
SECTION 3: SKETCH PLAN

While not mandatory, it is suggested that subdividers prepare a sketch plan depicting the subdivision proposal for informal review prior to filing a formal application. A sketch plan may be required with all annexation petitions. On the basis of the sketch plan, the City shall informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision generally conforms to the design standards of this section and to other sections of this Ordinance. Sketch plan review does not convey any legal development rights to the applicants.

3-1 INFORMATION REQUIRED FOR SKETCH PLAN

The sketch plan shall include seven (7) large scale copies and one (1) reduced scale (11" by 17") copy of detailed written materials, plans and specifications to include the following information:

NOTE: One/two additional large scale copies shall be provided for each of the following, if applicable:

- Project is adjacent to a county road or county state aid highway (1)
- Project is adjacent to a state highway (1)
- Project lies within a Shoreland or Flood Plain Overlay Districts (1)

A. General Location and Site Description

1. Name and address of developer/owner.
2. Date of plan preparation and dates of revision.
3. Scale of plan (engineering scale only – one (1) inch equals one hundred (100) feet).
4. North arrow indication.
5. Legal description.
6. Property location map illustrating the site location relative to adjoining properties and streets.
7. Scaled drawing (engineering scale only) illustrating property boundaries.

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8. Proof that the person is a qualified applicant pursuant to Section 1-12.
 9. Current and proposed land use and zoning.
 10. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the Comprehensive Plan and Subdivision Ordinance.
 11. Additional information as required by the Zoning Administrator.

B. Resource Inventory

A resource inventory, mapped at a scale of one (1) inch to one hundred (100) feet or less shall include:

1. Topographic contours at two (2) foot intervals showing ~~rock~~ slopes of more than fifteen (15) percent.
2. Soil type locations and identification of soil type characteristics such as hydric soils, depth to bedrock, depth to water table and suitability for wastewater disposal systems, if applicable (Wright County Soil Survey information).
3. Hydrologic characteristics including surface water courses, floodplains, delineated wetlands, natural swales, and drainageways.
4. Site vegetation including:
 - a. Cover type (pasture, woodland, etc.).
 - b. Woodland area boundaries.
 - c. Individual trees having a diameter at breast height of eighteen (18) or more inches.
 - d. Vegetative type descriptions (deciduous, coniferous or mixed) by plant community, relative age, and condition.
5. Current land use and land cover (cultivated areas, paved areas, etc.), all buildings and structures on the land, and all encumbrances, such as easements or covenants.
6. Transportation systems including:
 - a. Adjoining streets.
 - b. Functional classifications.
 - c. Current and projected traffic volumes.

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- d. General conditions.
 - 7. Neighborhood context. General outlines of existing neighborhoods, land uses, buildings, streets, and natural features such as water bodies or wooded areas, roads, driveways and property boundaries within three hundred (300) feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet.
- C. **Sketch Subdivision Plan.** One (1) or more of the subdivision sketch plans meeting the intent of this Ordinance and including at least the following information:
- 1. Open space areas indicating which areas are to be protected and defined by the purpose of the open space.
 - 2. Boundaries of areas to be developed and proposed general street and lot layout.
 - 3. Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable.
 - 4. Areas proposed for stormwater management.
 - 5. Street system that interconnects neighborhoods that is consistent with the Delano Comprehensive Plan.
 - 6. Location of utility trunks intended to serve the site.
 - 7. Said plans shall be drawn at a scale of one (1) inch to one hundred (100) feet or less.
 - 8. Total area of wetlands and uplands on site.
- D. Application fee and deposit or escrow security to pay for review costs of the City staff and consultants.

3-2 FILING AND REVIEW OF APPLICATION

A. Procedure

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1. Pre-Application Meeting. An applicant may meet with City staff to discuss a proposed development and investigate the City requirements for pursuing a development application.
 2. Neighborhood Meeting. The City strongly recommends the property owner/applicant hold a neighborhood meeting for informal comment and feedback prior to submitting a formal sketch application.
 3. An application for sketch plan along with the associated information and fee established by the City Council shall be submitted to the Zoning Administrator.
 4. The Zoning Administrator shall submit copies of the sketch plan and associated information to other staff, committees, consultants, or agencies as appropriate.
 5. The Zoning Administrator shall forward the sketch plan submission to the City's advisory boards and City Council for their consideration at regularly scheduled meetings to solicit informal review and comment on the project's acceptability in relation to the City's Comprehensive Plan and development regulations. Such meetings should be attended by the applicant.
 6. Sketch plan review does not convey any legal development rights to the applicants.

3-3 DETERMINATION OF REQUIREMENT FOR ENVIRONMENTAL REVIEW DOCUMENTS

The Zoning Administrator may review the sketch plan and may determine if an Environmental Assessment Worksheet (EAW), Environmental Impact Statement (EIS), or Alternative Urban Area-Wide Review (AUAR) is required pursuant to Minnesota Rules. If such documents are required, the Zoning Administrator may notify the developer of the requirement.

An escrow deposit in addition to the standard requirements shall be submitted by the applicant to cover City costs reviewing and administering an EAW.