

Sketch Plat

Facts to Know



RELATED FACTS TO KNOW:

Pre-Application Meeting, Development Plan/PUD Permit, and Subdivision (Plat).

INTRODUCTION:

A sketch plat is a generalized land use plan for, and layout of, an area proposed to be included within a subdivision. This is an **optional** step for small subdivisions, but a **required** step for any subdivision plat greater than 20 lots. This process provides an early, informal evaluation of a proposed subdivision before substantial expenses have been incurred. A sketch plat provides city staff and the applicant with an opportunity to determine the development's conformance with the comprehensive plan and the requirements of the land development code, and it assists the applicant with the preparation of a final plat.

GENERAL TIMEFRAME:

- In order to maximize the efficient processing of an application, **it is in the applicant's best interest to ensure that a complete and thorough application has been submitted** and that any subsequent submittals adequately address all comments that were provided.
- A sketch plat is reviewed by the Development Review Team (DRT). The initial review period for any sketch plat is approximately three weeks.
- Any subsequent submittals to be reviewed by the DRT shall require an additional 3 week review cycle.

GENERAL NOTES:

- A fee waiver request is initiated by the applicant of a land use case, or his representative, who feels that he meets the criteria set forth in the Land Development Code to be granted a complete or partial refund of associated application fees.
- The standard fee must be paid at the time of application and will be returned to the applicant only if the city determines that a waiver is appropriate. The decision maker responsible for approving or denying the associated application shall consider and either approve or deny the waiver request in conjunction with the decision on the associated application. However, the requests are considered independently, and the outcome of one is not an indication of results for the other.
- An approval shall authorize only the refund of application fees for the underlying application. Approval or denial of the fee waiver request shall not affect the outcome of the associated case.

REVIEW PROCESS:

- A pre-application meeting is scheduled and city staff will provide information regarding the sketch plat process.
- The applicant prepares the sketch plat according to the submittal requirements.
 - ➔ All application fees must be paid at the time of submittal.
 - ➔ The sketch plat is referred to the DRT for review.
- All sketch plats will be reviewed for conformance with development standards and alignment with the Comprehensive Plan.

SKETCH PLAT SUBMITTAL REQUIREMENTS:

- A. Submit one copy of the land use application and applicable non-refundable fee.
- B. One copy of general warranty deed, with a complete legal description (often times in the form of Exhibit “A,” attached to the warranty deed) for the property or properties for which the application is made.
- C. One copy of a certified boundary survey for the property or properties for which application is made (if required by city staff).
- D. Submit 15 hard copies of all other required documents, including the proposed subdivision plat. ***Oversized plans must be folded to a standard size. Non-folded oversized plans will not be accepted.*** Please refer to Roadway Naming and Addressing Standards for the city’s street name and addressing standards, which is available on the city’s website.
- E. Submit 15 copies of a written narrative that describes the proposed development, which at a minimum provides the following information:
 - 1. General project concept and purpose of the request;
 - 2. The total land area to be subdivided;
 - 3. The total number of lots, and if residential, the proposed density;
 - 4. If non-residential, the total square footage of floor area proposed;
 - 5. The total land area to be preserved as open space;
 - 6. A brief description regarding the phasing of the proposed subdivision;
 - 7. 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;
 - 8. A brief description regarding the location, function, and ownership/ maintenance of public and private open space, parks, trails, common areas, common buildings; and
 - 9. 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.

- F. 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.
- G. Sketch plat exhibit(s) shall accurately display the following information:
 - 10. The plat exhibits shall be prepared on 18" x 24" 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 18" x 24" 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;
 - 11. 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;
 - 12. 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;
 - 13. A scaled vicinity map that depicts the area to be subdivided and the area that surrounds the proposal within a 1-mile radius;
 - 14. A conceptual layout of all lots, blocks, and tracts;
 - 15. A conceptual open space and developed park plan. Provide notes to indicate the proposed use, disposition and maintenance responsibilities for all such tracts;
 - 16. 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;
 - 17. 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;
 - 18. Depict the land use and zone district information of all adjacent property. When an adjacent property is not within the city's boundary, the respective jurisdictions' land use and zone district information shall be identified;
 - 19. 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 right holder of the easement;
 - 20. 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;
 - 21. 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;

22. Depict all potential hazard areas including; geological hazards, undermined and subsidence areas, and expansive soils;
23. Depict any historical or archaeological sites;
24. Note important views onto or from the site, including scenic mountain views and unique natural or manmade land features;
25. 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

26. 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

- H. One copy of an unstapled, fully legible, reproducible 8-1/2” by 11-inch, or 11-inch by 17-inch copy of the oversized plans.
- I. One electronic copy of all application-related documents, submitted on a labeled CD-ROM in .PDF or .JPG format.
- J. City staff may require additional information or technical studies such as drainage studies, construction plans, address plats, and development agreements.
- K. Additionally, the Planning Commission or City Council may request from the applicant additional information or technical studies such as traffic studies, drainage studies, etc.

ADDITIONAL INFORMATION

- A. *Complete Application.* Be sure to include with your application all of the requested information. An incomplete application will not be referred for review until all information has been submitted.
- B. *Building Permit.* If the subdivision request is approved, the applicant may proceed with the building permit process through the Building Division. No building permit will be allowed, reviewed, or approved without an approved subdivision in place.