

**Approved 1/17/2012**

**Summary of Sketch Plan Requirements  
(ZA to review with the applicant when first contact is made and  
prior to the 15 day deadline as shown below)**

The Applicant shall submit one original and two (2) copies of a Sketch Plan of the proposed subdivision to the Zoning Administrator **at least fifteen days prior to the regular meeting of the Development Review Board**

The following information shall be submitted for consideration with a sketch plan application for a Subdivision:

- Subdivision: name or title and address at which it is located
- Name and addresses of Applicant and professional advisers
- A general plat map depicting the subdivision and important features, including existing development or roads, planned infrastructure and roads, significant natural areas or other areas of interest or concern; drawn at a scale sufficient to depict the entire parcel subject to the subdivision application and to allow the Development Review Board to locate the parcel within the municipality and to view it in the context of the land surrounding the parcel – note it is not necessary to hire a surveyor at this stage it is okay to provide a pencil sketch drawn using a ruler to get the scale reasonably accurate
- Description of proposed easements and/or covenants encumbering the property
- A statement by the Applicant concerning the use of any adjoining property owned or controlled by the landowner or by Applicant, if different from owner