

# Sketch Plat Checklist (Optional-Rarely Used)

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

|                            |   |  |
|----------------------------|---|--|
| <b>Project Name:</b>       |   |  |
| <b>Project Address:</b>    |   |  |
| <b>General Information</b> |   |  |
| 1                          | Scale drawing of the property.  |  |
| 2                          | Scale no smaller than two hundred (200) feet to an inch.  |  |
| 3                          | Names of the owners of adjacent property.   |  |
| 4                          | Size of the original tract(s) being subdivided.   |  |
| 5                          | Vicinity map showing streets and other general development of the surrounding area (suggested scale 1"=1000).   |  |
| 6                          | Date and approximate north point.   |  |
| 7                          | Name of owner.  |  |
| 8                          | Name, address & telephone number of the professional person(s) responsible for subdivision design, design of public improvements and surveys.                                       |  |
| 9                          | Zoning classification.  |  |
| 10                         | Submit electronic version of the application and plan to Planning.  |  |
| <b>Existing Features</b>   |   |  |
| 11                         | Name and lot patterns of adjoining developments along with the book and page number of recordation within two hundred (200) feet of any perimeter boundary of the subdivision.      |  |
| 12                         | Notation of any existing legal rights-of-way or easements, or other encumbrances affecting the property.  |  |
| 13                         | Approximate topography of the site, at no more than five (5) foot intervals, extended into adjacent properties.   |  |
| 14                         | Any areas which may be affected by flooding.  |  |
| 15                         | Location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision.                             |  |
| 16                         | Location and sizes of existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent to the site .                              |  |
| <b>Proposed Features</b>   |   |  |
| 17                         | Proposed phasing (if applicable).   |  |
| 18                         | Location, dimensions, and areas of all proposed or existing lots (in the instance of a condominium subdivision, show the position of all buildings).                                |  |
| 19                         | Location, width and names of all planned streets or other public ways within or immediately adjacent to the tract.  |  |
| 20                         | Location, dimensions, and area of all parcels of land proposed to be set aside for public use or for the use of the property owners of the proposed subdivision.                    |  |
| 21                         | Preliminary proposals for connection with existing water supply and sanitary sewer systems, or alternate means of providing water supply and sanitary waste treatment and disposal. |  |
| 22                         | Preliminary provisions for collecting and discharging surface water drainage.   |  |
| <b>Additional Items</b>    |   |  |
|                            |   |  |
|                            |   |  |
|                            |   |  |
|                            |   |  |

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I do hereby submit the attached Sketch Plat and accompanying construction drawings for review and recommendation by the Hendersonville Regional Planning Commission. The appropriate copies of the plat and drawings have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Individual Submitting Plat

\*Any items checked Not Applicable by the submitter that are deemed applicable by the City staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact the Staff Planner or City Engineer.

**Please note: No plan will be reviewed until all information required is presented in a full and complete manner.**