

SKETCH PLAT

SUBMITTAL CHECKLIST

This application is used when land is being subdivided for development. A sketch plat is a generalized land use plan 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 identified in orange text below, are located on the City's Current Planning 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.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Sketch Plat Plan Set** containing the following information:
 - A. **Title Page** containing the following:
 1. Subdivision name, following the City's naming convention with a subtitle describing the origin of the subdivision.
 2. Vicinity map, North arrow, and index of sheets.
 3. Land use table including the following:

- a. Project area in sq. ft and acres
 - b. Minimum open space
 - c. An indication of any administrative variations requested with the sketch plan, including reductions in setbacks, open space, and lot area
 - d. Residential Subdivisions
 - i. The maximum number of residential dwelling units
 - ii. Gross density
 - iii. 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) and the number of lots proposed within each lot type
 - iv. Acreage of outdoor recreation areas
 - e. Nonresidential Subdivisions
 - i. Maximum floor area of each nonresidential building or use
 - ii. Proposed use(s) if known
- B. Sketch Plat** drawn to scale showing the following:
1. General layout and number of proposed lots, blocks, tracts and outlots, along with public and private streets, alleys, trails, bufferyards, and significant drainage facilities (e.g. detention ponds).
 2. Label existing and adjacent rights-of way and easements for streets, irrigation ditches and utilities.
 3. Location of new streets and sidewalks along with proposed street names in compliance with the City's street naming category.
 4. The location of all existing structures and an indication if the structures will remain.
 5. Label phasing if proposed.
 6. The location and type of environmentally sensitive areas including existing FEMA Floodway and Flood Fringe boundaries and associated buffers, mature trees, and wetlands, in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*.
 7. Location of common open space and detention areas and the location and type of bufferyards. For residential subdivisions, label the outdoor recreation areas and indicate the intended use and function for each area.
- C. Sketch Utility Plan** that shows the information contained in the sketch plat and the following infrastructure information:
1. Existing utilities within and adjacent to the proposed development site.
 2. Preliminary water design, included but not limited to: alignments including pipe sizes, fire hydrants, service line locations.
 3. Preliminary wastewater design, included but not limited to: alignments including pipe sizes.
 4. Show any offsite or master plan improvements necessary to serve the development.
 5. Existing and proposed dry utilities (e.g. power, gas, communications, etc.) if information is available.

- D. **Sketch Grading & Drainage Plan** that shows the information contained in the sketch plat and the following grading information:
1. Description in graphic form of how the development will be graded to drain stormwater providing flow arrows to demonstrate flow.
 2. Existing and proposed detention ponds.
 3. Other existing and proposed wet and dry utilities.
 4. An additional Grading Section View Detail is required if the existing grade of the property is proposed to be elevated by three (3) or more feet adjacent to existing streets or developed properties. The section view must show approximate existing and proposed grades.
- E. **Public and Private Street Cross Sections Details** for all proposed street classifications in the subdivision (arterial, collector, local, lanes, and alleys in compliance with the Larimer County Urban Area Street Standards).
- F. **Typical Lot Details for Residential Subdivisions** including the following information:
1. 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:
 - a. Property lines
 - b. Setbacks
 - c. Easements
 - d. Building footprint showing compliance with the garage door standards in Section 18.04.05.02.C of the UDC
 - e. Sidewalks
 - f. Driveways
 - g. Fencing
 - h. Location of utility service lines, including water, sewer and stormwater, underdrains, gas and electric
 - i. Required street bufferyards and street trees
 2. For residential subdivision's proposing lot widths less than 50 feet, a typical front façade elevation showing compliance with the residential garage standards in Section 18.04.05.02.
- G. **Site Inventory Map** if the site contains one or more of the environmentally sensitive areas listed below. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required.
1. Irrigational canals, ditches and water courses.
 2. Wildlife Habitat Areas and Corridors.
 3. Environmentally Sensitive Areas listed in item 7, below, that are located within 100 feet of the property boundaries but not within the property boundaries.
 4. Mature stands of vegetation.
 5. Tree survey for all development proposing impacts to a significant tree (deciduous tree with a caliper greater than 4 inches or an evergreen tree that is 15 feet in height or greater). 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 survey shall be performed by a certified arborist, registered landscape architect, or registered land surveyor. The 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

7. **Environmentally Sensitive Areas Report** if the site contains one or more of the environmentally sensitive areas listed below. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*.
 - A. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites” (2008).
 - 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.
 - E. Fault and aquifer recharge and discharge areas.
8. **Traffic Worksheet.** Complete the *Traffic Worksheet*, unless a Traffic Impact Study is required based on the traffic impact scoping meeting.
9. **Traffic Impact Study** in accordance with the City’s Street Standards available on the City’s website, unless waived by the Transportation Development Division. If the traffic impact study identifies a LOS/ACF failure, the applicant must discuss and agree to acceptable mitigation recommendations provided in the TIS prior to the City accepting a formal application.
10. **Geotechnical Report** in accordance with the City’s Street Standards available on the City’s 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.
11. **Conceptual or Preliminary Drainage Report and Plan** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City’s Stormwater website.
12. **Mineral Estate Owners 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.
13. **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.

14. **Complete Neighborhood Submittal.** If a complete neighborhood development is proposed, submit all information required in the *Complete Neighborhood Pattern Book Requirements*.
15. **Signature Block.** The following signature block must be placed on the title sheet of the sketch plat.

City Approval

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

Current Planning Manager

II. Required Items Not Needed with Initial Application

16. **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*. 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.
17. **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 in the *Community Participation Report Requirements*.
18. **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 Current Planning website.