



SKETCH PLAN APPLICATION

448 East First Street, Suite 112

Salida, CO 81201

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An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.

1. PROCEDURE (Section 16-14-50)

A. Development Process (City Code Section 16-14-50)

1. Pre-Application Conference.
2. Applicant contact required referrals
3. Submit Application.
4. Staff Review. Forward Report to Applicant and Commission.
5. Public Notice.
6. Meeting Conducted by Commission and Action Taken.

B. Application Contents (City Code Section (16-14-50 (b))) The applicant shall provide **five (5)** copies of the following written information:

- 1. General Development Application
- 2. Conceptual Site Plan. A site plan or plans of the proposed development, depicting topography at five foot contour intervals, showing existing and proposed features, as outlined below on page two of the application. **The copies shall only be accepted on 8½" x 11", 11" x 17" or 24" x 36" paper.**
 - a. Topographic Features. Significant topographic features including natural and artificial drainage ways, ditches, bodies of water, approximate one hundred (100) year flood plain, wetlands, vegetative cover, soil types and prominent geologic features.
 - b. Development Scheme. Schematic representation of the proposed development including general location, type, and density of housing units; total number of square feet of proposed non-residential space by type and general location; parks, recreation and open space areas; off-street parking areas; and proposed landscaping.
 - c. Utility and Facility Plans. Conceptual plans to address water supply, sewage disposal, solid waste collection, fire protection, and proposed school and other public facility sites.
 - d. Circulation Plan. The proposed internal road and pedestrian access scheme, including trails and the surrounding road system (existing and future) which provides access to the site. Typical geometric cross-sections shall be shown and proposed roads shall be designated as either private or public.
 - e. Land Survey. Sufficient land survey data (section corners, quarter corners, township and range, etc.) to identify the land to be subdivided.
 - f. Easements. All recorded easements or rights-of-way which could affect the proposed development.
 - g. Existing Conditions. All existing structures, utilities and other physical features which could affect the

- 3. Narrative. A tabular summary sufficient to demonstrate that the sketch plan conforms to all dimensional and off-street parking requirements
- 4. Application Fees. \$600 cash or check made out to City of Salida. (\$200 application fee + \$400 deposit for outside professional services).
- 5. Special Fee and Cost Reimbursement Agreement completed.
- 6. Public Notice.
 - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.

After staff review, twenty updated copies are required of all application materials unless requirement waived by staff