

ARTICLE IV

SKETCH PLAN

401. **PRE-PLAN CONSULTATION.** Prior to submitting a Sketch Plan, applicants for larger developments are encouraged to informally discuss their proposal with the Zoning Officer and/or other appropriate City Staff.

402. **SKETCH PLAN SUBMISSION REQUIREMENTS.** Prior to the submission of a Preliminary Plan, applicants are very strongly encouraged to submit a Sketch Plan. **A Sketch Plan Review often allows an applicant to save substantial time and engineering costs, because many concerns about layout and issues concerning City Ordinances can be resolved prior to detailed engineering. This can often reduce the need for future redesign at a more detailed stage, thereby saving the applicant significant money and time.** When submitted, Sketch Plans shall include the following information:

A. **Submission Requirement.** If submitted, 8 print copies of the Sketch Plan and the accompanying application should be submitted to the City Staff at least 7 days prior to a regular Planning Commission meeting.

B. **Drawing Requirements.** A Sketch Plan shall be drafted to approximate scale (scales of less than 1 inch = 100 feet are to be avoided, scales of 1 inch = 50 feet are encouraged) and is recommended to include the following as applicable:

1. Approximate boundary line of the development.
2. Approximate locations of significant physical features (such as areas of steep slopes, quarries, creeks and major drainage channels).
3. Proposed lot and street layout with approximate areas of lots (such as "2 acres").
4. Site data including:
 - a. Approximate acreage of the entire tract
 - b. Number of lots and types of dwelling units (if residential)
 - c. Zoning District and major applicable lot area and setback requirements
5. Approximate north point and scale and a tentative name of the project (may be the developer's name).
6. Approximate proposed locations of any non-residential buildings (if known) and statement of the general proposed types of any non-residential uses.
7. A map showing the general location of the project in relation to nearby streets (may be a photocopy of USGS or City base map or a commercial map).
8. Approximate location of any area within the 100-Year floodplain (from Federal Insurance Administration map).
9. General provisions for stormwater management, such as tentative approximate locations of any storm water detention basins and any major stormwater drainage channels.

10. Note stating the general methods of providing water and sewer service (such as "public water and public sewage service involving extension of existing lines along Smith Street").
11. Names of any adjacent non-residential uses and any zoning district boundaries in the area.
12. Name and address of person responsible for the preparation of the plan and the date of completion of the plans and any subsequent revision dates.
13. Approximate general locations of any possible wetlands (may be "hydric soil" locations from the County Soil Survey).
14. Statement of the proposed uses of the land (if known).
15. Areas of existing woods, with approximate locations of any individual trees with a trunk diameter at 4.5 feet above the surrounding ground level noted.

403. **SKETCH PLAN REVIEW PROCEDURES.**

- A. No official action shall be taken on a sketch plan. The City shall not be bound by comments made or not made as part of a sketch plan review.
- B. The City shall distribute copies of the sketch plan to the City Engineer, the relevant City staffperson and the Planning Commission for advisory reviews.

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