

City of Fort Lupton Sketch Plat Process

Purpose

The Subdivision process is to provide for quality and timely land development, systematic review by interested agencies, public accountability, conformance with local and state laws and a clear set of standards. The Subdivision process involves three (3) steps; Sketch Plat, Preliminary Plat and Final Plat,

The Sketch Plat is the first step in the Subdivision Process and is a general concept, describing an Applicant's development vision and plan for a proposed Major Subdivision. The Sketch Plat gives the City an opportunity to describe the community's vision to the Applicant. It provides basic information to the City that will affect the planning and design of the site. It also provides the Applicant an opportunity to hear comments and concerns from the public prior to proceeding with detailed project design.

Approval Criteria

All Sketch Plats and subsequent Subdivisions shall be reviewed for compliance with the City of Fort Lupton Comprehensive Master Plan, the City of Fort Lupton Municipal Code (Chapters 16 and 17), and all other applicable plans and standards.

Eligibility Requirements

Eligibility and approval for Sketch Plats is determined by the City Council of Fort Lupton and is based on the following requirements:

1. The Sketch Plat is consistent with the City of Fort Lupton's Comprehensive Master Plan.
2. The Sketch Plat is consistent with and implements the intent of the specific zoning district in which it is located.
3. As applicable, the Sketch Plat is consistent with the terms and conditions of any previously approved development plan.
4. The Sketch Plat complies with all applicable design standards and plans adopted by the City of Fort Lupton.
5. Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the proposed development.

Please note: The applicant is responsible for having a representative at all meetings of the Planning Commission and of the City Council where the request is reviewed. Failure to

have a representative present will be cause to have the item withdrawn from the agenda of that meeting

Sketch Plat Process (Summary):

- a. Pre-Application conference and site visit with staff.
- b. Application submittal.
- c. Staff confirmation of complete submittal.
- d. Notice of meeting mailed to adjoining landowners and mineral owners.
- e. Planning Commission review and comment.
- f. City Council consideration.

Submittal Requirements

Applications will not be accepted for review unless all information is present.

1. Completed Land Use Application, Cost Agreement, Fees and Escrow Funds.
2. Two full-size paper copies and fifteen 11” x 17” paper reductions of the Sketch Plat map. See Below for Requirements.
3. One (1) set of No. 10 envelopes, stamped with first-class postage, with the City’s address as the return address, addressed to: owners of property located within five hundred (500) feet of the property being subdivided; owners of minerals and oil and gas leases on the property being subdivided; and other parties of interest as specified by the City. Also, a written statement by the Applicant, indicating the source of all addresses provided.
4. Evidence of current ownership of the property being subdivided, acceptable to the City Attorney, such as a copy of the updated title policy or commitment, current within thirty (30) days.
5. If the Applicant is other than the property owner, a notarized letter of authorization from the landowner permitting a representative to submit the Application.
6. Development reports. The Applicant shall submit a report with supporting materials and drawings as necessary, addressing the following:
 - a. Site features as depicted on the plan that may affect the evaluation of the proposed development.

- b. Brief narrative, describing the proposed land uses, the relationship of the plan to the City's Comprehensive Plan, planned phasing, and a forecast of project construction timing.
- c. Evidence establishing soil suitability based on information from the Soil Conservation Service of the United States Department of Agriculture (USDA) or another source acceptable to the City. The report shall include soil types, maps, soil suitability for proposed development, groundwater issues, and recommendations regarding structural constraints and erosion control.
- d. A report on the geologic characteristics of the site, including any potential natural or man-made hazards which would have a significant influence on the proposed uses of the land, a determination of what effect such factors would have and proposed corrective or protective measures.
- e. A preliminary drainage plan, including estimates of flows and plans for facilities to prevent storm waters in excess of historic runoff caused by the proposed Subdivision, from entering, damaging or being carried by conduits, water supply ditches and appurtenant structures and other drainage facilities.
- f. Evidence that an adequate water supply, sufficient in terms of quality and quantity, is available. For a Subdivision of land located within a water district, a letter of commitment to serve the proposed Subdivision stating the amount of water available for use within the Subdivision and the feasibility of extending service to that area.
- g. Evidence of the capability to provide sanitary sewer service. For a Subdivision of land located within a sanitation district, a letter of commitment to serve the proposed Subdivision stating the capacity to serve and feasibility of extending service to that area.
- h. A description of the availability and adequacy of other necessary services including, but not limited to, fire and police protection, schools, recreation, utilities and open space.
- i. A description of the proposed transportation network establishing the availability and adequacy of the system consistent with the transportation element of the City Comprehensive Plan.
- j. A discussion on the effect of the proposal on significant cultural, archaeological and historical resources and plans for protection of such resources.
- k. A statement of whether or not there is any commercial mineral deposits on the site.

1. A description of how the City's public land dedication requirement will be met.

Sketch Plat Map Requirements:

Sketch Plat maps shall be prepared on a 24" X 36" paper at a scale of one (1) inch represents one hundred (100) feet or one (1) inch represents two hundred (200) feet, or another scale approved by the Planning Department.

The Sketch Plat map shall contain the following information:

1. The date of preparation, the scale and a symbol designating true north.
2. The title of the project.
3. The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the annexation map.
4. The legal description.
5. A table listing for each proposed land use: acreage; density; proposed residential units and lot sizes; proposed commercial and industrial Floor Area Ratios.
6. Existing land uses, including existing structures on the site, their uses and whether they are to remain on the site.
7. Existing streets, street names and easements on or adjacent to the property.
8. Location of existing utilities, and a description of how the project will be served by utilities.
9. A vicinity map at a scale not greater than 1" = 1000' that depicts the area to be subdivided and the area which surrounds the proposed Subdivision within a two-mile radius.
10. Contour lines depicted at ten-foot intervals. The City may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
11. One-hundred-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams and lakes of the affected property and within five hundred (500) feet of such property.
12. Note the land use, zoning and ownership of the adjacent land, including the intended future use of the adjacent land, if owned by the Applicant. If adjacent land has been subdivided, show adjacent lots.

13. Historical or archaeological sites.
14. Other significant natural or man-made features within and adjacent to the proposed Subdivision.
15. All potential hazard areas including: geologic hazard areas; expansive soils; shallow water table; areas of twenty percent (20%) or greater slope or other slope ranges, as determined necessary by the City.
16. Significant existing stands of vegetation and identify the type of vegetation.
17. Wildlife habitat areas, including breeding grounds, nesting areas, crossings, wintering areas, migratory routes and related matters.
18. Conceptual plans for of the following:
 - a. Local, collector and arterial streets, including principal dimensions.
 - b. Pedestrian and open space systems, including connections to adjacent development, trail connections, and open space areas.
 - c. Focal points, community facilities and other special features.
 - d. The treatment of potentially conflicting land uses.

City of Fort Lupton Sketch Plat Checklist

PROJECT NAME: _____

APPLICATION CHECKLIST (check as completed):

<i>Applicant</i>		<i>City</i>
	<i>Preliminary meeting with staff. (Planning Department to fill in all items noted with **.) Date: _____</i>	
	<i>Comments from preliminary meeting returned to applicant. Date: _____</i>	

SUBMITTAL REQUIREMENTS:

	<i>Application Fee: \$ _____ **</i>	
	<i>Fee Deposit: \$ _____ **</i>	
	<i>Sketch Plat Map: 1. _____ copies of full-size map. ** 2. One copy of map, reduced to 8½" x 11".</i>	
	<i>One (1) set of No. 10 envelopes, stamped with first-class postage, with the City's address as the return address, addressed to: owners of property located within one hundred (100) feet of the property being subdivided; owners of minerals and oil and gas leases on the property being subdivided; and other parties of interest as specified by the City. Also, a written statement by the Applicant, indicating the source of all addresses provided.</i>	
	<i>Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.</i>	
	<i>If the Applicant is other than the property owner, a notarized letter of authorization from the landowner permitting a representative to submit the Application.</i>	
	<i>Development reports (refer to Subdivision Regulations for specifications):</i> <ol style="list-style-type: none"> 1. Site features as depicted on the plan that may affect the evaluation of the proposed development. 2. Brief narrative, describing the proposed land uses, the relationship of the plan to the City's Comprehensive Plan, planned phasing, and a forecast of project construction timing. 3. Evidence establishing soil suitability. 4. A report on the geologic characteristics of the site. 5. A preliminary drainage plan. 6. Evidence of adequate water supply. If within a water district, a letter of commitment to serve, the amount of water available, and the feasibility of extending service to that area. 7. Evidence of the capability to provide sanitary sewer service. If within a sanitation district, a letter of commitment to serve, the capacity to serve, and feasibility of extending service to that area. 8. A description of the availability and adequacy of necessary services. 9. A description of the proposed transportation network. 10. A discussion on the effect of the proposal on significant cultural, archaeological and historical resources and plans for protection of such resources. 11. A statement of whether or not there are any commercial mineral deposits on the site. 12. A description of how the City's public land dedication requirement will be met. 	

REVIEW PROCESS:

	<i>Applicant notified of date and time of Planning Commission meeting. Date: _____</i>	
	<i>Notice of meeting sent to neighbors and mineral owners. Date: _____</i>	
	<i>Planning Commission meeting. Date: _____</i>	
	<i>Planning Commission comments sent to applicant. Date: _____</i>	
	<i>Applicant notified of date and time of City Council meeting. Date: _____</i>	
	<i>Notice of meeting sent to neighbors and mineral owners. Date: _____</i>	
	<i>City Council meeting. Date: _____</i>	
	<i>City Council comments sent to applicant. Date: _____</i>	

COMMENTS: