

Sketch Plan

Applicant Guide



Town of Bennett
207 Muegge Way
Bennett, Colorado 80102
(303) 644-3249
www.townofbennett.org

(Revised January 2021)

Sketch Plan Process (Sec. 16-4-370)

Purpose

The Sketch Plan is intended to provide the subdivider with preliminary informal feedback from the Town staff and the Planning Commission on format and substance. Sketch Plan review assists the subdivider in understanding the Town's preliminary position on the development, prior to the effort associated with the final plat documents, and to provide the Town with an overall master plan for the proposed development.

Process

The Sketch Plan process consists of the following basic steps.

Step 1 – Pre-Application

The applicant completes the Pre-Application process, in which the preliminary concept plans are reviewed by the Town's Development Review Committee (DRC). The DRC will make recommendations to the applicant on how the formal application might be structured to enhance chances the project will ultimately be approved by the Town Board of Trustees. The DRC will highlight issues of particular concern and refer the applicant to the applicable Town standards and regulations.

Step 2 – Applicant Submits Formal Application

Following the Pre-application meeting, the applicant submits a complete application package, in accordance with the Sketch Plan Submittal Requirements. (See attached.)

Step 3 – Staff Reviews Application for Completeness

Staff reviews the application package for completeness within five business days. **More than one submission may be required, depending on the responsiveness and accuracy of the applicant and his or her consulting team in preparing the resubmittal.**

Step 4 – Planning and Zoning Commission Review

Once the staff determines the application is revised correctly, the application will be scheduled for review by the Planning and Zoning Commission. (The Commission meets on the third Monday of the month.) The Planning Commission shall review the Sketch Plan in a public meeting and provide feedback to the subdivider. (This is not a formal public hearing that requires posting and publishing.) The meeting is intended to be for the mutual exchange of information and development concepts. The feedback shall take the form of recommendations endorsed by a majority of the Planning Commission members present. The recommendations by the Planning Commission may include an endorsement of the Sketch Plan concept, suggestions for modifications to the concept, or endorsement of alternative designs and specifics necessary to accomplish the Town's goals.

The subdivider is encouraged to incorporate comments from the Planning Commission and from the Town staff into the final plat.

Sketch Plan comments from the Town shall remain valid for ninety (90) days. **Comments made by the Town during the Sketch Plan review shall not be binding on the Town's consideration of any subsequent final plat application nor result in a vested property right pursuant to Article I, Division 5 of Chapter 16 of the Bennett Municipal Code or state statute.**

After the Sketch Plan review, the applicant may submit an application for a final plat.

Sketch Plan Submittal Requirements

(Town of Bennett | Revised January 2021)

The following elements constitute an acceptable Sketch Plan. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS												
Required if Checked	Submitted by Applicant	Project Name: _____ Case No.: _____										
X		Land Use Application Form (must be signed by Property Owner)										
X		Application Fees (see below)										
X		Cost Agreement										
X		Funds Deposit Agreement										
X		Letter of Intent (describing the intent of the proposed project)										
X		Title Commitment (current within 30 days of application)										
APPLICATION FEES												
X		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Engineering: \$900</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>2. Attorney:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>3. Traffic Engineer: \$850</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$</td> </tr> </table>	1. Engineering: \$900	\$	2. Attorney:	\$	3. Traffic Engineer: \$850	\$	4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215	\$	Subtotal	\$
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2. Attorney:	\$											
3. Traffic Engineer: \$850	\$											
4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215	\$											
Subtotal	\$											
X		5. Town Administration/Planning: 20% of Total Amount										
X		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(Additional fees may be required, depending on the number of resubmittals or changes by applicant. Additional fees will be required for Subdivision Agreement and Construction Plan Review)</td> <td style="width: 20%; text-align: right;">Total</td> </tr> </table>	(Additional fees may be required, depending on the number of resubmittals or changes by applicant. Additional fees will be required for Subdivision Agreement and Construction Plan Review)	Total								
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X		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)										
SKETCH PLAN DOCUMENT – GENERAL REQUIREMENTS												
X		All sheets shall be prepared in 18" X 24" format if in Adams County or 24" X 36" format if in Arapahoe County , with the long dimension horizontal. All lettering shall be by mechanical means in a San Serif style, all capitalized and shall be a minimum size of one-tenth of an inch (1/10"), 10pt or equivalent.										
X		Margin requirements: a minimum two-inch margin on the left side and minimum one-half inch margins at the top, bottom and right sides of the document.										
X		An information block shall be located in the lower right-hand corner or along the right-hand margin of the sheet and shall include the date of preparation and revisions, including a north arrow; the scale used, including a graphic scale; sheet title, and preparer's name, address and phone number.										
COVER SHEET												
X		<ul style="list-style-type: none"> Title Block at the top center of the plat shall contain the following information: <div style="text-align: center;"> <p>(Insert Name of) SKETCH PLAN (and Filing No. if Applicable)</p> <p>SKETCH PLAN</p> <p>(Subtitle identifying the section, township and range information)</p> <p>TOWN OF BENNETT, COUNTY OF (insert ADAMS or ARAPAHOE), STATE OF COLORADO</p> <p>SHEET 1 of ____</p> </div> 										

X		This title block shall be continued on each subsequent sheet of the document. The name shall not duplicate the name of any existing subdivision or development application in the Town of Bennett, Adams or Arapahoe Counties.
X		• Purpose Statement - A brief but descriptive explanation of all purposes for the Sketch Plan.
X		• Legal Description – Metes and bounds legal description of the property
X		• Vicinity Map - depicting the location of the proposed subdivision, including references to section lines, adjacent streets and subdivisions.
X		• Composite Map - For plats that depict property on more than one sheet, an overall depiction of the Sketch Plan shall be included after the cover sheet.
X		• Town Approval Signature Block
X		• Case Number _____
X		• Preparation Information and Dates
X		• Index of Sheets
X		• Land Use Table – shall include as applicable: Net and Gross Acreage, Net and Gross Density, Number of Lots and Tracts, Smallest Lot, Largest Lot, Average Lot Size, Number of Buildable Lots and Associated Land Use, Net Acreage for Public Streets. If there is not enough room on the cover sheet, place on the second sheet.
X		• Tract Summary Table indicating the use, ownership and maintenance of each tract. If there is not enough room on the cover sheet, place on the second sheet.
X		• Vested Property Right Note – The following note shall be added to the Cover Sheet: Comments made by the Town during the Sketch Plan review shall not be binding on the Town's consideration of any subsequent final plat application nor result in a vested property right pursuant to Article I, Division 5 of Chapter 16 of the Bennett Municipal Code or state statute.

SKETCH PLAN SHEET(S)

X		The Sketch Plan sheet(s) shall include the following:
X		a. Scaling of Sketch Plan
X		b. North Arrow
X		c. Perimeter boundary of the site
X		d. Existing topographic contours at two-foot intervals.
X		e. Existing and proposed zoning on and around the property
X		f. The approximate location, size and shape of proposed lots, blocks, tracts and streets.
X		g. Existing and proposed streets on or adjacent to the property (show and label street name)
X		h. General locations of existing utilities on or adjacent to the property
X		i. Existing easements and rights- of-way on or adjacent to the property.
X		j. The location of all natural drainage courses or watercourses, any geologic hazard areas, and other significant natural features within and adjacent to the subdivision.
X		k. The boundaries of any areas within the subdivision subject to one-hundred-year floods.
X		l. Show how the proposed development will tie in the Town’s trail network.
X		m. Note indicating how the ten (10) percent parkland and eight (8) percent school land dedication will be met (per Section 16-5-510).

GRADING AND DRAINAGE PLAN

X		Preliminary Grading and Drainage Plan, unless waived by the Town Engineer.
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SOILS REPORT

X		Preliminary Soils Report, unless waived by the Town Engineer.
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UTILITY PLAN

X		Preliminary Utility Report, identifying location of existing utilities to be extended to serve the development.
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TRAFFIC IMPACT ANALYSIS

X		Preliminary Traffic Impact Analysis, unless waived by Town Staff
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