

**SUMMERDALE PLANNING COMMISSION
SUBDIVISION REGULATIONS
PROCEDURES FOR PLAT APPROVAL**

1. Sketch Plan Review - Step One
 1. Pre-Application and Sketch Plan Review (See Section 4.3)
 - Pre-application Conference and Community Meeting
 - Informal Sketch Review with the Planning Commission
 - Four (4) 24"x 36" prints as required in Section 4-3. One (1) 11"x 17" print of the plat.
 - Application form required.

2. Preliminary Plat Review - Step Two
 - Four (4) 24"x 36" prints with all required preliminary plat information.
 - One (1) 11"x 17" print with all required preliminary plat information.
 - CD / jump or Hard Drive containing photographs of proposed subdivision, surrounding property, and a plat of the proposed subdivision
 - Thirty (30) days prior to Planning Commission meeting. (The Planning Commission meets regularly on the third Thursday of each month.)
 - Adjacent property owners and their addresses listed
 - Filing, Review and Hearing Fee - See Appendix II these regulations

3. Final Plat Review - Step Three
 - The original tracing and three (3) 24"x 36" prints of the plat with all required statements, certificates, and signatures.
 - One (1) 11"x 17" copy of the final plat.
 - CD or 3.5" diskette containing photographs and the final plat of the subdivision.
 - Thirty (30) days prior to regular meeting (The Planning Commission meets regularly on the fourth Monday of each month.)
 - Copies of Federal and State permits, if required

Appropriate application forms, checklists and other required documentation must be completed and submitted with the plat.

Town of Summerdale
Informal Planning Commission
Sketch Plan Review Application

**** Planning Commission require a representative from the project be present at meetings. ****

Application Date: _____

Owner Name: _____

Name of Developer: _____

Address/location of Proposed Subdivision:

Parcel No/PIN: _____ Zoning Class: _____

Property Owner Signature /Authorized Agent: _____

Phone No: _____

Section 4.4 SKETCH PLAN REQUIREMENTS

The subdivider shall submit to the Planning Department, at least thirty (30) days prior to a regularly scheduled meeting, the community meeting verification, four (4) copies of a sketch plan of the proposed subdivision, together with a sketch vicinity map and any other data which will convey his intentions as to the proposed layout and type of development. The sketch plan shall be drawn at an approximate scale of not less than 100 feet to one inch and shall show the tentative street layout, approximate, right-of-way width, lot arrangements, the location of the nearest water line, water courses, existing structure, total acres, approximate number of lots, adjoining streets, north point, existing topography, and proposed use of land. All sketch plans will be reviewed by staff of the Town of Summerdale for approval, before being placed on the Planning Commission's agenda. All sketch plan requirements must be met as well as requirements proposed by the staff. All plans that do not meet sketch plan requirements will be returned to the developer for correction prior to being placed on the Planning Commission agenda.

***The approval of a sketch plan does not constitute approval of a preliminary subdivision plat.*

For Office Use

Planning Commission Date: _____

Planning Commission Action: _____ Approved _____ Disapproved
