

# DELHI TOWN PLANNING BOARD

## FORM 2. SKETCH PLAT CHECKLIST

Subdivision \_\_\_\_\_

- \_\_\_\_ 1. Two copies of application
- \_\_\_\_ 2. Received check for \$ \_\_\_\_\_  
( \_\_\_\_\_ lots at \$ \_\_\_\_\_ )
- \_\_\_\_ 3. Three copies of plat (at scale of 1" = 100' or less) showing the following information:
  - \_\_\_\_ 4. Legal Description (Lot, Section, Township, City, Village, County)
  - \_\_\_\_ 5. Name of Proposed Subdivision
  - \_\_\_\_ 6. Graphic Scale
  - \_\_\_\_ 7. North Arrow
  - \_\_\_\_ 8. Date
  - \_\_\_\_ 9. Property Owner's Name and Address
  - \_\_\_\_ 10. Covenants, Liens, and Encumbrances
  - \_\_\_\_ 11. Conveyance (Book and Page) to owner
  - \_\_\_\_ 12. Name and address of licensed professional engineer, surveyor preparing the Sketch Plat, Attorney
  - \_\_\_\_ 13. Location of Property Lines
  - \_\_\_\_ 14. Existing Easements
  - \_\_\_\_ 15. Burial Grounds
  - \_\_\_\_ 16. Railroad Rights-of-Way
  - \_\_\_\_ 17. Water Courses
  - \_\_\_\_ 18. Existing Wooded Areas
  - \_\_\_\_ 19. Trees eight inches (8") of more in diameter, measured four feet (4') above ground
  - \_\_\_\_ 20. Location, width, and names of all existing or platted streets or other public ways within or immediately adjacent to tract
  - \_\_\_\_ 21. Names of adjoining property owners from the latest County or Township assessment rolls within five hundred feet (500') of any perimeter boundary of the subdivision
  - \_\_\_\_ 22. Locations, sizes, elevations, and slopes of existing sewers, water mains, culverts, and other underground structure within the tract and immediately adjacent thereto
  - \_\_\_\_ 23. Existing permanent buildings
  - \_\_\_\_ 24. Utility poles on or immediately adjacent to the site and utility right-of-way
  - \_\_\_\_ 25. Approximate Topography, at the same scale as the Sketch Plat
  - \_\_\_\_ 26. The approximate location and widths of proposed streets or roads
  - \_\_\_\_ 27. Preliminary proposals for connection with existing water supply and sanitary sewage systems, preliminary provisions for collecting and discharging surface water drainage
  - \_\_\_\_ 28. The approximate location, dimensions, and areas of all proposed or existing lots
  - \_\_\_\_ 29. The approximate location, dimensions, and areas of all parcels of lands proposed to Be set aside for park or playground use or other public use or for the use of property owners in the proposed subdivision

- \_\_\_\_\_ 30. The location of temporary stakes to enable the Planning Board to find and appraise features of the sketch plat in the field
- \_\_\_\_\_ 31. Whenever the sketch plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale of no more than two hundred feet (200') to the inch, a sketch in pen or pencil of the proposed subdivision area, together with its proposed street and drainage system for the remaining portion of the tract
- \_\_\_\_\_ 32. A vicinity map showing streets and other general development of the surrounding area at a scale of 1" = 100'; the Sketch Plat shall show all school and improvement district lines and zoning district lines with the zones properly designated
- \_\_\_\_\_ 33. Has applicant or agent discussed Sketch Plat with Administrative Assistant to the Planning Board prior to filing?

Date of Conference \_\_\_\_\_

With Whom \_\_\_\_\_

- \_\_\_\_\_ 34. Referred to the following officials, agencies, and municipalities:

Official, Agency, or Local Government	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- \_\_\_\_\_ 35. Reports (or protests) from Officials, Agencies, and Local Governments received:

Official, Agency, or Local Government	Date
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ 36. Date Sketch Plat referred to Planning Board \_\_\_\_\_

\_\_\_\_\_ 37. Date of Planning Board Field Trip \_\_\_\_\_

\_\_\_\_\_ 38. Date of Planning Board meeting on Sketch Plat \_\_\_\_\_

\_\_\_\_\_ 39. Date of Approval of Sketch Plat \_\_\_\_\_

\_\_\_\_\_ 40. Conditions and remarks of Planning Board \_\_\_\_\_

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