



# Preliminary Plan APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Preliminary Plan pursuant to Section 16.06.050 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

*This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.*

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	<b>1. Subdivision name:</b> The name of the proposed subdivision (The subdivision name shall be followed by the term “preliminary plan” and shall comply with the requirements of sections 16.06.030.3 a.i., ii., and iii.) <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2. Ownership and encumbrances:</b> A statement of ownership and encumbrance of the proposed subdivision listing the names of all owners of the property, and all mortgages, judgments, liens, easements, contracts, agreements and other encumbrances affecting the property. <b>The statement of ownership and encumbrance may be in the form of the following:</b> <ol style="list-style-type: none"> <li>a. A commitment from a title insurance company, that is not older than thirty (30) days;</li> <li>b. Ownership and encumbrance report prepared by a title insurance company;</li> <li>c. Other documentation acceptable to the Town Attorney.</li> </ol> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>3. Legal description:</b> The subdivider shall submit the legal description of the proposed subdivision and of the proposed open land which will be permanently preserved in compliance with section 16.07.040. Open land shall be adequate to comply with section 16.07.040 for all units approved in the preliminary plan and a conceptual plan will also be presented for any remaining required open lands for units in the approved sketch plan that are not included in the preliminary plan. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>4. Names of preparers:</b> The names, addresses, and telephone numbers of the surveyor, engineer, land planner, and/or designer, and the hydrologist, when applicable (all of whom must be licensed in the state of Colorado when applicable). <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>5. Vicinity map:</b> A vicinity map at a scale of one (1) inch equals two thousand (2,000) feet, or other appropriate scale, indicating the location of the Town and showing the location of the property and the proposed subdivision within it, commonly known landmarks, streets, paths, and utilities and the zone district of the proposed subdivision and adjacent properties. This map or accompanying map at an appropriate scale should include a sketch of the general layout of the proposed subdivision. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>6. Site Analysis Information:</b> See 16.06.050.6 for detailed requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<b>Comments:</b>			
<input type="checkbox"/>	<p><b>7. Preliminary site plan scale:</b> A graphic conceptual site plan of the proposed development and surrounding area shall be legibly drawn on a sheet of paper that is 24 x 36 inches in size, using a map scale large enough for effective public presentations, but generally no smaller than one inch equals one hundred feet (1" = 100'). The scale may be increased or decreased if necessary to fit the paper, but in all cases the scale used shall be in multiples often (10). Sheets for presentations may be larger for effective public presentations.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>8. Preliminary site plan labeling information:</b></p> <ul style="list-style-type: none"> <li>a. The proposed name of the subdivision;</li> <li>b. The date of preparation (each revised drawing shall have a new date);</li> <li>c. A true north arrow;</li> <li>d. Written and graphic scale of drawing; and</li> <li>e. The location of the subdivision by section, township and range sufficient to define the location and boundaries of the proposed subdivision.</li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>9. Preliminary site plan map:</b> See 16.06.050.9 for detailed requirements</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>10. Landscaping plan:</b> See 16.06.050.10 for detailed requirements</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>11. Soil erosion control plan:</b> A soil erosion control plan, including re-vegetation and water quality monitoring, meeting the standards set forth in applicable provisions of section 16.07.210 shall be provided:</p> <ul style="list-style-type: none"> <li>a. A description and location of all soil erosion control features shall be provided;</li> <li>b. Pollution avoidance plan which proposes measures to avoid degradation of water ways, water bodies or wetlands.</li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>12. Grading plan:</b> At the request of the Planning Director, the subdivider shall submit a grading plan illustrating the extent and limits of the land disturbance which is to occur on the proposed subdivision. The grading plan shall illustrate existing site features, estimated amounts of cut and fill and shall depict existing and proposed contours, using a contour interval of one (1) foot.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>13. Drainage study:</b> A drainage study for the proposed subdivision shall be prepared and the site's drainage system shall be designed by a registered professional engineer according to generally accepted storm drainage practices.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>14. Narrative:</b> See 16.06.050.14</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>15. Subdivision Improvement Agreement:</b> The proposed subdivision improvement agreement, in the form set forth in section 16.10.040 shall be submitted to the Town.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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**COMPLETENESS DETERMINATION** *(Office Use Only):*

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Determination:**

Complete

Complete, with conditions

Not complete, resubmittal required

**Determination Comments:**