



SUBDIVISION SKETCH PLAN CHECKLIST

An application for a Subdivision Sketch Plan shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

- The Development Review Application form.
- The applicable Subdivision Sketch Plan fee.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the sketch plan review and approval criteria of Section 18.2.240 of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A sketch plan, with scale and north arrow, indicating the general subdivision design of the proposal, including:
 - A vicinity map indicating the location of the property.
 - Existing and proposed zoning on and around the property.
 - Approximate location, dimension and area of all proposed lots.
 - Existing and proposed streets and easements.
 - A land suitability analysis applicable to the proposed subdivision concerning watercourses, wetland delineation, floodplain mapping and soils and/or geological conditions presenting hazards or requiring special permits.
 - Existing and proposed land and building uses.
 - Existing water and sewer lines and stormwater drainage systems and proposed connections.
 - Approximate location of any parcels of land proposed to be set aside for open space/trail networks, parks and/or schools.
 - Site data: total area; land uses, approximate acreage of each land use and percentage of each land use, total acreage and square footage of property, total numbers of lots and maximum number of each type of dwelling unit proposed, total commercial and/or industrial square footage proposed.
- Images (such as photographs, sketches and/or plans) which illustrate the project intention.
- Any other supplemental materials that the applicant feels will accurately depict the proposed project.
- Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

**Town of Monument
645 Beacon Lite Road
Monument, CO 80132-0325
Ph: 719-884-8015**