

Application for Sketch Plan



The Town of Granby requires the completion of a Sketch Plan for projects prior to submitting a Preliminary Plat (unless waived by the Town Manager).

[\(TOG Municipal Code Title 17.20.020\)](#)

A non-refundable fee of three-hundred fifty dollars (\$350.00) plus \$30 per planned lot or unit, must be submitted, in addition to a plan in sufficient clarity to indicate the nature and extent of the anticipated project.

Applications must be made online and via email:

Online: <https://us.cloudpermit.com/gov/login>

+ Email: planning@townofgranby.com

Payments of fees can be submitted in three ways:

In-Person: Town Hall, Zero Jasper Street, Planning & Zoning

Online: <https://www.townofgranby.com/onlinepayments>

USPS: Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Application Submitted: _____
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

Applicant Information	
Applicant's Name:	Applicant's Mailing Address:
Phone Number:	Email:

Submittal Requirements Checklist
<p>Each application shall be accompanied by a plan in sufficient clarity to reflect the anticipated development of the subdivision.</p> <p>The sketch plan shall include the following information (Section 17.020.020 (a)):</p> <ol style="list-style-type: none"> (1) Proposed name of the subdivision. (2) Location, boundaries and legal description of the project. (3) Names, addresses and phone numbers of the owner(s), applicant(s), planner(s), and engineer(s). (4) Date of sketch map preparation, map scale and a symbol reflecting true north. (5) Topography of the proposed subdivision (please see Section 17.20.020 (a) for additional requirements). (6) General location and dimensions of all existing and proposed lots, streets, alleys, easements, road rights-of-way, existing utilities, irrigation ditches and water courses within and immediately adjacent to the proposed development; The applicant shall identify if any known PDOD or owners' association is associated with the property. (7) Description of any natural or man-made features bordering on or within the development which may require buffering or screening, particularly the 100-year floodplain. (8) Vicinity map (please see Section 17.20.020 for additional requirements). (9) Land use breakdown, including existing and proposed zoning changes (if applicable), total development area, total number of lots proposed, total number of dwelling units proposed for each structure, total area of proposed non-residential floor space, total number of proposed off-street parking spaces, total proposed density, and zoning of all properties located within a 300 foot radius of the property.. <p>In addition, the application shall include the following items (Section 17.020.020 (b)):</p> <ol style="list-style-type: none"> (1) A sketch plan application form, along with fees and a signed reimbursement agreement. (2) Source and amount of water supply. (3) Proposed type of sewage disposal. (4) USDA Natural Resources Conservation Service soil designations, with interpretation tables attached. (5) Statement assessing the impact of the proposed subdivision on the lakes, streams and topography of the site, inclusive of the identification of the location of the proposed subdivision within any water protection zones.

