



Sketch Plan Checklist

A complete Sketch Plan submittal will contain the following information. Please check off the items you have completed to ensure that your application is complete. Please submit one (1) hardcopy and one (1) electronic copy of each document required. Plan sets should be 24" x 36". PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (no fee)
			SKETCH PLAN SET showing land uses/densities, public land dedications, buffers, access points, street character cross sections. Optional: Site layout, building footprints/setbacks, facades, signage, general grading plan, general utility plan, general lighting plan, conceptual landscape plan.
			PROJECT NARRATIVE
			<u>Compliance.</u> Description of compliance with the Vision 2020, 2020 Comprehensive Master Plan, Douglas County/Castle Rock Land Use Intergovernmental Agreement, zoning codes, general design principles, technical manuals.
			<u>Impacts.</u> Description overall project benefits, impacts on surrounding properties and mitigation of those impacts.
			<u>Variances.</u> Description of any proposed deviations from technical manuals or zoning.
			WATER RIGHTS DECREE (optional) or PRELIMINARY WATER DEMAND ANALYSIS
			ECONOMIC ANALYSIS (optional)
			PHOTO-SIMULATIONS (optional) or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings.
			OTHER SUPPLEMENTARY MATERIALS (optional)