



**Subdivision Sketch Plan Application Checklist**

<b>Project:</b>	
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**Titles 18.07.070 of the Evans Municipal Code**

The items below are required for a complete Subdivision Sketch Plan application unless indicated as only required in certain circumstances or noted in the pre-application meeting. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City’s Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Sketch Plan Items	Staff Initials
	<b>00-Application Form:</b> Application form including signatures of all landowners of record of all property proposed to be subdivided. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	<b>01-Application Submittal Checklist:</b> An executed copy of this checklist is required.	
	<b>02-Charge Back Agreement and fee:</b> Provided by the City and signed by the Owner.	
	<b>03-Fee:</b> \$750 Application Fee + Charge Back as assessed at the pre-application meeting.	
	<b>06-Legal Description:</b> Provide a legal description of the property in Microsoft Word.	
	<b>07-Project Description:</b> Provide a narrative outlining the proposal labeled Project Description with the project name.	
	<b>07-Adverse Impact Assessment:</b> A statement that the subdivision can be constructed without an adverse effect on the surrounding area and, by reason of its location or design, will not cause an undue burden on public utilities and community facilities.	
	<b>07-Open Space/Tract/Out lots Statement:</b> Provide a narrative labeled "Open Space/Common Areas" describing the location, function, ownership, and manner of maintenance of proposed open space areas, tracts, and out lots.	
	<b>08-Ownership/Title Information:</b> One (1) copy of the recorded warranty deed and title commitment <i>or</i> updated title commitment current within thirty (30) days of submittal.	
	<b>10-Surrounding Landowners List:</b> List of the names and mailing addresses of all landowners within 500’ of the annexation. The electronic copy must be in MS Excel format. Provide two (2) printed sets of labels of this list, along with a printed and signed report from Weld County.	
	<b>11-Sketch Plan:</b> Provide the Sketch Plan at a scale of one (1) inch equals one hundred (100) feet (1" = 100') to include the following sheets:  <input type="checkbox"/> Existing Features Sheet:	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed Development Sheet</li> <li><input type="checkbox"/> Proposed Utility Sheet</li> <li><input type="checkbox"/> Proposed Drainage Plan Sheet</li> <li><input type="checkbox"/> Preliminary Street Profile Sheet</li> <li><input type="checkbox"/> Vicinity Map</li> </ul> <p>Each of the above-named sheets has specific requirements for reference to the specific requirements, as described in Title 18.07.070 E. (General Submittal Requirements), attached to this packet for reference. Please review this section of the Municipal Code for use in compiling the Development Plan, as Staff will use this information to determine if the submittal meets the standards required for a complete submittal.</p>	
	<p><b>11-Vicinity Map:</b> Provide a Vicinity Map labeled “Vicinity Map.” The map may be prepared on an Evans zoning map and shall indicate clearly the relationship of the proposed subdivision to the surrounding area within one-quarter (1/4) mile of the subdivision's boundaries. The location map shall include a title; scale (not less than one (1) inch to six hundred (600) feet; total acreage of the tract; north arrow; and the date and also show:</p> <ul style="list-style-type: none"> <li>❖ Existing development, including major streets, existing public sewers, public water supply, and storm drainage systems;</li> <li>❖ Community facilities, such as schools and parks;</li> <li>❖ Zoning on and adjacent to the tract(s).</li> </ul>	
	<p><b>13-Draft Legal Documents:</b> Draft copies of the Development Agreement (on a form provided by the City) covenants, grants of easements, or documents stating restrictions to be imposed upon the use of land, buildings, and structures, if requested at the Pre-Application meeting.</p>	

**Applicant Certification & Signatures**

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

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Landowner Signature Date

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Landowner Printed Name

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Landowner Signature Date

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Landowner Printed Name

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Applicant’s Agent Signature (If Different) Date

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Applicant’s Agent Printed Name