City of Lafayette

Planning & Building Department

SKETCH PLAN/PUD REVIEW Application Form

A complete application must be received 30 days prior to the Planning Commission meeting.

Name of Subdivision_____ Date Filed _____
Applicant_____ Amount Paid _____
Address_____ File Number _____
Phone_____ Fax: _____ E-mail _____

Date of First Pre-Application Conference _____ Fee Paid _____
Date of Second Pre-Application Conference _____ Fee Paid _____

Required information to be submitted with this form: (refer to Development and Zoning Code for complete listing)

1. Vicinity map 1" to 500' extending at least 500 feet beyond the property boundaries.
2. Sketch plan including the following information (10 copies of sketch plan folded unless otherwise specified in the pre-application conference):
   a. Topography of land to be developed.
   b. Proposed street system with approximate right-of-way width.
   c. Lot and block pattern with approximate lot areas.
   d. Location of utilities (existing and proposed).
   e. Information and description of the subject land and areas adjacent to the proposed development including land use, zoning, and traffic pattern.
   f. Number of occupants and dwelling units.
   g. Location and area of land of public and private open space.
   h. Dwelling units per gross and net acre.
   i. Existing restrictions to development (i.e. easements, floodplain, undermining, etc.).
   j. Legal description of property.
   k. A list of the names and addresses of all fee owners and lienholders having an interest in the land described.
   l. Statement of intent concerning the dedication of open space and public streets.
   m. A statement of plan for maintenance of all open space and recreational areas, walkways, and private streets.
   n. A proposed landscape and irrigation plan in compliance with Code Section 26-19.5, as amended. Landscape plans for both public and/or private projects, except for single-family and multi-family with 4 units or less require the stamp of a licensed landscape architect as required by C.R.S. Section 24-45-101.
   o. The existing and proposed vehicular circulation system including the relationship with the vehicular traffic system indicating proposed treatment at points of intersection.
   p. The acreage of open space and percentage of open space to the gross site area.
   q. A statement describing the planning objectives to be achieved by the PUD, if a PUD is requested.
   r. A statement indicating the owner's/developer's intentions to the future sale or lease of all or portions of land area and dwelling units.
   s. A development schedule indicating the estimated timing and phasing of construction activities.
3. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
4. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property and a list and map of those owners.
5. Submission shall include a JPEG image, an optimized PDF, and an 11" x 17" copy of each drawing.
6. Certification of Mineral Interest Notice completed. (See page 2 of this application.)
7. Copies of the neighborhood meeting sign-in sheets as well as comment cards received by the applicant at the neighborhood meeting shall be submitted per Section 26-16-3(b).

Pre-application conference(s) with the community development director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

The Planning Commission reviews sketch plan applications at a public hearing. Planning Commission action is appealable to City Council within (14) fourteen days following the decision. The applicant or duly authorized representative must be present at the public hearing to answer any questions raised by the Planning Commission, City Council, or the general public.

I hereby certify that I am the legal owner(s) or contract purchaser of the above-described property; that I desire to apply for a sketch plan review and that the information contained herein is true and accurate to the best of my knowledge.

_____ _____
Owner/Applicant Signature(s) Date

Costs of Legal Notice in the Newspaper are paid by the Applicant.

CERTIFICATION OF NOTICE PURSUANT TO C.R.S. 24-65.5-103

The undersigned do(es) hereby certify that an examination of the records in the office of the County Clerk and Recorder was made in accordance with C.R.S. 24-65.5-103 *et seq.* and

(check applicable box and fill in the information)

☐ Thereafter, on _____, 201__, which is not less than thirty (30) days before the date scheduled for the initial public hearing, or, which is not less than thirty (30) days before the date of submittal of an application for staff action, on the application for the development known as _____, notice was sent, by first class mail, to the below-named mineral right owner(s) as listed in the records of the County Clerk and Recorder, containing the time and place of the initial public hearing, or the date of submittal of an application for staff action and contact information of the Community Development Department, the nature of the hearing or staff action, the location and legal description of the property that is the subject of the hearing or staff action, and the name of the applicant(s).

Listing of Mineral Right Owner(s):

Name(s):	Address:
_____	_____
_____	_____
_____	_____

☐ Such records do not identify any mineral right owners.

_____ Development Applicant's Signature

_____ Surface Owner's Signature

_____ Print Name

_____ Print Name

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Applicant of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

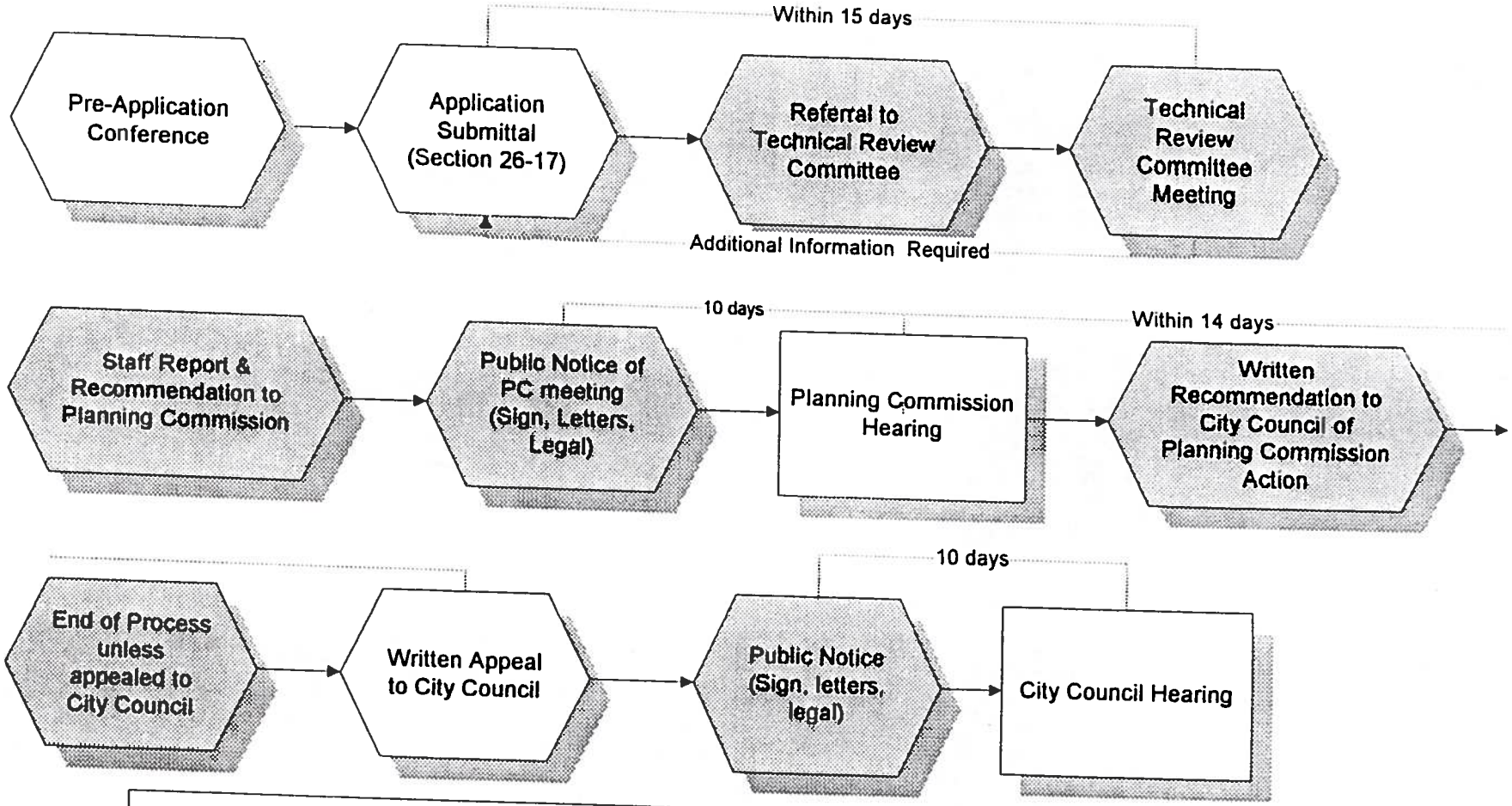
_____
Notary Public

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Owner of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

FAILURE TO PROVIDE THIS CERTIFICATION, INDICATING COMPLIANCE WITH C.R.S. 24-65.5-103 *ET SEQ.*, IS LIKELY TO RESULT IN A CONTINUANCE OF THE HEARING OR STAFF ACTION.

SKETCH PLAN and PRELIMINARY PLAN (Section 26-16-4)



Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.
Sketch Pan approval valid for 2 years (unless extended by Planning Commission)
Preliminary Plan valid for 90 days (unless extended by Planning Commission or an approved phasing plan)

Estimated process time from application submittal
* To Planning Commission - 30 days
* To City Council - 60 to 120 days