



SKETCH PLAN CHECKLIST

Instructions

All of the items listed on this checklist are required to be shown on the Sketch Plat drawing and on related attachments. **Any checklist items that are missing must be added for an application to be considered complete.** As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted electronically (along with a copy of this completed checklist) to the City Planner.

Sketch Plan Intent

The Sketch Plan process is intended to provide an opportunity for the applicant to consult early with the Planning Commission and City Council before preparing a Preliminary Plat. During the Sketch Plan review process, matters pertaining to land use, access, circulation, lot layout, building layout, parks, buffering and conceptual drainage design are analyzed relative to existing natural and man-made conditions, the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Code.

The Sketch plan is to be prepared by a landscape architect or land planner and must further the Community's goal of a pedestrian friendly, walkable neighborhood with defined public and private areas. Submission and approval of a sketch plan shall not be construed as a lot density or unit number guarantee by the City Council. Changes to the site layout may be necessary to incorporate subdivision, zoning code requirements and City comments.

Application and Plat Review Information:

The City staff reserves the right to determine if a submittal is complete. The Sketch Plat will not be placed on the Planning Commission's agenda until City staff has accepted a complete submittal, including receipt of fees. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice as to the status of the application shall be mailed to the applicant within fifteen (15) business days after the application has been delivered to the Watertown City Hall.

Notice of Meeting Attendance

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled at the next available agenda. (*Planning Commission Meetings are held the 4th Thursday of each month and called to order at 6:30 PM, or as notified*).

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting

Notice of Additional Fees

In addition to the fees outlined in the City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of the development application by the City and its consultants, including but not limited to engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.

Notice of Approval

Approval of a sketch plan does not constitute a guarantee for the number of units or general density as proposed.

If you have any questions regarding items contained within the checklist, please contact the City Planner at (952) 955-2681



General Information

Development

DEVELOPMENT NAME:

Address:

City:

State:

Zip:

Property Tax ID Number (PID #):

Legal description:

Preparer

Name:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Email:

Applicant

Name:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Email:

Exact interest of applicant in the subject property:

Owner (if different from applicant)

Name:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Email:



Sketch Plat Checklist

Section 1 - General information		Provided:		
1. Maximum drawing size (<i>all sheets</i>) - 24" x 36"	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. North arrow	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Scale of drawing (1" = 50' for small plats, 1" = 100' for large plats)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Section 2 - Narrative information (<i>must be on same sheet as illustrations</i>)				
4. Name of development	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Name of property owner (<i>incl. address</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Name of applicant and exact interest of applicant in the subject property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
7. Name of preparer (<i>incl. address</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
8. Present zoning of the site (<i>incl. flood fringe, if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
9. All proposed uses for the site and buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
10. Legal description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
11. Total area of the site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Section 3 - Required illustrations				
12. Plat boundary shown with a heavy line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
13. Names of all adjoining subdivisions and lot numbers shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
14. All lots numbered (<i>outlots, if any, designated with letters</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
15. All lot lines shown with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
16. Area in square feet of all lots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
17. Front building setback lines along with all public streets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
18. Existing contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
19. Proposed contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
20. Contour of 110-year flood elevation (<i>if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
21. All existing easements (<i>public & private</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
22. Existing street, alley rights-of-way, buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
23. Existing drainage courses and streams	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
24. Outline of existing trees and wooded areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
25. Proposed easements shown; type of easement indicated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
26. Sidewalks, as required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
27. Eight-foot wide trail shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 3 - Required illustrations (continued)			
28. Streets:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
a. Street pattern	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Width of all right-of-way shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Width of all streets shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Radii of approaches at street intersections show	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29. Landscaping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
a. Landscape plan for buffers (required when commercial abuts any residential zoning, multi-family abuts single family, or single family abuts collectors and county highways)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Street tree landscaping plan (1 overstory tree per 40 lineal feet of street frontage)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Table showing landscaping provided / required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Residential / open space landscaping plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Trail landscaping plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
30. Building elevations and proposed building types.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NOTE: A separate explanation sheet should be provided if any item from this checklist is not being provided (Except those which do not apply to this project and are marked N/A (not applicable))			

Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Applicant			
Signature:		Date:	
Owner (or owner's agent)			
Signature:		Date:	

Office Use Only				
Fee:		Receipt Number:		Date Received:
Date Plat is delivered to Watertown City Hall:				
Date Plat is deemed complete / officially filed:				