



Staff Use Only	
Application Number:	_____
Received by:	_____
Date:	_____
Fees Paid: \$	_____
Complete:	Y N

MAJOR SUBDIVISION

#1: *Sketch Plan Application Instruction*

Required for Sketch Plan Consideration
 (ref. *Craig Municipal Code, Chapter 16, Article 4*)

Staff Use
Only

- | | | |
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| 1. Application Fee. | Y | N |
| 2. Completed Land Use Application form (marked for Major Subdivision 1). | Y | N |
| 3. Signed agreement for payment of development review expenses incurred by the City. (As required by City Staff.) | Y | N |
| 4. Current Title Commitment. (Dated less than 45 days from date of sketch plan submittal.) | Y | N |
| 5. Context/Vicinity Map - 1 mile radius around property (5– 24" x 36" copies and 20-11" x 17" reductions) including: | Y | N |
| • Title of project | | |
| • North arrow, scale (not greater than 1" = 1,000') and date of preparation | | |
| • Boundary of proposed project..... | | |
| • Land uses for the properties with each use labeled as existing or proposed land uses | | |
| • Major streets (show and label street names)..... | | |
| • Existing public water and sewer lines and proposed connections | | |
| • Regional open space/trail networks per the City Master Plan | | |
| • Major ditches, rivers and bodies of water..... | | |
| • Adjacent properties identified by subdivision name or zoning district | | |

6. Sketch Plan (15 - 24" x 36" copies). May be a free hand drawing in a legible medium that clearly shows:

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|---|----------------------|
| <ul style="list-style-type: none"> • Title of project..... • North arrow, scale (not greater than 1"=200') and preparation date • Vicinity map..... • Legal description..... • Acreage of property..... • USGS topographic contours..... • Existing easements and rights-of-way on or adjacent to the property..... • Existing streets on or adjacent to the property (show and label street name)..... • Note indicating how the public dedication will be met..... • Existing land use table including: uses, locations, approx. acreage and percentage of total..... • Proposed land use table including: uses, locations, approx. acreage and percentage of total..... • Table including the following data for each land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approx. size of proposed residential lots. • Proposed collector and arterial streets..... • General locations of existing utilities on or adjacent to the property • Graphic and/or verbal explanation of how the property will be served with utilities • Location of any proposed sewer lift stations..... • Trails - show how the development will tie into the regional trails network..... • Floodplain boundary & source of information (if one does not exist on the property, please note on plat)..... • Geologic hazard areas • Existing and proposed zoning on and around the property..... | <p>Y N</p> |
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<p>7. Conceptual Landscape Plan (15 - 24" x 36" copies). (Graphic and written description of how landscaping will enhance public rights-of-way and other public spaces within the subdivision.)</p>	<p>Y N</p>
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8. General Development Information : (15 copies) written description of existing conditions on the site and the proposed development) including the following: Y N
- Proposed number of residential lots or dwelling units, typical lot width and depth.....
 - General description of plan for drainage and stormwater management.....
 - Indicate whether or not commercial mineral deposits are located on site.....
 - Description of any floodplain hazards on the site, *if applicable*
 - Compliance with the Master Plan.....
9. Soils Report and Map Y N
 Based on USDA Soils Conservation Service information. Discuss existing conditions and any potential constraints/hazards. Address groundwater issues.

Note:

Within 10 working days, staff shall either certify the Sketch Plan Application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. The original application and all documents requiring a signature must be signed in blue ink.

The review timeline begins with the certification of the complete application.

Within 45 days of the certification, the Planning Commission will review the Sketch Plan Application and provide input regarding how well the project addresses the Sketch Plan review criteria (see Land Use Code). The Planning Commission may then recommend the application to the City Council for approval, approval with conditions or denial of the Sketch Plan Application.

Finally, the City Council will review the Sketch Plan Application at its next available meeting, and may approve, conditionally approve or deny the Application based on how well the Application conforms to the criteria set out in the Craig Land Use Code.