

# CITY OF WATERTOWN

## Sketch Plan checklist

PROJECT NAME:

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APPLICANT NAME:

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PHONE:

FAX:

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ADDRESS:

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**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 Communities goals 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 and City comments.

**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. Once all items are shown, the drawings and related attachments may be submitted (along with a copy of this completed checklist) to the City Planner. For specific information related to setbacks, lot area and width, etc., refer to the City of Watertown Zoning and Subdivision Ordinance. 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 of application deficiencies shall be mailed to the applicant within fifteen (15) business days of application.

**Sketch Plans must be developed by Landscape Architect or Land Planners/ Designers.**

Received By:	
Date Plat is delivered to City Hall:	
Date Plat is Deemed Complete/Officially Filed:	

A COPY OF THIS COMPLETED CHECKLIST IS REQUIRED TO BE SUBMITTED ALONG WITH ALL OTHER REQUIRED DRAWINGS AND RELATED ITEMS.

**SKETCH PLAT CHECKLIST****SECTION I: GENERAL INFORMATION PROVIDED:**

YES      NO (All Sheets)

- \_\_\_\_\_      \_\_\_\_\_ 1. Maximum Drawing Size (all sheets): 24" by 36"
- \_\_\_\_\_      \_\_\_\_\_ 2. North Arrow
- \_\_\_\_\_      \_\_\_\_\_ 3. Scale of drawing (1"= 50' for small plats, 1 100' for large plats)

**SECTION II: NARRATIVE INFORMATION (must be on same sheet as illustrations)**

- \_\_\_\_\_      \_\_\_\_\_ 4. Name of Development
- \_\_\_\_\_      \_\_\_\_\_ 5. Name of Property Owner, including address
- \_\_\_\_\_      \_\_\_\_\_ 6. Name of Applicant and exact interest of Applicant in the Subject Property
- \_\_\_\_\_      \_\_\_\_\_ 7. Name of Preparer, including Address
- \_\_\_\_\_      \_\_\_\_\_ 8. Present Zoning of the site (including Flood Fringe, if applicable)
- \_\_\_\_\_      \_\_\_\_\_ 9. All proposed uses for the site and buildings
- \_\_\_\_\_      \_\_\_\_\_ 10. Legal Description
- \_\_\_\_\_      \_\_\_\_\_ 11. Total Area of the Site

**SECTION III: REQUIRED ILLUSTRATIONS**

- \_\_\_\_\_      \_\_\_\_\_ 13. Plat boundary shown with a heavy line
- \_\_\_\_\_      \_\_\_\_\_ 14. Names of all adjoining subdivisions and lot numbers shown
- \_\_\_\_\_      \_\_\_\_\_ 15. All lots numbered (outlots, if any, designated with letters)
- \_\_\_\_\_      \_\_\_\_\_ 16. All lot lines shown with dimensions
- \_\_\_\_\_      \_\_\_\_\_ 17. Area in square feet of all lots
- \_\_\_\_\_      \_\_\_\_\_ 18. Front building setback lines along all public streets
- \_\_\_\_\_      \_\_\_\_\_ 19. Existing Contours
- \_\_\_\_\_      \_\_\_\_\_ 20. Proposed Contours
- \_\_\_\_\_      \_\_\_\_\_ 21. Contour of 100-Year Flood Elevation, if applicable
- \_\_\_\_\_      \_\_\_\_\_ 22. All existing easements (public & private)
- \_\_\_\_\_      \_\_\_\_\_ 23. Existing street, alley rights-of-way, buildings
- \_\_\_\_\_      \_\_\_\_\_ 24. Existing drainage courses and streams
- \_\_\_\_\_      \_\_\_\_\_ 25. Outline of existing trees and wooded areas
- \_\_\_\_\_      \_\_\_\_\_ 26. Proposed Easements shown; type of easement indicated
- \_\_\_\_\_      \_\_\_\_\_ 27. Sidewalks, as required

- | YES   | NO    |  |
|-------|-------|--|
| _____ | _____ | 28. Eight-foot wide trail shown, if required   |
| _____ | _____ | 29. Streets:   |
| _____ | _____ | a. Street pattern  |
| _____ | _____ | b. Width of all rights-of-way shown  |
| _____ | _____ | c. Width of all streets shown  |
| _____ | _____ | d. Radii of approaches at street intersections shown   |
| _____ | _____ | 30. Landscaping  |
| _____ | _____ | 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) |
| _____ | _____ | b. Street tree landscaping Plan (1 overstory tree per 40 lineal feet of street frontage)   |
| _____ | _____ | c. Table showing landscaping provided/ required  |
| _____ | _____ | d. Residential/ open space landscaping plan  |
| _____ | _____ | e. Trail landscaping plan  |
| _____ | _____ | 31. Building elevations and proposed building types.   |

NOTE: Please note any items from this checklist that are not being provided (except those which do not apply to this project and are marked not applicable), with an explanation as to why they are not being provided. Attach a separate sheet if necessary.

**SECTION IV: NOTICES**

**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 will be tabled until the next available agenda.

**Notice of additional fees:**

In addition to the fees outlined in the attached 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 development applications by the City and it’s 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

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, attaching a copy of proof of ownership (either copy of Owner’s Duplicate Certificate of Title, Abstract of Title or purchase agreement), and/or that I am legally able to represent all other persons or 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.

**Notice of approval:**

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

**SECTION V: SIGNATURE**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner (or Owners agent)**

\_\_\_\_\_  
**Date**

Application Received on \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

**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.**