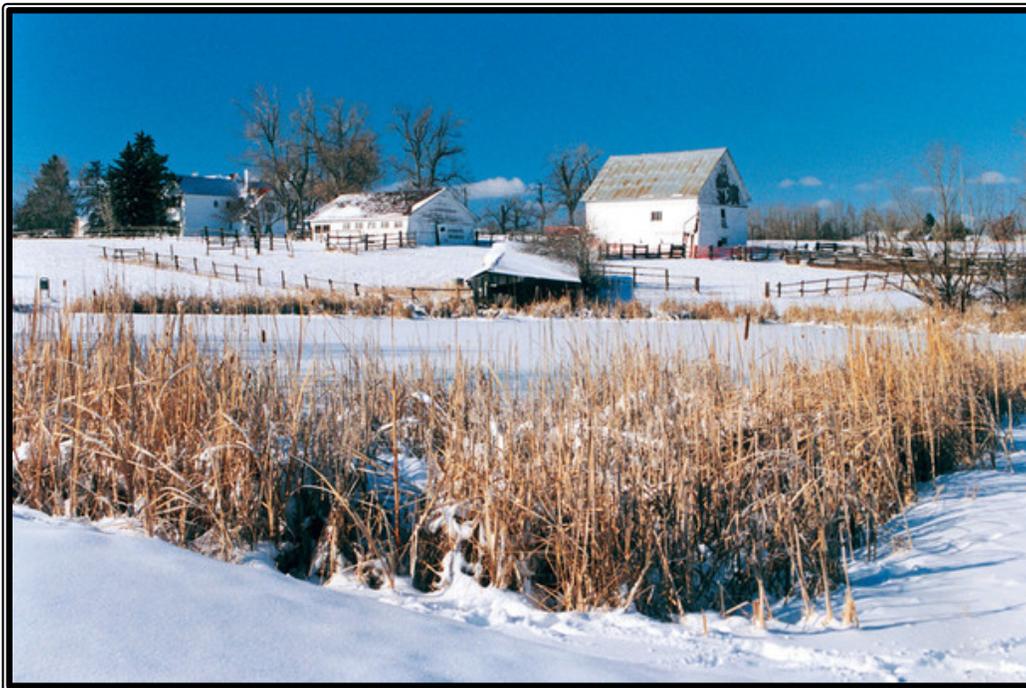


SKETCH PLANS

Attachment to Development Application



SKETCH PLANS

APPLICATION PROCESS AND REQUIREMENTS

There may be certain circumstances where a site development plan is not required, but certain architectural, landscaping, drainage or parking modifications will require the submittal of a sketch plan in order for city to staff to evaluate a proposal in compliance with design guidelines, drainage criteria and landscaping criteria.

The Sketch Plan will be reviewed by planning staff and, if necessary, referred to the following appropriate parties for input and recommendations: city engineering, city arborist and design consultant.

Pre-application conference (Concept Meeting): A pre-application conference is required. The pre-application (Concept Meeting) form and information is on the City of Littleton website (www.littletongov.org). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials to the Community Development Administrative Coordinator. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal. The applicant will also be notified at this meeting of the information which will be required on the Sketch Plan.

Not all of the information listed will be required for every sketch plan. The specific information may vary depending upon the scope of project. For example, a small deck or patio expansion for a restaurant which occupies a small portion of a bigger parcel may not be required to provide a drawn legal description showing all the property lines and dimensions of the entire parcel, or all of the building information for structures at the far end of the site. Whereas, an entire apartment development that may not be making any modifications to the buildings, but are modifying existing drainage improvements, parking circulation and landscaping will be required to provide a Sketch Plan containing all the information below.

Application Submittal Requirements

Following the pre-application conference, the applicant shall submit five (5) copies of the application form and five (5) copies of a sketch plan which shall generally meet the following requirements:

- Name and address of the property.
- Name, address and telephone number of the applicant.
- North point, date and scale (not smaller than 1" = 50' with 1" = 20' desirable).
- Legal description.

- Area map.
- Property lines and dimensions.
- Summary table describing the site area, site area coverage, gross floor area, building height, off street parking area and loading spaces, unobstructed open space.
- Access and adjacent public streets and alleys.
- Location and building outline of all existing structures.
- Location and dimensions of existing curb cuts, driving lanes, off street parking and loading areas, public transportation points, outdoor storage and trash disposal facilities, as applicable.
- Designation of paved areas, fences, lighting and signs.
- The location and use for all common open space.
- Architectural elevation drawings of each structure (actual photographs may be accepted as a substitute).
- Written description of the proposed use or modifications.