

Subdivision \_\_\_\_\_

Date \_\_\_\_\_



## SUBDIVISION SKETCH PLAN CHECKLIST

\_\_\_\_\_ The size of the sketch plan and number of copies should conform to the following: Six copies that are 24" x 36" (full size). This is for Technical Team Review. Once the Technical Team has signed off on the concept we will need a total of twelve plan sets for the Planning Commission.

### The Sketch Plan must include the following:

\_\_\_\_\_ A descriptive location of the property and vicinity map at a scale of not less than one inch equals one mile. *A subdivider must submit a Sketch Plan of his/her entire tract even though his/her present plans call for the actual development of only a part of the property.*

\_\_\_\_\_ The name of the owner of the property.

\_\_\_\_\_ The date of the survey or plan.

\_\_\_\_\_ The North arrow shall be shown and be accurately correlated with the courses with indications as to whether it is true, magnetic or grid.

\_\_\_\_\_ Total acreage in the tract to be subdivided.

\_\_\_\_\_ Typical lot area and the approximate number of lots.

\_\_\_\_\_ Topography of the site with a contour interval of not more than 5 feet.

\_\_\_\_\_ The existing and proposed uses of land throughout the subdivision including proposed streets.

\_\_\_\_\_ The existing uses of land surrounding the subdivision.

\_\_\_\_\_ The proposed name of the subdivision.

\_\_\_\_\_ The estimated development time for each phase of the project.

Subdivision \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_ Application is **COMPLETE** and is **ACCEPTED** for Plan Review

Date Accepted: \_\_\_\_\_

\_\_\_\_\_ Application is **NOT COMPLETE** and is **DENIED** for Plan Review for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_