

PLANNING AND COMMUNITY DEVELOPMENT

SKETCH PLAN REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party
- Applicant name (if not owner) and contact information for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- A discussion detailing the specific request and size of the area included in the request
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- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- A summary of the proposed request and how it complies with each of the Criteria of Approval in Chapter 7 and the Subdivision Design Standards in Chapter 8 of the Land Development Code.

- Social impacts: percentage, location and population of attainable housing, if applicable
- Identification of school districts, special districts, local improvement districts, and other governmental, quasi-governmental and private service entities included within the boundary of the sketch plan or proposed to be created to provide service
- A statement of the entity's ability, both financial and physical, to provide the proposed service shall be provided
- Maintenance responsibility and ownership of parks, open space, common areas and other public areas
- Management arrangement for industrial parks
- A discussion summarizing how the proposed sketch plan is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).
- A discussion summarizing the feasibility of providing utilities to the proposed development, including the provision of utilities by a proposed or existing special district or another municipal provider.
- A discussion summarizing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request.
- A discussion summarizing all proposed major roadway alignments through the sketch plan area and any connections to existing major roadways.
- A discussion summarizing how drainageways and floodplains through the plan area, and offsite as appropriate, are proposed to be protected, changed, or improved.
- A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts that may be caused by the proposed development.
- A discussion summarizing potential public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.
- A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.

MAP CONTENT REQUIREMENTS

- Sheet Size:** The sheet size shall be 24 inches by 36 inches, including a minimum of one half of an inch border
- Scale:** Each sheet of the sketch plan shall be drawn to scale. The PCD Director may require a sketch plan to be drawn to a larger or smaller scale if it is determined that the graphic is not legible. In the event a single sheet is not practicable, multiple sheets may be used. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and match lines shall be depicted.
- Contours:** Contours shall adequately display information
 - Larger than one acre requires 10-foot contours
 - Accuracy to be no less than ½ contour interval
 - Mountainous topography/high relief requires twenty-foot contours
 - Contours extended no less than 100' onto adjacent property
 - USGS datum and interval, 7 ½ minute minimum

TITLE BLOCK AND REFERENCE INFORMATION

- Name of proposed development centered on the top of the plan and at the top of each sheet. On each sheet a subtitle, in smaller lettering, shall indicate the quarter section(s) (1/4), section, township and range in which the proposed or development is located.
- The words "Sketch Plan" clearly stated.
- A general legal description to include:
 - Approximate acreage
 - Approximate survey tie to an accepted survey monument
- Name(s) and contact information of the owner of record in the lower right-hand corner.
- Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right-hand corner of each sheet.

- Names and contact information of person(s) responsible for preparing the document (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right-hand corner of each sheet.
- Date of submission with provisions of dating revisions located in the lower right-hand corner.
- Vicinity map (scale of 1 inch =2000 feet in general scale preferred but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.

LAYOUT

- The location of property lines including location and boundaries of the development area and approximate length of lines.
- Approximate layout, dimensions, and area of each proposed use area labeled with the proposed use and density. Any proposed transition or buffer areas shall be graphically depicted and dimensioned on the sketch plan.
- Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."
- Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.
- Present Zoning.
- Location of any out parcels which are not a part of the plan.

IMPACT IDENTIFICATION

- Identification of potential sources and zones of air, water and noise pollution.

- Relationship of the sketch plan to preexisting wildfire habits and mitigation routes.
- Identification of potential constraints and hazard areas:
 - Intermediate Regional (100 year) floodplains must be identified. In areas where floodplain mapping has not been completed, the subdivider must identify the floodplain to a detail of two (2) feet.
 - Geologic and Soil Hazards and constraints identified. Identify if constraint or hazards shall be avoided, preserved or mitigated.
 - Areas of potential wildfire hazard or significant vegetation must be identified. El Paso County ecosystem and wildfire data shall be the minimum standard for such identification.
 - Uses of, or changes in preexisting water forms, watercourses, or bodies of water
 - Identification and location of sites of historical or archeological interest as identified on a Historical and Cultural Site Inventory, State Archaeological Society Inventory, State Inventory of Historical Sites, National Register
 - Identification and location of sites of natural, including wetlands (non-jurisdictional and jurisdictional) or scenic importance
- Approximate areas of geological and soil constraints and hazards.
- Approximate location of applicable airplane flight overlays.

INTERNAL LAND USES

- Relative percentages and acreages of proposed land uses and total population per use and at completion (a table may be included). To be divided into the following categories:
 - Residential (single family: low density, medium density, high density) and (multifamily: low density, medium density, high density) expressed in dwelling units per acre. Include total acreage and maximum number of dwelling units.
 - Commercial, including office
 - Light Industrial

- Heavy Industrial
 - Open Space
 - Park Land and Trails
 - Other
- Transportation system, to include approximate location, length, and point of intersection of all major streets (collector level roadways and above) including functional classification, trail corridors and trailheads, and other transportation links.
- Transportation Impact Report including an analysis, by Phase of Development, of trip generation, a.m. and p.m. peak flows, Level of Service, and proposed transportation related improvements tied to traffic counts at the location of a specific improvement and how such improvements shall be financed (see Subdivision Criteria Manual for additional requirements).
- Roads shall be identified by name and functional classification and proposed surfacing:
- Freeways
 - Expressways
 - Principal arterials
 - Minor arterials
 - Collectors
- Location and ownership of all existing and proposed major easements and rights-of-way.
- Community facilities (existing and proposed). Include maintenance responsibility and ownership of parks, open space, common areas and other public areas. Include management arrangements for industrial parks.
- Schools
 - Trails, parks and open space
 - Major utility facilities (identify all future public utility providers)
 - Police and fire protection facilities and boundaries

- Solid waste facilities
- Medical facilities
- Social service facilities
- Community centers and community activity facilities
- Other facilities

EXTERNAL LAND USES

- Existing land uses within one mile of the sketch plan boundary.
- Zoning within one mile of the sketch plan boundary.
- Adjacent roads and other transportation links identified by name and functional classification.
- Freeways, expressways, principal arterials, minor arterials, local roads and other major transportation links within one-quarter (¼) of a mile of the sketch plan boundary.
- Existing major easements, rights-of-way, utility facilities, drainage ways, and ditches within one-fourth (¼) mile of the sketch plan boundary.
- Proposed roads and utility facilities which will require extension to the boundary of the sketch plan.

NATURAL FEATURES AND OTHER FEATURES

- The approximate location of natural hazard areas including areas of wildfire hazard as depicted on the Vegetation Map (Wildfire Hazard Map).
- The approximate location of burial grounds, railroad rights-of-way, mineral resource areas, watercourses, irrigation ditches and laterals, paleontological, archeological, or historic sites including burial grounds, and other significant features within or adjacent to the tract to be subdivided.
- The approximate location of any significant wildlife habitat areas including potential State or Federally listed species areas, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.
- The approximate location of any other hazards, including man-made hazards (e.g. landfills, mining subsidence, etc.).

OTHER INFORMATION AND NOTATIONS

- The names and locations of adjoining subdivisions, unsubdivided and public lands, address, and tax parcel numbers.
- The existing zoning of all lands within the development, including overlays and subzones.
- Portions of land within the sketch plan boundary which are not owned by the subdivider on the submittal date; and written evidence that such owners are aware of the proposal and indication from such owners of their intent to participate in the sketch plan.
- The location of existing and proposed community facilities (e.g. schools, parks and open spaces, major utility facilities, police and fire protection facilities and boundaries, medical facilities, social service facilities, community centers and community activity facilities, and other facilities).
- Phasing of development to include:
 1. Number and extent of proposed phases
 2. Approximate time schedule of phasing
 3. Approximate population by dwelling unit at each phase
- The names and locations of adjoining subdivisions, unsubdivided and public lands, including the property owner's address, and tax parcel numbers.

SUMMARY INFORMATION

- Land use data table that shows acreage and density of each land use type, right-of-way, and open space areas and percentage of the total acreage.
- The maximum gross acreage, the maximum number of lots, maximum number of units, if including multi-family the estimated maximum gross density, and maximum square footage of industrial or commercial land use types within the sketch plan by each land use type and density category.
- The approximate acreage of land to be dedicated for public streets and other public uses and developed for private uses and/or facilities including private parks, open space, and recreation centers.