



## SKETCH PLAN CHECKLIST

### Application

- Completed Planning Board application
- Cover letter
- Covenants deed restrictions, easements, or right of way existing or planned
- Documentation establishing right, title and interest in the property
- An electronic copy of all application materials in a format acceptable to the City Planner

### For Subdivision review

- Subdivisions of 5 or more lots or units, a multidisciplinary design team comprising of a landscape architect, surveyor and engineer is required for the design of the project layout.

### Map Requirements

- Project name, names of property owner, applicant, and designer
- Date, north point, scale
- Perimeter boundary, area of proposed development and preliminary building footprints, areas reserved for future development,
- Tentative easements or rights of way locations, lot lines, lot numbers, acreage,
- Estimated soil boundary locations from the U.S.A.D.A./S.C.S medium-intensity soil survey noting areas of severe and very severe soil limitations, as applicable
- Land cover areas, (e.g. woods, fields),
- Topographic features: areas of steep slopes, bedrock outcrops, ponds, streams, aquifers, aquifer groundwater recharge areas, floodplains, and
- Location of existing and proposed structures,
- Special conservation and recreation areas
- Names and addresses of abutting landowners
- Locator map

### Fees

- Non-refundable application fee (\$300.00)
- Additional noticing fees will be provided during the application review

### Copies

- 5 sets with maps on 24" x 36" sized paper; 10 sets with maps on 11" x 17" sized paper