

SUB21-073

Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



PARKER
COLORADO

Application Submittal Checklist - Sketch Plan

Submittal Item	Checklist	Applicable?	Notes: Trakit located online at: https://lms.parkeronline.org/etrakit3/
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit			
Application (see note 1)	X		Form enclosed; completed and signed; electronic PDF document
Submittal Fees Paid		X	Refer to Fee Schedule
Legal Description of Property (see note 2)	X		Electronic PDF Document (Exhibit A)
Title Commitment/Policy	X		Current to within 30 days (Exhibit B); electronic PDF Document
Notarized Letter of Authorization	X		Exhibit C enclosed; completed, signed. Electronic PDF Document
Disclosure Letter	X		Exhibit D enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site	X		Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement		X	Form enclosed; Completed and signed; electronic PDF Document
Public Notice Requirements Apply		X	Refer to Public Notice Matrix
Specific Submittal Requirements - Section 13.07.060(e) and (g) - Electronic Submittals to be uploaded into Trakit			
Project Narrative	X		Electronic PDF Document
Sketch Plan Exhibits:	X		24" x 36" size PDF Document (see note 3)
Cover Sheet	X		Electronic PDF Document
Sketch Plan	X		Reference 13.07.060(f) for formatting requirements
Civil Construction Documents - 30%	X		Refer to Construction Plan Requirements (see note 4)
Preliminary Grading Plan	X		Refer to Section 13.07.060(3)(11); Electronic PDF Document
Existing Conditions Map	X		24" x 36" size Electronic PDF Document
Tree Inventory		X	24" x 36" size Electronic PDF - Reference 13.07.060 (g)(10)
Color Exhibits for PowerPoint	X		Electronic format in JPEG - 1MB max
Reports and Studies - Section 13.07.060(g) - Electronic Submittals to be uploaded into Trakit			
Traffic Impact Analysis	X		Electronic PDF Document
Traffic Impact Compliance Letter	X		Electronic PDF Document
Drainage Report (conceptual)	X		Electronic PDF Document
Geology Report	X		Electronic PDF Document
Soils Report	X		Electronic PDF Document
Cultural/Archeological/Historical Report	N/A		Electronic PDF Document
Water & Sanitation Report		X	Electronic PDF Document
Other Additional Information			As required by the Town
For Approval - To be submitted upon staff's request			
Final Sketch Plan Set			24" x 36" size Electronic PDF Document
Public Notice Requirements			Include list of property owners adjacent to site, proof of notification and affidavits

Notes:

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
- 4: Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List