



Sketch Plan Review Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled with the Administrative Review Committee. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A written narrative describing the proposal.
- _____ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 4) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 5) General Sketch Plan: General Sketch Plans include the proposed subdivision indicating any zoning changes, variances, or permits required. Include notation of any zoning changes or permits which would be required, and show that consideration has been given to the relationship of the proposed plat to existing community facilities that would serve it, to neighboring subdivision and development, and to the topography of the site.
- _____ 6) Preliminary drainage and storm water plans showing general locations and methods.
- _____ 7) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

After submission of a PUD sketch plan, staff may take up to ten (10) business days to determine if the information submitted is complete before scheduling the pre-application meeting. After the pre-application meeting, the zoning administrator, within fifteen (15) working days of the meeting, shall report back, in writing, to the developer with the information and any issues raised by the zoning administrator, city public services director, city engineer, or city attorney. At this time, the zoning administrator will report whether staff determines that a mandatory or discretionary environmental review is required prior to the formal application.

The zoning administrator shall then place the sketch plan on the next scheduled council meeting for council review but no sooner than five (5) business days. This review shall be advisory only and non-binding.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Sketch Plan Review procedures can be found in Chapter 6 (Planned Unit Development Process) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.