

MAJOR SUBDIVISION DEVELOPMENT SUBMITTAL SKETCH PLAN CHECKLIST



See Section 5:2.4-2 of the Zoning and Land Development Regulations for detailed Sketch Plan submittal requirements.

PROJECT NAME: _____

APPLICANT CHECKLIST (check all that apply, leave item unchecked if not applicable)

- Major Subdivision Land Development Application.
- Applicable Review Fees.
- Digital (PDF) copy of the sketch plan.
- Traffic Management Plan, if triggered per ZLDR Section 5:2.8-1.
- Restricted Covenants Form, signed and dated.

N/A (Provide a short explanation for any items that are not applicable).

SKETCH PLAN CHECKLIST

GENERAL INFORMATION

- Title block with proposed name of subdivision.
- Developer contact information.
- North Arrow, scale and date, including revision dates.
- Tract boundaries and acreage.
- Tax Map Survey Number(s).
- Vicinity Map.
- Date.

SITE INFORMATION

- Location of topographical lines, floodplain areas, wetlands, and storm drainage ditches.
- Location names, and rights-of-way widths of existing or platted streets within and in the vicinity of tract.
- Location and dimensions of all existing rights-of-way and easements either on or adjacent to the property to be subdivided.
- Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the street or within the rights-of-way of streets or roads adjoining the tract.
- Municipal/corporate lines (if applicable) and the position of the proposed development in relation to its surroundings indicating current land use and zoning of the subject site and adjacent property.

PLANNED IMPROVEMENTS

- Approximate location and layout of proposed streets, roads, and sidewalks.
- Approximate locations, dimensions, and area of all proposed lots.
- Layout of all existing lots, including building setback lines, scaled dimensions of lots, and lot numbers.
- Total number of lots (existing and/or proposed).
- Location and size of all proposed utilities and storm drainage easements.
- Layout of proposed easements, indicating width and use.
- General representation of the extent of proposed grading throughout the site, indicating the change in natural site contours (This does not require a staking plan).
- Location, dimensions, and acreage of all common open space property proposed to be set aside for the common use of property owners in the proposed subdivision.

Applicant's Name: _____ **Applicant's Signature:** _____ **Date:** _____