

Town of Larkspur Land Use Application- Check list for Initial Submittal

Project Name \_\_\_\_\_ Date: \_\_\_\_\_

**All Applications: Ordinance 3.43**

- Completed Larkspur Land Use Application
- Proof of Ownership(Current title commitment or Policy)
- Letter of Authorization if not owner
- Written Project Narrative (see Project Narrative Outline)
- Application Fee: Ordinance 3.77
- Review Deposit: Ordinance 3.94
- Preapplication Conference with Town Staff

**Annexation Request; Ordinance 3.70**

- Petition for Annexation
- Annexation Plat
- Annexation agreement
- Construction Plans and Specification for Public Improvements
- Construction Cost Estimates
- Deed for Land Dedication

**Rezoning (Article I Section 6) and Use by Special review Request(Article II Section 12) Ordinance 3.43**

- Rezoning or Use Plan with boundary, topography and Improvement located by a P.L.S.
- Preliminary Phasing Plan
- Preliminary grading Plan
- Water Demand and Availability Study
- Sanitary Sewer Availability Report
- Preliminary Soils report
- Geological Hazards review
- Preliminary/Final Drainage & Floodplain study by a P.E.
- Traffic Impact Study by a P.E.
- Fiscal Impact Study
- Wildlife Impact Study
- Other Studies or plan as appropriate
- Proposed PUD Zoning Development Guide if Applicable
- Referral Packets to referral agencies and adjacent property owners.
- Applicant Publish, Post and Certified mailings for Two Public Hearings

### **Major Amendments to a Currently Approved P.U. D.**

- Revised Use area or development Plan as appropriate
- Revised Development guide
- Appropriate Certificates on Development Plan and Guide
- Preliminary Phasing Plan
- Preliminary grading Plan
- Water Demand and Availability Study
- Sanitary Sewer Availability Report
- Preliminary Soils report
- Geological Hazards review
- Preliminary/Final Drainage & Floodplain study by a P.E.
- Traffic Impact Study by a P.E.
- Fiscal Impact Study
- Wildlife Impact Study
- Other Studies or plan as appropriate
- Proposed PUD Zoning Development Guide if Applicable
- Applicant Publish, Post and Certified mailings for Two Public Hearings
- Recording Fees

### **Minor Plat, Amended Plat, Vacation Plat, Preliminary Plat, Final Plat": Ordinance 3.02, 3.62, 3.83, 3.111**

- Plat prepared by a Professional Land Surveyor
- Appropriate Certificates on Plat
- Drainage Study
- Grading Plans
- Subdivision Improvement Agreement
- Referral packets to appropriate agencies and adjacent land owners
- Applicant Publish, Post and Certified mailings for Two Public Hearings
- Construction Cost Estimates
- Land Dedication or Cash in Lieu of dedication
- Financial surety
- Recording Fees

### **Site Plan: Ordinance 3.76**

- Site Plan showing boundary, easements, proposed Building, etc
- Existing and Proposed Grading Plan
- Parking Plan
- Landscape Plan
- Building Plans and specifications
- Geological Hazards Review
- Drainage Study and Plan
- Traffic Study

Plot Plan ( for existing single family residence continuing as such )

- Scale drawing of a lot the lot or parcel showing the location and dimensions of all easement and existing and proposed improvements
- Illustrate proposed building setbacks
- Application Fee Ordinance 3.82
- Town Staff approval

## Project Narrative Outline

Each Land Use application to the Town requires a Project Narrative which is a one or two page description of your proposal that include the appropriate items from the list below.

1. General Project Concept
  - a. Project Location
  - b. Adjoining jurisdiction, land uses and zoning
  - c. History of previous request, if any, on this site
  - d. Purpose of your request
  - e. How the project relates to adjoin zoning and land uses
  - f. Proposed development phasing and timeline
  - g. Compliance with the Town Master Plan
  - h. Compliance with the County Master Plan
2. Identify Project Requirements
  - a. Address water need and availability
  - b. Address wastewater need and availability
  - c. Any natural or man-made hazards to mitigate( floodplain)
  - d. What are the access needs
  - e. Utilities needed and status
  - f. Fire Protection
3. Identify Impact: especially to Town Services and Infrastructure
  - a. Impact on existing Flora and fauna
  - b. Impact on wildlife including Preble meadow jumping mouse
  - c. Impact on Police and fire services
  - d. Impact on town parks and recreations facilities
  - e. Fiscal impact on the citizens of Larkspur
  - f. What do you propose to mitigate the impacts?
4. Project Summary
  - a. Why, on balance, the Town should approve your request.