



2880 International Circle, Suite 110  
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 www.elpasoco.com

**EL PASO COUNTY PLANNING AND  
 COMMUNITY DEVELOPMENT  
 DEPARTMENT**

**SKETCH PLAN CHECKLIST**

Revised: January 2022

<b>Sketch Plan</b>		
<p>A Sketch Plan Map is to provide the information necessary to review a sketch plan map for proposed subdivision for general conformance with the LDC and State law. The Sketch Plan Map is a drawing representing a proposed subdivision or development showing conceptually the planning areas, land use types, densities, road types and locations and location of hazards and environmentally sensitive areas in order to evaluate the feasibility of the project. The applicant is encouraged to provide enough detail to ensure that approval criteria can be met and provide a foundation for the rezoning application, Preliminary Plan or Final Plat.</p> <p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
<p><b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>	<b>✓</b>	Office use only
<b>Map Content</b>		
<b>Sheet Size</b>		
1	The sheet size shall be 24 inches by 36 inches, including a minimum one inch border.	
<b>Scale</b>		
2	Each sheet of the sketch plan shall be drawn to scale. The PCD Director may require a sketch plan be drawn to a larger or smaller scale if it is determined that the graphic is not legible. In the event a single sheet is not practicable, multiple sheets may be used. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and matchlines shall be depicted.	
<b>Map Content</b>		
3	Title Block and Reference Information	
	Name of proposed development centered on the top of the plan and at the top of each sheet. On each sheet a subtitle, in smaller lettering, shall indicate the quarter section(s)(1/4), section, township and range in which the proposed or development is located.	
	The words "SKETCH PLAN" clearly stated.	
	Name, address and telephone number of the owner of record located in the lower right hand corner.	
	Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right hand corner of each sheet.	
	Names, address, and telephone number of person(s) responsible for preparing the plat (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right hand corner (if applicable).	
	Date of submission with provisions for dating revisions located in the lower right hand corner.	
	Vicinity map (scale of 1 inch =2000 feet in general scale preferred, but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.	
4	<b>Layout</b>	
	The location of property lines including location and boundaries of the development area.	
	Approximate layout, dimensions, and area of each proposed use area labeled with the proposed use and density. Any proposed transition or buffer areas shall be graphically depicted and dimensioned on the sketch plan.	
	Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."	
	Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and anticipated ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.	



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	Location of any out parcels which are not a part of the plan.		
5	Hazards and Constraints		
	Approximate location of all areas of floodplain, inundation, or storm water overflow and the location, widths, and direction of flow of all water courses.		
	Note if the constraint will be mitigated or remain in its natural state.		
	Approximate areas of geological and soil constraints and hazards.		
	Approximate location of applicable airplane flight overlays.		
6	Internal Land Uses		
	Relative percentages and acreages of proposed land uses at completion. To be divided into the following categories:		
	Residential (single family: low density, medium density, high density) and (multifamily: low density, medium density, high density) expressed in dwelling units per acre. Include total acreage and maximum number of dwelling units.		
	Commercial, including office: show acreage		
	Light Industrial: show acreage		
	Heavy Industrial: show acreage		
	Institutional: show acreage		
	Open Space: show acreage		
	Park Land and Trails: show acreage		
	Other: show acreage		
7	External Land Uses		
	Existing land uses within one-quarter (¼) of a mile of the sketch plan boundary.		
	Zoning within one-quarter (¼) of a mile of the sketch plan boundary.		
	Adjacent roads and other transportation links identified by name and functional classification.		
	Freeways, expressways, principal arterials, minor arterials, local roads and other major transportation links within one-quarter (¼) of a mile of the sketch plan boundary.		
	Existing easements, rights-of-way, utility facilities, drainage ways, and ditches within one-fourth (¼) mile of the sketch plan boundary.		
	Proposed roads and utility facilities which will require extension to the boundary of the sketch plan.		
8	Natural and Other Features		
	The approximate location of natural hazard areas including areas of wildfire hazard as depicted on the Vegetation Map (Wildfire Hazard Map).		
	The approximate location of burial grounds, railroad rights-of-way, mineral resource areas, watercourses, irrigation ditches and laterals, paleontological, archeological, or historic sites including burial grounds, and other significant features within or adjacent to the tract to be subdivided.		
	The approximate location of any significant wildlife habitat areas including potential State or Federally listed species areas, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.		
	The approximate location of any other hazards, including man-made hazards (e.g. landfills, mining subsidence, etc.).		
9	Streets, Roads, and Easements		
	Transportation system, to include approximate location, length, and point of intersection of all major streets (collector level roadways and above) including functional classification, trail corridors and trailheads, and other transportation links.		
	The approximate location and names of adjoining streets/roads and highways.		
	The approximate location and ownership of rights-of-way and other rights of all irrigation ditches and laterals.		
	Location and ownership of all existing and proposed drainage and utility easements and rights-of-way.		
10	Other Information and Notations		
	The names and locations of adjoining subdivisions, unsubdivided and public lands, including the property owner's names, address, and tax parcel numbers.		
	The existing zoning of all lands within the development, including overlays and subzones.		



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	The location of existing and proposed community facilities (e.g. schools, parks and open spaces, major utility facilities, police and fire protection facilities and boundaries, medical facilities, social service facilities, community centers and community activity facilities, and other facilities).		
	Identification of school districts, special districts, local improvement districts, and other governmental, quasi-governmental, and private service entities included within the boundary of the sketch plan or proposed to be created to provide service.		
	The names and locations of adjoining subdivisions, unsubdivided and public lands, including the property owner's names, address, and tax parcel numbers.		
11	Summary Information		
	Land use data table that shows acreage and density of each land use type, right-of-way, and open space areas and percentage of the total acreage.		
	The maximum gross acreage, the maximum number of lots, maximum number of units if including multi-family, estimated maximum gross density, and maximum square footage of industrial or commercial land use types within the sketch plan by each land use type and density category.		
	The approximate acreage of land to be dedicated for public streets and other public uses and developed for private uses and/or facilities including private parks, open space, and recreation centers.		