



Town of Estes Park

Community Development Department

Submittal Requirements for Pre-Application Review of Development Plan & Special Review Uses

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 and 2) Development 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 fifty feet (1" = 50'), or other scale with prior approval from Staff, on sheets preferably 24" X 36".
3. *Contents.* The sketch plan submittal package shall include the following items:
 - a. Names, addresses and telephone numbers of the applicant, property owner(s), designer, engineer and any other consultant involved with the project.
 - b. Name, address and telephone number of the contact person who will be coordinating the processing of the plan.
 - c. Name of the development.
 - d. Vicinity map.
 - e. North arrow.
 - f. Zoning classification(s) of the subject area and all adjacent properties.
 - g. Existing natural and physical features on the site, including but not limited to steep slopes greater than 12%, stream/river corridors, floodplain, wetlands, critical wildlife habitat and geologic and wildfire hazard areas.

- h. Existing and proposed structures and uses.
- i. Existing and proposed streets, driveways, access points and easement locations lying within or bounding the site.
- j. Location of proposed public and private open areas, including trails, and proposed dedication areas for storm drainage.
- k. Parking areas and general parking arrangement.
- l. Statistical information as follows:
 - (1) Net project area in square feet (gross land area net of: [1] public plus private street rights-of-way, [2] 80% of lands located in the 100-year floodplain, [3] 80% of lands located above the elevation serviceable by the Town of Estes Park water system; and [4] All lands subject to a ground lease that, because of the lease terms, would not be available for development of the proposed land use(s) on the subject property).
 - (2) Number of dwelling units or guest units. Separate out the number of affordable housing units, accessory dwelling units and employee housing units, as applicable. Indicate the number of dwelling units allowed under applicable zoning district regulations and any number of additional units permitted under the bonus density allowances set forth in Chapter 11 of this Code.
 - (3) Project net density (residential projects only) or net developable land area per guest unit (accommodations projects only).
 - (4) Floor Area Ratio (nonresidential and multi-family residential projects only).
 - (5) Number of parking spaces required (break out as standard/handicapped spaces required).
 - (6) Number of parking spaces provided (break out as unenclosed/enclosed and standard/handicapped).
 - (7) Maximum building height in feet and stories.
 - (8) Lot coverage (nonresidential and multi-family or duplex residential projects only).
- m. Any other information the Applicant believes illustrates the proposed development.