



Town of Estes Park

Community Development Department

Submittal Requirements for Pre-Application Review of Subdivision Applications

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 Preliminary Subdivision Plats. 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 adequate to show the proposed subdivision. It may be drawn in pencil or other medium chosen by the Applicant.
3. *Contents.* The plan shall depict the conceptual design of the overall area to be subdivided, delineating major natural and physical features on the site (e.g., steep slopes greater than 12%, stream/river corridors, existing significant trees and vegetation, floodplain, wetlands, wildlife habitat, hazard areas), general lot arrangement including lot size, proposed street and easement locations, proposed utilities, access points (documentation of legal access as applicable), location of proposed public and private open areas, development phasing, and any other information the Applicant believes illustrates the proposed subdivision. The names and addresses of the subdivider, designer and/or engineer shall be indicated. The name, address and telephone/fax number of the contact person who will be coordinating the processing of the plan/plat shall also be indicated.