



SKETCH PLAT CHECKLIST

NO SKETCH PLAT OR REPLAT SHALL BE ACCEPTED FOR PROCESSING IF IT IS DETERMINED TO BE ADMINISTRATIVELY INCOMPLETE BY THE CITY PLANNER

Prior to formal submittal of a Preliminary Plat or Minor Plat, the applicant shall submit six (6) copies of a Sketch Plat and application for Sketch Plat or Replat for review by the City Planner. The purpose for the Sketch Plat is to facilitate review and identify necessary details for inclusion in the Preliminary Plat. Sketch Plat review is intended to accommodate the development of land within a minimum time and with minimal corrections during the Preliminary Plat review.

Concurrently with the submittal of the Sketch Plat, the applicant shall also submit three copies of the Conceptual iSWM™ Site Plan, in accordance with the Design Manual for Site Development (Section 1.1.3.5)

The Sketch Plat may be drawn in pen or pencil to a convenient scale (preferably 1" = 50') on a sheet not larger than twenty-four inches by thirty-six inches (24" x 36") and shall show the following:

CHECK ONE	ITEMS TO BE INCLUDED ON SKETCH PLAT
Yes ___ No ___ NA ___	Name or Proposed Name of Subdivision
Yes ___ No ___ NA ___	Block and Lot Numbers if Replat
Yes ___ No ___ NA ___	Name, address, phone, fax, and email of Legal Owner and Agent for Owner, if any
Yes ___ No ___ NA ___	Name, address, phone, fax, and email of Surveyor
Yes ___ No ___ NA ___	Location of property lines
Yes ___ No ___ NA ___	Existing Easements
Yes ___ No ___ NA ___	Rights-of-way
Yes ___ No ___ NA ___	Watercourse
Yes ___ No ___ NA ___	Wooded areas
Yes ___ No ___ NA ___	Location, width, and names of all existing streets or other public ways within or immediately adjacent to the tract
Yes ___ No ___ NA ___	Location of significant sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent
Yes ___ No ___ NA ___	Existing permanent buildings on or immediately adjacent to the site
Yes ___ No ___ NA ___	Utility rights-of-way

Yes ___ No ___ NA ___	Approximate topography with contours at two-foot (2') intervals suitable to understand general drainage patterns (May be obtained from previous topo maps)
Yes ___ No ___ NA ___	Approximate location and proposed widths of all proposed street right-of-way and pavement.
Yes ___ No ___ NA ___	Preliminary concept for connection with existing water and sewer system and preliminary concept for collecting and discharging surface water drainage.
Yes ___ No ___ NA ___	Approximate location, dimensions, and area of all parcels of land to be set aside for park or other public use, or for common use of property owners in the proposed subdivision
Yes ___ No ___ NA ___	Location of temporary stakes to enable the City Staff to find and appraise features of the Sketch Plat in the field if other landmarks are not present
Yes ___ No ___ NA ___	If the Sketch Plat covers only a part of an applicant's contiguous holdings, the applicant shall submit a sketch of the proposed subdivision areas, together with its proposed street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.
Yes ___ No ___ NA ___	A vicinity map showing streets and other general development of the surrounding area
Yes ___ No ___ NA ___	Show all zoning district boundaries within or adjacent to the tract if proposed to be changed from current boundaries
Yes ___ No ___ NA ___	Floodplain limits as shown on the current Flood Insurance Rate Map

Before submitting the sketch plat and conceptual iSWM™ Site Plan, the applicant should discuss with the Planning Staff the procedure set for the adoption of a subdivision plat and the requirements of the Design Standards, the iSWM™ Design Manual, and of any pertinent City ordinances. Planning Staff shall also advise the applicant of existing conditions, which may affect the proposed subdivision, such as existing or proposed streets, adjacent subdivisions or properties, floodplain and drainage, sewage, fire protection, reservation of land, and similar matters, referring the applicant to the proper agencies if services are not provided by the City.

Upon receiving the sketch plat, the City Planner will classify the subdivision as Standard, Replat, or Minor Plat, review and discuss the plat along with its accompanying reports and other relevant material with the applicant, and will advise the applicant in writing of the specific changes, if any, required by City ordinance or regulation as a pre-requisite for approval, and any additional changes required.