

Date Received _____
Initials _____



City of Montrose

SKETCH PLAN APPLICATION

It is the applicant's responsibility to submit the required materials. Failure to provide such information may delay the review process. No application will be accepted until all required materials are submitted and the application fee is paid in full. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable and is no guarantee that the proposed action will be approved.

Please contact Planning Services at (970) 240-1407 for assistance.

NAME OF PROJECT _____

ADDRESS OF PROPERTY _____

CURRENT LAND USE _____

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

REQUIRED APPLICATION MATERIALS

This list is intended to be a guide and may not be a complete list of all the requirements that may be necessary.

- \$300 NON-REFUNDABLE APPLICATION FEE
- WRITTEN STATEMENT EXPLAINING THE PROPOSAL AND PLAT
- 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
- 1 COPY OF ANNEXATION AGREEMENT
- 4 COPIES OF TRAFFIC STUDY
- 11 COPIES OF THE FULL-SIZED SKETCH PLAN (24" X 36") WITH ENGINEERING PLANS STAMPED 'NOT FOR CONSTRUCTION'
- 2 COPIES OF THE REDUCED SKETCH PLAN (8 ½" X 11" OR 11" X 17")
- PDF COPY OF THE SKETCH PLAN

PLATS MUST INCLUDE:

- NAME OF PROPOSED SUBDIVISION
 - DATE, A NORTH ARROW, AND A SCALE (NO LESS THAN 1" = 100') IN TITLE BOX AT LOWER RIGHT-HAND CORNER
 - 4" X 4" VICINITY MAP SHOWING GENERAL LOCATION OF THE PROJECT
 - CURRENT ZONING DESIGNATION AND SURROUNDING ZONING BOUNDARIES
 - LAYOUT OF ALL PROPOSED LOTS, STREETS, AND PARKS
 - LOCATION AND DIMENSIONS OF ALL WATERCOURSES, WETLANDS, WILDLIFE HABITATS, UTILITY LINES, EASEMENTS, IRRIGATION DITCHES, ETC
 - DRAINAGE PLAN SHOWING EXISTING STORMWATER DISCHARGE FACILITIES, RETENTION/DETENTION AREAS, WATER FLOW RATES AND DIRECTIONS
 - LAYOUT AND LOCATION OF ALL PROPOSED PARKS AND OPEN SPACE
 - LOCATION OF ALL LAND TO BE RESERVED OR DEDICATED FOR PUBLIC USE
 - LABEL STREET NAMES FOR ALL EXISTING AND PROPOSED STREETS
 - LAYOUT OF ALL PROPOSED INFRASTRUCTURE INCLUDING CONNECTIONS TO EXISTING INFRASTRUCTURE
- 6 COPIES OF SKETCH PLAN NARRATIVE

NARRATIVE MUST INCLUDE:

- DOCUMENTATION OF NEIGHBORING PROPERTY OWNER NOTIFICATION WITH NAMES AND ADDRESSES
- EXPLANATION OF IMPACT ON EXISTING SYSTEMS
- ESTIMATED WATER REQUIREMENTS (GALLONS PER DAY) WITH SOURCE OF WATER AND DEDICATION OF WATER RIGHTS
- ESTIMATED SEWER REQUIREMENTS (GALLONS TO BE TREATED PER DAY) WITH MEANS OF DISPOSAL
- AVAILABILITY OF ELECTRICITY, GAS, AND OTHER UTILITIES
- ACCESS TO PROPERTY
- ESTIMATED COST OF CONSTRUCTION WITH PROPOSED METHOD OF FINANCING
- TOTAL NUMBER OF PROPOSED RESIDENTIAL DWELLING UNITS
- COMPATIBILITY WITH NATURAL FEATURES
- IDENTIFICATION OF ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS

IMPORTANT NOTES

- Approval of this application DOES NOT constitute approval of any other City of Montrose permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

Owner's Signature

Date

Applicant's or Representative's Signature

Date