



Planning & Development Services

2255 W Berry Ave. Littleton, CO 80120

Phone: 303-795-3748

Mon-Fri: 8am-5pm

<https://www.littletongov.org/building-development/planning-services>

SKETCH PLANS
APPLICATION PROCESS AND OPERATING STANDARDS
Attachment to Development Application

Sketch Plans may include, but are not limited to small building additions and minor changes to: building facades, location and type of landscape material, location of light poles or fixtures, the location of interior pedestrian walks and trails, or a minor revision to public improvements as approved by the Community Development and Public Works departments.

For existing structures, a sketch plan may be submitted for minor modifications which comply with the criteria listed below.

The Sketch Plan will be reviewed and referred to appropriate city departments and agencies for input and recommendations: Public Works-Engineering and South Metro Fire Rescue.

A Sketch Plan may be approved if:

- The proposed sketch plan complies with the existing zoning regulations.
- The proposed sketch plan does not relate to any site, building, or sign detail, etc. that was subject to a condition of approval through the public hearing process.
- The proposed sketch plan does not affect the overall architectural character, style, or general layout of buildings on the approved development plan. A change in building color, building materials, or building height that was included in any condition of approval does not qualify for a sketch plan process.
- The proposed sketch plan does not affect parking areas as to the extent that a drainage report or traffic study is required. Minor adjustments to parking areas and/or other impervious areas may be eligible for a sketch plan if approved by Community Development and Public Works. Any change that reduces the parking lot setback, reduces the minimum number and size of parking stalls, or reduces the setback from a property line for an access drive does not qualify for a sketch plan.
- Minor adjustments to the location of light poles or other building exterior illumination are eligible for the sketch plan process. Any additional fixtures or

additional building exterior illumination shall require a concurrent photometric subject to zoning code section 10-15.

- The proposed amendment does not affect the landscape plan to the extent that it reduces the minimum number or size of plant material required by zoning or reduces the amount of open space on the approved site development plan. Adjustments to the location or type of plant material may be processed as a sketch plan if such changes do not involve review and approval of a drainage report. Adjustments to landscaping within easements or public rights of way may be processed as a sketch plan if approved by Community Development and Public Works, and if a drainage letter of conformance is submitted for review and approval.
- The proposed amendment to site conditions such as the location and size of trash enclosures, earthen berms, and pedestrian walks or trails may be eligible for the sketch plan process if approved by Community Development and Public Works.

Pre-application Meeting

A pre-application meeting is required. Meeting materials shall be submitted through the City's eTRAKiT portal on the city website. 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.

Following the required pre-application meeting, a formal application shall be submitted via the City's eTRAKiT portal. Applications must include all checklist items identified as required at the pre-application meeting. Incomplete submittals will not be accepted and the applicant will be notified of the need to submit all remaining required items prior to the application being assigned to a planner.

At a minimum, all Sketch Plan applications shall include the following:

- ✓ **Application Form**
- ✓ **Letter of intent** (which describes the nature of the proposed change(s) or modification(s). This letter should detail all aspects of the request and discuss how the request complies with the Sketch Plan criteria listed above. It should also include the name and address of the property, as well as the name, address, and telephone number of the applicant.)
- ✓ **Sketch Plan exhibit** (which shall include all of the information below).

Cover Sheet (Sheet 1 of X)

1. Title Block (*SAMPLE*)

SUCH AND SUCH SITE SKETCH PLAN – 1ST Revision

Lot 1 of Scenic View Subdivision Filing No. 1
SW 1/4 of Sec. 9, T6 S, R67 W of the 6th P.M.,
City of Littleton, County of xxxx, State of Colorado, 8.06 Acres (sample)
If w/in a PD – Include Planning Case Number:
SP __ - ____ (Revision to: SDP __ - ____)

2. Name and address of the property.
3. Name, address and telephone number of the applicant.
4. An intent statement which describes the proposed change(s) and includes the case number for the sketch plan as well as the case number for the existing, approved site development plan. The intent statement shall include a list of all of the proposed modifications and include a discussion regarding compliance with any applicable design standards/guidelines as well as any code provisions.
5. North point, date and scale (not smaller than 1" = 50' with 1" = 20' desirable).
6. Legal description.
7. Area/Vicinity map.
8. Property lines and dimensions.
9. All proposed changes shall be bubbled/clouded.
10. A site data table including the site area, site area coverage, gross floor area, building height, off street parking area and loading spaces, unobstructed open space. For sketch plans proposing revisions to an existing SDP, an additional column shall be added to the existing site data table which demonstrates the change(s) proposed with the sketch plan.
11. Include the location of the existing access and as well as the adjacent public streets and alleys. Include the ROW width for all of the public streets and alleys.
12. Location and building outline of all existing structures as well as the location, dimensions, and detail(s) for any proposed changes/additions. Any proposed modifications shall be clearly shown.
13. 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. Any proposed modifications shall be clearly shown.

14. Designation of existing paved areas, fences, lighting and signs. Any proposed modifications shall be clearly shown.
15. The location and use for all existing common open space; any proposed modifications shall be clearly shown.
16. Architectural elevation drawings of each structure (actual photographs may be accepted as a substitute).
17. Owner Certification Block:

OWNER CERTIFICATION BLOCK

CASE NO. SPXX-XXXX

THE MODIFICATIONS DEPICTED ON THIS SKETCH PLAN COMPLY WITH ALL APPLICABLE STANDARDS. THE MODIFICATIONS APPROVED HEREIN INCLUDE:

(Example: revision to landscaping plan by relocating xx trees from south property line to north property line; replacing existing retaining wall finish material from concrete to stacked stone; relocating existing 2 existing parking spaces with no reduction in open space; adding a new concrete xx square foot patio; adding a xx square foot outdoor seating area; removing the existing drive-through, etc).

ALL OTHER ORIGINAL TERMS, CONDITIONS, AND NOTES OF THE (GPDP, REZONING, PDO, OR SDP – CASE NO. ##) APPROVED ON (date) WILL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY EXECUTED BY OWNER AND THE CITY OF LITTLETON.

Owner's Signature

(month/day/year)

COMMUNITY DEVELOPMENT

Approved this _____ day of _____ 20____, by the Director of Community Development.

Director of Community Development

PUBLIC WORKS

Approved this _____ day of _____, 20____, by the Director of
Public Works.

Director of Public Works