



SKETCH PLAN REQUIREMENTS

- APPLICABLE TOWN CODE SECTION – [§ 8-2-2](#)
- REQUIRED FORMS AND FEES
 1. Adherence to Subdivision File Naming Conventions
 2. Land Use Review Application – see [Notice](#)
 3. Fee - \$250.00 (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
 1. Narrative
 2. General Site Plan prepared in accordance with § 8-2-2 of the Town Code and Chapter 2.2 of the Standards and Specifications for Design and Construction (SSDC). The plan should identify the proposed layout including the total development area, the total number and types of dwelling units and other buildings, the total area of green belt, and open space and their location, and the location and space for parking, and the location of snow storage area.
 3. Analysis Report – SSDC Chapter 2.2
 4. Phase I Drainage Report – SSDC Chapter 6.2
 5. Transportation Impact Analysis – SSDC Chapter 3.12
 6. Letter from CDOT verifying that a Highway Access Permit may or may not be required. The applicant may be responsible for any improvement required in the Highway Access Permit.
 7. A title insurance opinion which indicates the legal ownership of the subject property. When the subdivider is someone other than the legal owner a letter signed by said owner must be submitted to the planning director which authorizes the submission of the sketch plan.
- PROCESS FOR APPROVAL
 1. One electronic (PDF) copy of all documents shall be submitted to permits@wpgov.com. Within 7 days, Planning Division staff shall conduct a completeness review. Submit documents 30 days

prior to the date of the Planning Commission meeting you wish to have the Sketch Plan reviewed on. The Planning Commission meets on the second and fourth Tuesdays of each month.

2. The Planning Commission will review the Sketch Plan at a regularly scheduled meeting for compliance with § 8-2-2 of the Town Code.
3. After approval of the Sketch Plan, the applicant shall comply with all required conditions of approval prior to submitting a Preliminary Plat.