

Article III – Sketch Plan

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Article III – Sketch Plan

§ 22-301 Optional Submission.

Sketch plan maps and materials may be submitted for all proposed subdivisions and land developments to the Zoning Officer. Before submission of the preliminary plan by the developer, maps and materials may be submitted by the developer to the Planning Commission, thus enabling the Planning Commission to offer its comments to the developer concerning the potential of the proposed subdivision or land development tract for development and the general feasibility of the developer's plans for the tract.

[Ord. 415 10-29-2003]

§ 22-302 Contents.

The sketch plan submission will include the following maps and materials, which may be shown on one (1) plan:

(a) A key map, for the purpose of locating the property being subdivided, drawn at a scale not smaller than one (1) inch equals one thousand (1,000) feet and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all streets, roads, streams, municipal boundaries, and recorded subdivision plans existing within two thousand (2,000) feet of any part of the property.

(b) A topographic map of the site with ten (10) foot contour intervals and at a minimum scale of one (1) inch equals one hundred (100) feet. The map shall delineate slope areas over five percent (5%) and shall show woodland cover.

(c) A letter of intent and a sketch of the proposed subdivision or land development tract, explaining and illustrating the developer's general development concepts for the tract. The sketch plan shall be at a minimum scale of one (1) inch equals one hundred (100) feet.

(d) The name and address of the developer and party preparing the plan.

[Ord. 415 10-29-2003]

§ 22-303 Submission.

(a) Ten (10) copies of a completed sketch subdivision or land development application and the appropriate submission fee shall be submitted to the Zoning Officer.

(b) Ten (10) copies of all sketch plan maps and materials, as set forth in § 22-302, shall be submitted to the Zoning Officer.

[Ord. 415 10-29-2003]

§ 22-304 Reference to the Planning Commission.

The Zoning Officer shall retain one (1) copy of the sketch plan maps and materials and refer the remaining copies to the Planning Commission for its review and recommendations.

[Ord. 415 10-29-2003]

§ 22-305 Review and Recommendations.

(a) The sketch plan maps and materials will be reviewed by the Planning Commission at its next regular meeting, *provided* that submission has occurred no less than twenty-one (21) calendar days prior to such meeting.

(b) The Planning Commission shall review sketch plan data to determine the development potential of the site.

(c) [RESERVED]

(d) Within ninety (90) days after submission of sketch plan maps and materials to the Planning Commission, the Planning Commission shall make any recommendations to the developer which it deems necessary or advisable in the public interest in order to provide an acceptable subdivision or land development plan for the site.

(e) Within fourteen (14) calendar days after the meeting at which the sketch plan was acted upon, the Secretary of the Planning Commission shall send written notice of the Planning Commission's recommendations to the following:

- (1) Council.
- (2) The developer or his agent.

[Ords. 415 10-29-2003, 437 09-14-2005]