



SKETCH PLAN CHECK LIST  
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Subdivision Name: \_\_\_\_\_

**TO BE COMPLETED BY BOTH DEVELOPER AND CITY**

**Developer:** Check each following item for compliance with adopted City standards, Titles, General Plan Zoning, and ordinances. In order to expedite Sketch review, please ensure all application requisites are included on plans. This form, when properly completed, shall serve as application for review of Sketch Plans and the approval process. Submit application and proposed sketch plans, with the following information, to the Community Development Department at least fifteen (15) calendar days prior to the desired Planning Commission Meeting.

**Community Dev Staff:** Check each item for compliance with adopted City Standards, Titles, General Plan Zoning, and ordinances. Note deficiencies by reference number on a separate sheet and attach to this document. Upon completion of review, provide a completed copy of this document to Developer, which shall serve as notice of approval to proceed to Land Use Authority's review. The Land Use Authority shall recommend approval, approval with conditions, or denial of the sketch plans as submitted and forward their recommendation to City Council.

**Sketch Plan Application Requisites**

- \_\_\_ Dev \_\_\_ City 1. Payment of Sketch Plan Application Fee
- \_\_\_ Dev \_\_\_ City 2. Two 22" X 34" plans plus two 11" X 17" half- scale copies
- \_\_\_ Dev \_\_\_ City 3. Name, address, and phone number of developer and engineer and/or surveyor preparing the sketch
- \_\_\_ Dev \_\_\_ City 4. CD of AutoCAD files, in \*.dwg file format, containing sketch drawing only (File may be submitted on CD or emailed to [tmoyes@syracuseut.com](mailto:tmoyes@syracuseut.com)) to be used in staff presentation and report to City Council
- \_\_\_ Dev \_\_\_ City 5. Feasibility Report:
  - a. Proposed method of connecting to city utilities and proposed connection information in City Ordinance 8-2-10
  - b. Irrigation water rights conveyed to City per Ordinance 8-2-9
  - c. Density calculations outlined in City's Zoning Ordinance based on location
  - d. Method of meeting parkland-purchase impact fee requirements in Ordinance 8-2-5
  - e. Identification of potential wetland areas within subdivision and proposed method of management (a wetland delineation study and report from the US Army Corp of Engineers may be required within the sensitive lands overlay zone)
  - f. Estimated number of phases and number of lots in each phase of the development
  - g. Method of meeting the secondary ingress/egress required by Ordinance 8-2-11

**INFORMATION TO BE INCLUDED ON PLAT:**

- \_\_\_ Dev \_\_\_ City 6. Subdivision name (confirm name availability with County Recorder's office)

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- \_\_\_ Dev \_\_\_ City 7. Inset vicinity map
- \_\_\_ Dev \_\_\_ City 8. Sketch of proposed subdivision with lot sizes, proposed phases drawn to a scale of no less than 1 inch equaling 100 feet, and acreage of development
- \_\_\_ Dev \_\_\_ City 9. Boundaries of proposed subdivision and adjoining property ownership information
- \_\_\_ Dev \_\_\_ City 10. Proposed transportation system and street layout
- \_\_\_ Dev \_\_\_ City 11. Proposed storm drainage outlet and detention method
- \_\_\_ Dev \_\_\_ City 12. Existing utilities adjoining proposed development site
- \_\_\_ Dev \_\_\_ City 13. Existing structures, noting those to be retained and those to be demolished
- \_\_\_ Dev \_\_\_ City 14. Natural features, drainage channels, and overlay zone requirements (if applicable)
- \_\_\_ Dev \_\_\_ City 15. Date, north point, and written/graphic scale

**FILING**

File Sketch Plan Subdivision applications with the Syracuse City Community Development Department at 1787 South 2000 West, Syracuse, UT 84075, Telephone 801-825-1477. Applicant should discuss the proposed subdivision with department staff prior to submission to review related General Plan and other land use issues that may be involved with the proposed development.

**APPLICATION REQUIREMENTS**

Application for subdivision must include: 1) Application form with sketch plan checklist, 2) plans or plats, and 3) application review fee.

**DEADLINES**

The Planning Commission considers tentative approval of subdivisions at its regularly scheduled meetings the first and third Tuesdays of each month, with only one meeting held the first Tuesday in December. Submission deadlines are 15 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may result in the Department Director moving the item for consideration to the following meeting.