



Sketch Plan Application

Pasquotank County Planning & Inspections Department
Telephone: (252)335-1891
Fax: (252)337-6733

1209 McPherson Street
Elizabeth City, NC 27909

Name of Subdivision: _____

Address/Location of property: _____

Parcel Identification Number: _____

Zoning District: _____ Total Acres: _____ Total # Lots: _____

Property Owner/Developer: _____

Address: _____

Telephone: _____ Fax: _____

Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Applications for Sketch Plan review shall be submitted to the Planning & Inspections Department located at 1209 McPherson Street. Submissions shall include a completed application (including the checklist) along with 20 sets of plans (folded to 9" x 12") and a \$100 per lot submittal fee. Incomplete applications and/or rolled plans will not be accepted for review.

A stormwater review fee in the amount of \$4,400 for minor subdivisions (a three or less acre tract) or \$6,000 for major subdivisions (greater than three acre tract) is required upon submission of the Sketch Plan. This fee will be held in escrow to cover the review costs associated with the County's engineering consultant. If at any time, this fee drops below \$1,000, the applicant shall replenish the account to the original fee amount. Remaining balances will be refunded upon final subdivision approval or if the applicant chooses not to proceed with the development. (Effective July 1, 2006)

Sketch Plans will be reviewed by the Technical Review Committee prior to being scheduled on a Planning Commission agenda. The Technical Review Committee meets at 10:00 a.m. on the first Wednesday of every month. In order to allow adequate time for TRC members to review applications, submittals must be made at least twenty-one (21) days prior to the regularly scheduled TRC meeting. Applicants will be notified when their site plan is scheduled for review and are required to attend the TRC meeting in order to answer any questions regarding their plan.

The attached checklist must be completed and submitted with this application.

SKETCH PLAN APPROVAL SUBMITTAL CHECKLIST

<i>For each listed item, please mark X if provided or n/a if the feature does not exist or is not proposed. This checklist is required to be submitted with the application.</i>		<i>Staff use only</i>
<i>X or n/a</i>	<i>Submittal Requirement</i>	
	1. Completed Sketch Plan application form	
	2. 20 sets of plans folded to 9" x 12" and one reduced copy 8 1/2" x 11" in size	
	3. Title information (name of development, name & address of owner & surveyor, date of plan & north arrow)	
	4. Boundary of tract and the portion to be subdivided distinctively and accurately represented with all bearings and distances shown	
	5. Sketch of proposed street and lot layout	
	6. Dimensions of street right-of-way	
	7. Location of other rights-of-way and easements	
	8. Sites, if any, for schools, churches, parks, beaches, etc.	
	9. Location of streets and lots of developed or platted properties within 100 feet of property being considered for subdivision	
	10. Zoning classification(s) of the tract and adjacent properties	
	11. Site Data including: acreage in tract, acreage to be subdivided, approximate acreage in parks and other land usage, approximate number of lots proposed	
	12. Sketch vicinity map showing the relationship of the proposed subdivision to the surrounding area, the adopted thoroughfare plan, the 100 year flood plain, areas of environmental concern and land classification map	
	13. Topographic map showing vertical contours every one (1) foot	
	14. Name of township, county and state in which the subdivision is located in	
	15. Corporate limits, township boundaries, county lines, if on the subdivision tract	
	16. Scale denoted both graphically and numerically	
	17. Names of adjoining property owners	
	18. Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on land to be subdivided and land immediately adjoining	
	19. Blocks numbered consecutively and lots numbered consecutively throughout each block, square feet of each lot so indicated	
	20. Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site, including the location of known areas subject to flooding	

