



Sketch Plan Requirement Checklist

The applicant shall submit to the city three (3) copies of the following information with **an applicant for sketch plan review**.

A	A brief narrative (letter) detailing:		Applicable		Provided	
			Yes	No	Yes	No
	1	An overview of the project				
	2	Existing and proposed land use/units of occupancy				
	3	Existing and proposed stormwater facilities and geologic conditions if known				
	4	Existing deed restrictions or easements affecting the site.				
	5	Street/alley improvements or amendments to the Official Map.				
	6	Anticipated traffic and parking impacts.				
	7	Significant environmental, topographical, and man-made features.				
	8	Any information unique to the project which will aid in understanding the scope of the project.				
B	A sketch plan drawn to scale showing the following if applicable					
	1	Property address and ownership				
	2	Person or firm preparing the drawing				
	3	Zoning district with site data, e.g., lots, units, parking, etc				
	4	Municipal boundary line on or immediately adjacent to property				
	5	A North arrow				
	6	Layout of existing and proposed lots, buildings, and proposed demolition.				
	7	Existing and proposed sidewalks and bicycle lanes or other accommodations for pedestrians and bicyclists.				
	8	Existing and proposed streets and alleys which will provide access to the site.				
	9	Existing and proposed parking, access drives and driveways and other paved areas.				
	10	Conceptual landscaping and identification of loss of existing tree cover.				
	11	Approximate location of one-hundred-year floodplain boundaries.				
	12	Approximate locations of wetlands.				
	13	Areas to be regraded and existing or proposed stormwater improvements.				
	14	Existing and proposed utility mains and existing and proposed utility laterals if known.				

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15	Impacts to curb, sidewalk, street improvements, utility poles, traffic signals or public infrastructure.				
16	Any information unique to the project or information requested for placement on the plan to facilitate review.				

Project’s overview may include:

- Unique project’s title
- Project’s address
- Parcel Identification Number (PIN)
- Applicant’s name and address
- Owner’s name and address
- List of contact’s persons

The information shown on the sketch plan may be organized into:

Existing Plan	Landscape Plan (shows the footprint of the first floor in light grey color)
Demolition Plan	Public Improvement Plan
Proposed Site Layout Plan with a building footprint	Vehicle and Pedestrian Transportation Plan
Grading Plan	Utilities Plan including water and sewer
	Stormwater Plan