



MAJOR SUBDIVISION

Step 1: Sketch Plan Application Instructions

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

Prior to submittal of the Sketch Plan, applicants must meet with Town staff to discuss goals for the property, Town vision/expectations as identified in the Comprehensive Plan, requirements of the Land Use Code, character/quality of development the Town is seeking, Town regulations and standards, the application/review process, submittal requirements, and a proposed schedule.

Subsequent to the meeting with Town staff, applicants must attend a public meeting of the Planning Commission to ensure that the new development is consistent with community goals and that important issues are identified early in the process. Applicants must present a context/vicinity map and base map at the Planning Commission meeting. Further information about the Commission meeting is detailed in the Hayden Municipal Code 16.04.050B.2.

Required for Sketch Plan Consideration (ref. Hayden Municipal Code 16.04.050B.3)

			Staff use only
1. Application fee of \$750.00 plus \$15.00 per lot or dwelling unit.	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 Town.	Y	N	
4. Current Title Commitment. (Dated less than 30 days from date of sketch plan submittal.)	Y	N	
5. Mailing labels for all property owners within 150 feet of the property boundary. (1 set Avery 8160 format)	Y	N	
6. Context/vicinity map – 1/2 mile radius around property (20 copies sized 24" x 36" and 10 copies of 11" x 17" reductions) including:			
a) Title of project.....			
b) North arrow, scale (not greater than 1" = 1,000') and date of preparation			
c) Boundary of proposed project.....			
d) Land uses for the properties with each use labeled as existing or proposed land uses			
e) Major streets (show and label street names)			
f) Existing public water and sewer lines and proposed connections			
g) Regional open space/trail networks			
h) Major ditches, rivers and bodies of water			
i) Adjacent properties identified by subdivision name or zoning district.....	Y	N	

Required for Sketch Plan Consideration (ref. Hayden Municipal Code 16.04.050)

7. Sketch Plan clearly showing: **(20 copies sized 24" x 36" and 10 copies of 11" x 17" reductions).**

- a) Title of project.....
- b) North arrow, scale (not greater than 1"=200') and preparation date
- c) Vicinity map.....
- d) Legal description.....
- e) Acreage of property
- f) USGS topographic contours.....
- g) Location and approximate acreage of proposed land uses.....
- h) Existing easements and rights-of-way on or adjacent to the property
- i) Existing streets on or adjacent to the property (show and label street name).
- j) Note indicating how public dedication requirements will be met.....
- k) Table including the following data for each proposed land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approx. size of proposed residential lots.....
- l) Proposed collector and arterial streets.....
- m) General locations of existing utilities on or adjacent to the property.....
- n) Graphic and/or verbal explanation of how the property will be served with utilities
- o) Location of any proposed sewer lift stations.....
- p) Trails - show how the development will tie into the regional trails network.....
- q) Floodplain boundary & source of information (if one does not exist on the property, state on plat).
- r) Geologic hazard areas
- t) Existing and proposed zoning on and around the property.....
- u) Land use table-the table shall include: land uses, approximate acreage of each land use and the percentage of total for each land use. Y N

8. Conceptual Landscape Plan **(20 copies sized 24" x 36" and 10 copies of 11" x 17" reductions).**
(General graphic and written description of how landscaping will enhance public rights-of-way and other public spaces within the subdivision.) Y N

9. General development information (as per Hayden Town Code 16.4.5B.3.h) with written descriptions of existing conditions on the site and the proposed development including the following:
(15 copies sized 8 1/2" x 11")

- a) Design rationale
- b) Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units (not needed if information is shown on the sketch plan).....
- c) General description of plan for drainage and storm water management
- d) Water supply information
- e) Indicate whether commercial mineral deposits are located on site.....
- f) Description of any floodplain hazards on the site.....
- g) How the proposal is in compliance with the Comprehensive Plan..... Y N

Required for Sketch Plan Consideration (ref. Hayden Municipal Code 16.04.050)

- | | | |
|---|---|---|
| <p>10. Soils Report and Map (1 copy).
Based on USDA Soils Conservation Service information. Discuss existing conditions and any potential constraints/hazards. Discuss any groundwater issues on the property.</p> | Y | N |
| <p>11. Geologic Report (1 copy) Required only for areas that have potential for subsidence and must be prepared by either a registered professional engineer or professional geologist and the professional must have experience in mine subsidence. The report shall address site conditions, geologic conditions, engineering and geologic considerations and limitations and any necessary additional investigations.</p> | Y | N |

Note:

Within a reasonable period of time, 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 Town Clerk. The original application and all documents requiring a signature must be signed in blue ink.

At least 15 days prior to the Planning Commission review of the Sketch Plan Application, the Clerk shall send notice of the Planning Commission meeting to the neighboring property owners within 150 feet of the affected property.

At the next available meeting, the Planning Commission may review the Sketch Plan Application and provide input regarding how well the project addresses the Sketch Plan review criteria (see Hayden Municipal Code 16.04.050C.). The Planning Commission may then approve, approve with conditions, or deny the Sketch Plan.