with

the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City's DC website.

- c. The general location of common open space, buffers, and common amenity areas.
 - d. A land use table including the following:
 - i. The maximum number of residential dwelling units.
 - ii. The types of residential lots based on the housing palette (urban, large urban, suburban, general, estate as described in Section 18.04.02 of the UDC).
 - iii. The maximum floor area of each nonresidential building or use.
 - iv. The minimum open space ratio.
 - v. A description of amenities provided in residential subdivisions.
 - vi. An indication of any administrative variations requested with the sketch plan, including reductions in setbacks, open space, and lot area.
 - e. For residential subdivisions, a typical lot layout for both interior and corner lots for each housing product (single family urban, large urban, suburban, large suburban, estate or large estate, duplex, townhouse, and multifamily). The lot layout must label the specific housing product and include the following:
 - i. Property lines
 - ii. Setbacks
 - iii. Easements
 - iv. Building footprint
 - v. Sidewalks
 - vi. Driveways
 - vii. Fencing
 - viii. Location of utility service lines, including water, sewer and stormwater, underdrains, gas and electric.
 - ix. Required street bufferyards and street trees
 - f. Signature blocks as provided in Section III of this checklist.
7. **Sketch Utility and Street Plan** that shows the following infrastructure information at a minimum:
- a. Sketch Plat items 6.a through 6.c. in this checklist.
 - b. Description either in narrative or graphic of how the development will be served for water, wastewater, power, stormwater, and other utilities and if any master plan improvements are necessary to serve the development.
 - c. Other existing and proposed dry utilities (e.g. power, gas, communications, etc.) if information is available.
 - d. Existing on and off-site easements.
 - e. Typical street cross sections of arterial, collector, and local type streets, including alleys.
8. **Grading Concept and Section View** if the existing grade of the property is proposed to be elevated by three or more feet adjacent to existing streets or developed properties. The section view must show approximate existing and proposed grades.

9. **Site Inventory Map** prepared by a land planner, licensed landscape architect, licensed surveyor, or similar professional if the site contains one or more of the below environmentally sensitive areas. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City’s DC website. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required.
 - a. Mature stands of vegetation;
 - b. Irrigational canals, ditches and water courses;
 - c. Wildlife Habitat Areas and Corridors; or
 - d. Environmentally Sensitive Areas listed in item 9, below, that are located within 100 feet of the property boundaries but not within the property boundaries.

10. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the below environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City’s DC website.
 - a. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites”;
 - b. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;
 - c. Jurisdictional or non-jurisdictional wetlands;
 - d. Existing drainage patterns and areas within a FEMA floodway and flood fringe, and areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; or
 - e. Fault and aquifer recharge and discharge areas.

11. **Tree Survey.** A tree survey is required for all development proposing impacts to a significant tree as defined in the Unified Development Code. Impacts include proposed removal or relocation of the tree, and development, grading, filling or infrastructure activities located within the drip line or root area of a significant tree. The tree survey shall be performed by a certified arborist, registered landscape architect, or registered land surveyor. The tree survey shall address the location, species, size, and condition of all significant trees.
 - a. Partial Tree Survey in lieu of a full tree survey may be acceptable if determined that significant trees only exist on a portion of the site
 - b. Tree Inventory Alternative in lieu of a tree survey may be acceptable if significant trees are located in areas of designated open space

12. **Traffic Worksheet.** Complete the *Traffic Worksheet* on the City’s DC website, unless a Traffic Impact Study is required, see Item 12.

13. **Traffic Impact Study** in accordance with the City’s Street Standards available on the City’s DC website, unless waived by the Transportation Development Division. If not included, please indicate the reason below:

14. **Geotechnical Report** in accordance with the City's Street Standards available on the City's DC Website. A peak seasonal subsurface groundwater investigation, analysis, and determination report shall be provided whenever the geotechnical investigation documents the presence of groundwater within three (3) feet of the proposed street sub-grade elevations.
15. **Mineral Estate Owners.** A list, certified by the Applicant, of the names and addresses of all mineral estate owners that fall wholly or partially within the project area as indicated in the records of the Larimer County Clerk and Recorder.
16. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The document must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.
17. **Complete Neighborhood.** Sketch plat applications proposing a Complete Neighborhood must complete and submit all information required in the *Complete Neighborhood Pattern Book Requirements* available on the City's DC website.

II. Required Items Not Needed with Initial Application

18. **List of Surface Owners**, certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Public Notice Requirements* on the City's DC website. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing for the comment period.
19. **Community Participation Report.** In the event that a neighborhood meeting is required based on the comments received by the neighborhood during the comment period, a community participation report is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*.
20. **Affidavits of Notice** for posting signs and sending letters for either the comment period, neighborhood meeting, or severed mineral estate owner notification, if applicable. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.

III. Signature Blocks

The following two signature blocks must be placed on the title sheet of the sketch plat:

Property Owner

The undersigned agree that the real property described in this application filed herewith, shall be subject to the requirements of Chapter 18 of the Municipal Code of the City of Loveland, Colorado, and any other ordinances of the City of Loveland. The undersigned accepts the conditions and restrictions set forth on said Plan and in the conditions of approval by the City of Loveland. The undersigned also understands that if the next required approval or permit has not been applied for within 12 months of the date of approval, the Sketch Plat shall expire and shall be deemed null and void.

(Owner's Signature)

(Title)

City Approval

Approved this _____ day of _____, 20___, by the Current Planning Manager of the City of Loveland, Colorado.

Current Planning Manager