



Planned Development Sketch Plan Checklist

Office Use Only	
Case No.	

SUBMITTAL INSTRUCTIONS

1. Submit this application with an attached completed [Application for Administrative Review Committee Approval](#) and follow e-plans submittal instructions in application.
2. Upload one (1) electronic copy of site plan through e-plans.

The sketch plan is incomplete if it does not contain the following information and will not be reviewed. Incomplete submittals will be returned to the applicant’s representative with a copy to the applicant. If an incomplete sketch plan has been submitted for an application deadline listed on the Processing Time Schedule, the planned development application will not be processed for that Planning and Zoning Commission meeting.

- 1. Attach a written explanation of why a planned development is proposed and why it is more creative and imaginative that generally is possible with conventional zoning regulations; and

Provide the following on the sketch plan:

- 2. Site plan scale and north arrow with the words “Planned Development Sketch Plan”; and
- 3. A location sketch, locating the site with adjoining streets. Orient the location sketch to the sketch plan drawing. A metes and bounds description is not required at this time; and
- 4. General site dimensions and configuration including a tabulation of total site acreage; and
- 5. General topography, with contour intervals appropriate for the site and scale of the drawing, showing the locations of any natural features such as watercourses, drainage ways, flood prone areas, sinkholes or other geological features within the site; and
- 6. Names and locations of all existing, recorded or mapped streets, highways and alleys within or immediately adjacent to the site as well as the approximate location of proposed streets; and
- 7. The approximate location of all existing and proposed sanitary sewer lines as well as stormwater collection and detention facilities within and immediately adjacent to the site; and
- 8. The approximate location and configuration of proposed uses and buildings, parking areas, access to adjoining streets, buffering, etc.; and
- 9. An explanation of the proposed development standards either on the site plan or as text attached to the site plan. The following information is needed:
 - a. Uses; and
 - b. Intensity of development in terms of total dwelling units, dwelling units per acre, total non-residential square footage, non-residential floor area ratios, or other criteria; and
 - c. Setbacks, heights, open space and impervious surface ratios; and
 - d. Parking schedule; and
 - e. Bufferyards; and
 - f. Signage; and
 - g. Access; and
 - h. How the final development plan should be approved.

Sketch plans may be submitted at any time. Sketch plans submitted by Tuesday will be reviewed by the Administrative Review Committee on the following Tuesday if they are complete in accordance with this checklist. Remember, incomplete sketch plans will not be reviewed. A review letter will be sent to the preparer and property owner following the Administrative Review Committee meeting.