



**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: _____