

Subdivision _____

Date _____



SUBDIVISION SKETCH PLAN CHECKLIST

_____ The size of the sketch plan and number of copies should conform to the following: Twelve copies that are 24" x 36" (full size).

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 _____

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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:** _____