



**CITY OF JORDAN  
210 EAST FIRST STREET  
JORDAN, MN 55352  
952-492-2535**

## **SKETCH PLAN CHECKLIST**

*The following information is provided as to supplement the 'Application for Subdivision Review' form you have requested in conjunction with a possible request for sketch plan approval. Receipt of this checklist and the Application for Subdivision Review by an applicant does not constitute a formal request for review. The City's goal is to receive complete application submissions, therefore, please use the following as a guideline when preparing required information constituting a formal request for consideration. The review process will begin upon receipt of a completed application, and only completed applications shall be accepted. If the application is determined to be incomplete, notification, which indicated which portion of the application is incomplete, will be mailed to the applicant within fifteen (15) days following submission of the application. Please allow a minimum of twenty (20) days following receipt of the application for internal processing, review and public meeting notification, as applicable, prior to the item being presented at a meeting.*

- \_\_\_\_\_ Completed 'Application for Subdivision Review' form submitted.
- \_\_\_\_\_ Applicable review fee submitted.
- \_\_\_\_\_ Sketch Plan required data:
  - \_\_\_\_\_ North point
  - \_\_\_\_\_ Tract boundaries
  - \_\_\_\_\_ Acreage
  - \_\_\_\_\_ Streets on and adjacent to tract
  - \_\_\_\_\_ Significant topographical, physical features, trees/woodlands, water bodies and wetlands
  - \_\_\_\_\_ Proposed general street layout
  - \_\_\_\_\_ Proposed general lot layout
  - \_\_\_\_\_ Proposed density of land use(s)
  - \_\_\_\_\_ Proposed use
  - \_\_\_\_\_ Proposed park & open space
  - \_\_\_\_\_ Proposed zoning changes
  - \_\_\_\_\_ Preliminary description of sanitary sewer, drinking water and general drainage
  - \_\_\_\_\_ Proposed timing and/or staging of development
  - \_\_\_\_\_ Relationship of proposed subdivision to existing community facilities, to neighboring subdivisions and developments

*To the degree possible and based on the general nature of the sketch plan, the City Administrator or the Administrator's designee will advise the subdivider as to conformity of the subdivision with the Comprehensive Plan, the Growth Development Plan, and the Subdivision Ordinance of the City Code and as to variances that may be required and any other applicable official controls. The Planning Commission may also review the sketch plan and provide advice. Any advice, comments or recommendations for modifications made at this point by staff or Planning Commission are advisory only and shall not constitute approval or a commitment to approve. Review of the sketch plan will include an initial determination if environmental review documents must be completed pursuant to State laws or rules. If such documents are required, the subdivider shall take the proper steps to ensure that the documents are prepared.*

**This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.**

**FOR OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_ DATE COMPLETE: \_\_\_\_\_ IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: \_\_\_\_\_

DATE OF PUBLIC HEARING \_\_\_\_\_ PUBLICATION DATE: \_\_\_\_\_

DATE NOTICE SENT TO ADJOINING PROPERTIES: \_\_\_\_\_

AMOUNT OF FEE PAID: \_\_\_\_\_ DATE FEE PAID: \_\_\_\_\_ FILE # \_\_\_\_\_

PLANNING COMMISSION ACTION: \_\_\_\_\_ RECOMMEND APPROVAL \_\_\_\_\_ RECOMMEND DENIAL \_\_\_\_\_

DATE OF ACTION: \_\_\_\_\_

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF PLANNING COMMISSION ACTION: \_\_\_\_\_

CITY COUNCIL ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE OF ACTION: \_\_\_\_\_

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF CITY COUNCIL ACTION: \_\_\_\_\_

DATE FILED WITH SCOTT COUNTY RECORDER'S OFFICE: \_\_\_\_\_