



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

MAJOR SUBDIVISION

#1: Sketch Plan Application Instruction

Required for Sketch Plan Consideration
(ref. Craig Municipal Code, Chapter 16, Article 4)

**Staff use
only**

- | | | |
|---|---|---|
| 1. Application Fee. | Y | N |
| 2. Completed <i>Land Use Application</i> form attached (marked for Major Subdivision 1). | Y | N |
| 3. Signed agreement for payment of development review expenses incurred by the City. (As required by City Staff.) | Y | N |
| 4. Current Title Commitment. (Dated less than 45 days from date of sketch plan submittal.) | Y | N |
| 5. Context/Vicinity Map - 1 mile radius around property (5– 24" x 36" copies and 20-11" x 17" reductions) including: | Y | N |
| <ul style="list-style-type: none"> • Title of project • North arrow, scale (not greater than 1" = 1,000') and date of preparation • Boundary of proposed project..... • Land uses for the properties with each use labeled as existing or proposed land uses • Major streets (show and label street names)..... • Existing public water and sewer lines and proposed connections • Regional open space/trail networks per the City Master Plan • Major ditches, rivers and bodies of water • Adjacent properties identified by subdivision name or zoning district | | |

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|---|------------------------|
| <p>6. Sketch Plan (15 - 24" x 36" copies). May be a free hand drawing in a legible medium that clearly shows:</p> <ul style="list-style-type: none"> • Title of project..... • North arrow, scale (not greater than 1"=200') and preparation date • Vicinity map..... • Legal description..... • Acreage of property..... • USGS topographic contours..... • Existing easements and rights-of-way on or adjacent to the property..... • Existing streets on or adjacent to the property (show and label street name)..... • Note indicating how the public dedication will be met..... • Existing land use table including: uses, locations, approx. acreage and percentage of total..... • Proposed land use table including: uses, locations, approx. acreage and percentage of total..... • Table including the following data for each land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approx. size of proposed residential lots. • Proposed collector and arterial streets..... • General locations of existing utilities on or adjacent to the property • Graphic and/or verbal explanation of how the property will be served with utilities • Location of any proposed sewer lift stations..... • Trails - show how the development will tie into the regional trails network..... • Floodplain boundary & source of information (if one does not exist on the property, please note on plat)..... • Geologic hazard areas • Existing and proposed zoning on and around the property..... | <p>Y N</p> |
| <p>7. Conceptual Landscape Plan (5 - 24" x 36" copies).
(Graphic and written description of how landscaping will enhance public rights-of-way and other public spaces within the subdivision.)</p> | <p>Y N</p> |



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LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**
(please circle one of the following as appropriate)

Administrative Subdivision
Major Subdivision **1 2 3**
Planned Development Overlay
Sign Permit
Temporary Use

Annexation
Variance or Appeal
Minor Subdivision
Rezoning
Other: _____

Conditional Use
Waiver
RV Park
Site Plan

- 2. Project Name:** _____
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: _____

Applicant Name: _____

Address: _____

Address: _____

Telephone: _____ Fax: _____

Telephone: _____ Fax: _____

E-mail: _____

E-mail: _____

- 4. Property Description:**

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

- 6. Certification:** (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: _____ Date: _____ **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.

Applicant: _____ Date: _____