



# Sketch Plan APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Sketch Plan pursuant to Section 16.06.030 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"/>	<p><b>1. Site plan:</b> The sketch plan site plan shall consist of the following:</p> <ul style="list-style-type: none"> <li>a. The name of the proposed subdivision (the subdivision name shall be followed by the term "sketch plan");               <ul style="list-style-type: none"> <li>i. The name shall consist of alphabetic characters only,</li> <li>ii. If the land to be subdivided is part of an existing subdivision, the name shall include the name of the existing subdivision,</li> <li>iii. The name of the proposed subdivision shall not be the same or similar to any name used in a recorded plat in Grand County, unless the subdivision is part of an existing subdivision;</li> </ul> </li> <li>b. Date of preparation, written and graphic scale, and north arrow, designated as true north (each revised drawing shall have a new date);</li> <li>c. Contour lines related to an established benchmark or other datum approved by the Town's Engineer and having contour intervals as follows:               <ul style="list-style-type: none"> <li>i. For slopes less than ten (10) percent - one-foot contours, 16 – 21</li> <li>ii. For slopes ten (10) percent or greater - five-foot contours;</li> </ul> </li> <li>d. Schematic representation of the proposed subdivision including               <ul style="list-style-type: none"> <li>i. General location and type of all units</li> <li>ii. Existing or proposed zoning</li> <li>iii. Location, shape and size of all lots, tracts, or parcels, recreation areas, open lands, off street parking, and snow storage areas</li> <li>iv. Proposed landscaping and lighting;</li> </ul> </li> <li>e. The proposed internal vehicular and pedestrian access scheme and the surrounding public road and pedestrian systems which provide access to the property</li> <li>f. All recorded easements and rights-of-way which are within the proposed subdivision, within one hundred (100) feet of the proposed subdivision or which could affect the proposed subdivision</li> <li>g. All existing structures, utilities and other physical features which could affect the proposed subdivision</li> <li>h. Significant natural, human made, and topographic features including but not limited to:</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<ul style="list-style-type: none"> <li>i. Rock outcroppings or other prominent geologic features,</li> <li>ii. Drainage ways and ditches</li> <li>iii. Agricultural ditches</li> <li>iv. Bodies of water</li> <li>v. The location and direction of all water courses and the location of all areas subject to the one hundred (100) year flood plain within the property or within one hundred (100) feet of the property, and the estimated flow rate used in determining the one hundred (100) year flood plain location, based on an independent engineer's calculations</li> <li>vi. Natural hazards</li> <li>vii. Hazardous or toxic deposits</li> <li>viii. Wildlife habitat areas</li> <li>ix. The location, size, and type of existing vegetation, including the location of willows and shrubs at least two (2) feet in diameter and trees with a trunk diameter of six (6) inches or more as measured four and one-half (4 1/2) feet above the ground, and an indication of which trees are proposed to be removed (where large groves are to remain undisturbed single willow, shrubs or trees need not be located); and the proposed limits of any excavation or regarding in the proposed subdivision</li> <li>x. Wetlands within the proposed subdivision and wetlands within at least one hundred (100) feet of the proposed subdivision. The function and value of any wetlands in the proposed subdivision and a one hundred (100) foot buffer between any high quality wetlands and the development shall be identified. For this submittal, high quality wetlands include wetlands that were naturally occurring high quality wetlands, as demonstrated by areas where native wetland vegetation still persists, that could be restored to high quality wetlands. If wetlands are located in areas that have been grazed or irrigated for more than one (1) year, within the past five (5) years, the following methodology shall be used to determine the true location of wetlands:               <ul style="list-style-type: none"> <li>1. All areas where the water table is within sixteen (16) inches of the ground surface shall be determined by a hydrologist, or other person familiar with hydrologic investigations, who has installed ground water monitoring wells sufficient to understand the water levels and direction of flow of ground water</li> <li>2. The wells shall be monitored at least once per week after the snow melts and throughout May, June, July and August; during the period of monitoring, there shall be no irrigation of the proposed subdivision</li> <li>3. This information shall be used together with the U.S. Army Corps of Engineers Wetland Delineation Manual, 1987, (or more recent version) to determine areas that have wetlands hydrology.</li> </ul> </li> </ul> <p><b>Comments:</b></p>			
<input type="checkbox"/>	<p><b>2. Sketch plan facility plan:</b> The sketch plan facility plan shall show the general location of the following:</p> <ul style="list-style-type: none"> <li>a. Water supply lines and treatment facilities</li> <li>b. Sewage disposal lines and treatment facilities;</li> <li>c. Irrigation ditch system</li> <li>d. Utilities: (Electrical, CATV, Telephone, Fiber Optic, Gas, etc)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<ul style="list-style-type: none"> <li>e. Drainage</li> <li>f. Fire protection facilities</li> <li>g. School facilities</li> <li>h. Other public facilities</li> <li>i. The subdivider shall estimate the number of gallons per day required of the water system (See section 16.07.120.)</li> </ul> <p><b>Comments:</b></p>			
<input type="checkbox"/>	<p><b>3. Soils Report:</b> Evidence establishing soil suitability, in the form of a report prepared by a registered professional engineer specializing in geotechnical engineering, in accordance with the “Soil Survey of Grand Area, Colorado” by the United States Department of Agriculture, Soil Conservation Service, “Soil Survey,” which shall minimally include a description of the subdivision site soil:</p> <ul style="list-style-type: none"> <li>a. Types</li> <li>b. Locations</li> <li>c. Characteristics with supporting</li> <li>d. Soil maps</li> <li>e. Soil logs</li> <li>f. Data from the “Soil Survey” and other information needed to determine:</li> <li>g. Soils suitability for proposed development</li> <li>h. Constraints on development based on the findings</li> <li>i. Analysis and evaluation of such descriptive information</li> <li>j. The structural characteristics of the soil as they relate to the proposed uses and development. Test borings should be sufficient in number to identify the different soil types within the proposed subdivision. The soils information should establish in reasonable detail the stratigraphy, together with a basic knowledge of the engineering properties of the overburden and bedrock formations which will be affected by or will have an effect upon the new structures, roads, utilities and other facilities in the proposed subdivision. A non-technical discussion shall be provided to describe what to do about the identified soils that may pose problems during construction of the subdivision infrastructure or private structures.</li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>4. Vicinity map:</b> A vicinity map indicating the location of:</p> <ul style="list-style-type: none"> <li>a. The property and the proposed subdivision within it</li> <li>b. Commonly known landmarks</li> <li>c. Roads</li> <li>d. Abutting land uses</li> <li>e. Existing zone districts in which the proposed subdivision and adjacent properties are located.</li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>5. Narrative:</b> A narrative description which provides:</p> <ul style="list-style-type: none"> <li>a. A conceptual description of the proposed land uses and densities for the property</li> <li>b. A conceptual description of the proposed number of residential and commercial units on each proposed tract or parcel</li> <li>c. A conceptual description of the proposed zoning, landscaping, and road and utility plans for the proposed subdivision</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>d. A written report setting forth the findings of the flood plain study and the wetlands study, if either is applicable</p> <p>e. The name and address of the owner of any mineral estates, including mineral leases, if any, underlying the proposed subdivision</p> <p>f. The names and addresses of all property owners within three hundred (300) feet of the proposed subdivision.</p> <p><b>Comments:</b></p>			
<input type="checkbox"/>	<p><b>6. Number of copies:</b> Four (4) copies of the above maps, plans and narrative information shall be submitted to the Town. Additional copies shall be provided by the subdivider, as determined by the Planning Director. The subdivider shall provide at least seven (7) copies for the Planning Commission and the public at all public meetings. All copies are to be provided by the subdivider.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Reviewed by:</b> _____		<b>Date:</b> _____	
<b>Determination:</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Complete, with conditions	<input type="checkbox"/> Not complete, resubmittal required
<b>Determination Comments:</b>			