



# Town of Estes Park

## Community Development Department

### *Submittal Requirements for Pre-Application Review of Applications other than Subdivision or Development Plans*

#### **THE PRE-APPLICATION CONFERENCE**

The purpose of the pre-application conference is to provide an opportunity for the Applicant and the Staff to discuss the review process schedule and submittal requirements, the scope of the project and compliance with the Code.

A pre-application conference is mandatory for the following applications: 1) Special Review Uses, 2) Development Plans, 3) Rezoning Applications, 4) Preliminary Subdivision Plats, and 5) Preliminary PUD Plans. Staff may waive the pre-application conference on the grounds that the proposed development is not complex and will not have any significant impacts on services, roads, natural resources or adjacent property.

The Applicant shall schedule the pre-application conference with Staff at least 14 days prior to the submittal date of any related application. No later than 5 days prior to the scheduled pre-application conference, the Applicant shall submit a sketch plan to the Staff for review.

#### **SKETCH PLAN**

1. *Number of Copies.* Three copies of a sketch plan shall be submitted.
2. *Format.* A sketch plan shall be drawn at a scale of one inch equals one hundred feet (1" = 100'), or other scale with prior approval from Staff.
3. *Contents.* The plan shall depict: 1) the uses proposed, 2) intensity or density of uses proposed, 3) location of Sensitive Environmental Areas on the site, 4) location of public and private open areas, parks and spaces, 5) location of existing and proposed buildings on the site, and 6) road, street and pedestrian networks proposed. Other information deemed necessary by the Staff to make a fully informed and deliberate review of the sketch plan may be required. This could include the availability of public utilities, identification of steep slopes, identification of wetlands and floodplains, or other hazards, and documentation of recorded legal access.

The sketch plan submittal package shall also include the following items:

- a. The name of the development or project.
- b. The names and addresses of all adjacent developments.
- c. Names, addresses and telephone numbers of all record owners of the property.
- d. Names, addresses and telephone numbers of all consultants responsible for site or subdivision design, for the design of public improvements and for surveys.