

Chapter III – Early Project Feedback

Preliminary Project Application (optional)

The Preliminary Project Application (PPA) is an optional submission of a development proposal prior to the submission of a formal application. Please contact the Development Services Department to make a PPA application. The purpose of the Preliminary Project Application review is to inform the applicant of applicable procedures, submittal requirements, development standards, infrastructure needs, comprehensive master plan policies, and other pertinent factors affecting the property before the applicant finalizes a development proposal. Some of these factors may or may not include:

- Zoning either straight Zone Districts or Planned Developments (allowed land uses/densities)
- Overlay Zone Districts (Downtown -see Chapter 17.42 / Wolfensberger-see Chapter 17.46 / Skyline/Ridgeline-see Chapter 17.48 / Interchange Overlay-see Chapter 17.44)
- Historic Preservation (see Chapter 15.64)
- Town's Vision 2020, Comprehensive Master Plan, and other Master Plans
- Douglas County / Town of Castle Rock Land Use Intergovernmental Agreement (defines the Urban Service Area)
- Land Development - General Design Principles (Chapter 17.10)
- Residential/Non-Residential Interface Regulations (see Chapter 17.50) (compatibility with surrounding uses/zoning)
- Topography, Existing Vegetation
- Floodplain, sensitive environmental areas, Prebles Meadow Jumping Mouse Habitat
- Water Rights (see Chapter 4.04)
- Street/Utility Infrastructure, Stormwater Improvements (Development Agreement/Subdivision Improvement Agreement obligations)
- Site layout (parking/vehicle access, emergency vehicle access, building heights, setbacks, open space, buffers)

Materials submitted for review as part of a Preliminary Project Application do not constitute an "application" for development for purposes of vesting as a Site Development Plan. Staff routes PPAs to regularly scheduled internal meetings, and then returns PPA comments to the applicant within 2 weeks of submittal, whenever possible. Staff opinions presented in the Town's PPA response are informational only and do not represent a commitment or formal action on behalf of the Town.

Submittal Requirements for a Preliminary Project Application (PPA):

- PPA Application Form (no fee)
- Site plan or sketch of the proposed development
- Project description
- Any questions the applicant wants to Town to specifically address

Review Process for Preliminary Project Application and Response Comments:

1. The applicant completes the application and provides additional information about their request to the Town Planning staff.
2. Staff reviews and requests appropriate outside referral comments

3. Staff provides response comments outlining the development process, issues for the applicant to be aware, and responses to questions.
4. If the applicant desires, a meeting can be arranged with staff to review the Town's comments.
5. If the applicant chooses to proceed with the project, a formal land-use application should be submitted for the appropriate application(s). A formal response to comments is not necessary with a PPA; however it is expected that the review information is taken into consideration when preparing the land use application(s).

Sketch Plan (optional)

The sketch plan is an optional development plan submission, which is schematic in nature and provides a conceptual vision of a proposed major development. Please contact the Development Services Department with questions regarding the sketch plan process or application. In preliminary fashion, the sketch plan depicts the proposed uses and densities on the property and may include design inspirations, open space analysis, major planned roadways, and other prominent features. Staff will provide feedback to the applicant about their development proposal, and with the applicant's direction, it can also be reviewed by Planning Commission and Town Council. The sketch plan provides an opportunity for residents, Planning Commission, and Town Council to give an applicant preliminary feedback and the sketch plan does not result in formal action by the Town.

Submittal Requirements for Sketch Plan: (see Sketch Plan checklist)

- Application (no fee)
- Sketch Plan showing outline of property, proposed land uses/densities, open space, buildings, streets or drives, parking and landscaping
- Narrative describing proposal
- Water rights decree (optional)
- Economic analysis (optional)
- Photos or plans of design inspiration (optional)
- Any other relevant supplementary materials (optional)

Review Process for Sketch Plan:

1. Neighborhood Meeting (*recommended*)
2. Applicant submits application materials.
3. Staff review and external referral to outside agencies, utilities and jurisdictions
4. Staff schedules Sketch Plan to be presented at public meetings with Planning Commission and Town Council (may be a joint meeting)
5. Public notice (Section 17.04.050) is required prior to the public meeting.
6. Public Meetings with Planning Commission and Town Council (may be a joint meeting)
7. Staff provides applicant with letter summarizing major issues identified by the public, external review agencies, Town staff, Planning Commission, and Town Council