



For Planning Department Use Only
 Date Received:
 Case Number:
 Planner:

Pre-Application/Sketch Plan Checklist

The pre-application process, including sketch plan review, is required for the following types of development: Annexation, Area Plan, Master Plan, Major Site Plan, and Preliminary Subdivision Plat. The following information is required when submitting to the Planning Division. Please include a copy of this checklist when submitting your application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

* denotes mandatory item for application to be considered complete. All other items are as applicable.

*	Item Description	Provided (✓)	Applicant comments (attach sheet for additional comments)
Related Documents			
*	Submission letter with brief project description		
*	Sketch Plan (15 copies) Max sheet size 24"x36" folded into 8 1/2" x 11"		
	Phasing Schedule [required for multi-phase subdivision and master plans. See Section 503(b)]		
*	Request for Demolition Review if existing structures to be removed		
Details to include on Sketch Plan			
*	Applicant's name, address and telephone number		
*	Owner's name, address, and telephone number.		
*	Title block containing name of plan, location of the property, scale, sheet number, tax map, block, and parcel, election district and street address of property, if applicable		
*	1":50' Scale for plan or less		
*	North Arrow		
	Existing and proposed topography;		
*	Zoning and proposed use of property		
*	Project data table that total site area, density, building setbacks, building floor area, building height, total paved area, required parking.		
*	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference.		
*	Location of environmental resources such as floodplain, nontidal wetlands, streams, ponds, trees, etc.		
*	Location and dimension of all proposed and existing structures, and label structures to be demolished.		
*	Road(s) on which the property fronts. Label existing and proposed streets, driveways, and entrances within 600 feet.		
	Existing and/or proposed utilities such as sewer, water, and/or drainage.		