



CHECKLIST: SUBDIVISION DEVELOPMENT – SKETCH PLAT

—Specific Requirements Outlined in Chapter 2.20 of the Unified Development Code—

PROPOSED SUBDIVISION NAME AND/OR PID#: _____

The following items **MUST** be checked off {☒}, APPLICANT signature must be provided on the second page, and this document must be included with a fully completed application to be eligible for review:

- ☐ Sketch Plat plans – 4 full size plan sets (24"x36"), one 11"x17", and electronic PDF file.
- ☐ Vicinity map identifying lot(s) relationship to adjacent parcels, roadways or other landmarks
- ☐ Date, north arrow and scale – **must be 1 inch = 100 feet or less unless specifically approved**
- ☐ Location map drawn at a scale of 2,000 feet per inch showing the area within a one-mile radius of the proposed subdivision.
- ☐ Topographic contours based on USGS or NAVD Datum at two-foot (2') intervals based on USGS or NAVD Datum unless otherwise approved.
- ☐ Parcel ID number(s)
- ☐ Existing and proposed lot lines, lot dimensions, lot areas and all required building setbacks
- ☐ Existing zoning of all parcels
- ☐ Existing driveway(s), roads and road easements/rights-of-way
- ☐ Proposed street alignments and widths, notated as public or private – including proposed and existing arterial and collector streets to serve the general area
- ☐ FEMA flood zone designations and base flood elevations
- ☐ Significant drainage features and structures including any 100-year floodplains, showing location and dimensions of each.
- ☐ Distance from existing structures to existing and proposed property lines, if applicable.
- ☐ Existing utilities, including any septic tanks or other private utilities
- ☐ Location and types of any protected trees – *see Section 4.11: Tree Protection and Preservation*. Indicate if any are proposed for removal.
- ☐ Areas that may be reserved for parks, conservation or open space
- ☐ If the proposal includes future development phases, indicate approximate boundaries and timing of implementation.
- ☐ Existing water bodies and wetlands, approximating jurisdictional boundaries, include wetland delineation if applicable

- ☐ Identification of known exceptional topographical, cultural, historical, archaeological, hydrological or any other physical conditions of the property to be developed or within 100 feet on adjacent tracts.
- ☐ Name, signature and seal of licensed engineer or registered land surveyor who prepared drawings
- ☐ Was a neighborhood meeting recommended and scheduled? ☐ Yes ☐ No
If so, provide date and location of the meeting and attach a sign-in sheet.

Sketch Plat Notes:

1. Preliminary plat can be submitted prior to approval of sketch plat, although it is not recommended.
2. A lot clearing permit can be obtained prior to sketch plat approval, if applicable. However, all stormwater requirements must be met prior to permit issuance.
3. An application must be filed with the Jackson County Utility Authority (JCUA) prior to construction, so it is recommended the developer do so immediately after Sketch Plat Approval.
4. While the Public Works Checklist is not required at this phase, it is highly recommended to complete the checklist and include any questions on these items in discussions with staff.
5. The USPS has a separate policy regarding mail delivery: "National Delivery Planning Standards / A Guide for Builders and Developers". These standards must be reviewed and any questions regarding provisions for mail delivery must be addressed with USPS prior to approval.
6. The approval of the Sketch Plat shall not expire as long as the development proceeds in accordance with the phasing plan. At such time as the development lags one year behind the approved phasing plan, or a period of one-year elapses without approval of a Preliminary Plat, Sketch Plat approval shall expire. Upon receipt of a written request, the Zoning and Adjustment Board and Planning Commission may approve extensions upon finding that changing conditions in the City do not necessitate changes to the approved Sketch Plat.
7. Sketch Plat approval does not ensure approval of a Preliminary Plat involving a substantially different concept or failing to meet specific requirements of these regulations, and approval does not comprise any vesting of development rights or any assurance that permits of any kind will be issued.

Next Steps

Once the application is received (with all attachments) and fee is paid, the City will review the package and schedule the request on the next appropriate Planning Commission agenda. Appropriate time must be allowed for City review and public notification via standard mail and City review prior to the Planning Commission meeting. The Planning Commission will make a recommendation to the Board of Alderman, which will approve or reject the request. Applicants are encouraged to attend both the Planning Commission and Board of Aldermen meetings to respond to questions. The Planning Commission meets the 2nd Tuesday of each month at 6:00 pm and the Board of Aldermen meets the 1st and 3rd Tuesday of each month at 6:00 pm. All meetings occur in the City Hall Board room at 1018 Porter Avenue.

Applicant Signature: _____

DATE: _____