



Sketch Plan Requirement Checklist

The Sketch Plan shall show in simple sketch form the proposed layout of streets, lots, buildings, public open spaces and other features in relation to existing conditions based upon the size of the tract proposed for development. Sketch Plans shall be reviewed as binding documents for Zoning Permits, but shall be used for non-binding review for all other development application processes in which a Sketch Plan is required.

Sketch Plans shall include the following information:

- The name of the proposed development.
- Name of map or plan (e.g. Sketch Plan).
- The name, address and telephone number of the property owner.
- The name, address and telephone number of the developer, if different from property owner.
- A sketch vicinity map, including north arrow and property address, showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways.
- Date(s) map(s) prepared or revised.
- Name, address and telephone number of map preparer.
- North arrow and orientation (north arrow shall be oriented toward the top of the map where practical).
- Scale denoted as a bar graph and numerically. (All plans shall be submitted at a scale not less than 1 inch = 50 feet (for Site Plans) or 1 inch = 200 feet (for Subdivisions) unless otherwise authorized by the Administrator)
- The existing boundary lines of the property and total acreage. If existing property lines are to be changed, label as "old property lines" and show as dashed lines.
- Lots of adjacent developed or platted properties, including tax map, block, and parcel numbers.
- The existing and proposed land uses and the existing land uses of adjacent properties.
- Zoning classification of the land and adjacent properties.
- Corporate limits, town limits and other jurisdiction boundary lines on or within 300 feet of the land to be subdivided or developed, if any.
- The location, names and right-of-way width of any existing streets on and within 300 feet of the land to be subdivided or developed.

- Location of existing or proposed thoroughfares or collector streets on and within 300 feet of the property as shown on the Town's currently adopted thoroughfare plan or Collector Street Plan.
- Floodplain and floodway delineation.
- Water courses, ponds, lakes or streams.
- Railroad lines and rights-of-way.
- Location of existing public water and/or sewer lines on and within 300 feet of the property.
- Dimensions, location, and use of all existing buildings; distances between buildings measured at the closest point; distances from buildings to closest property lines; and, buildings to remain on final plan.
- Name and location of any property or building on the National Register of Historic Places or locally designated historic property.
- If deemed necessary by the Administrator, existing topographic conditions shall be provided. Contours should be at least in 2-foot intervals. Wake County or Town of Wendell topographic information may be used to fulfill this requirement.
- Proposed lot lines, dimensions and street network.
- Square footage of all lots less than 1 acre in size, with smallest lot indicated. Acreage for all lots over 1 acre.
- Site calculations, including acreage in total tract, total number of lots proposed.
- Lots sequenced or numbered consecutively.
- Street data illustrating right-of-way lines.
- Plan for providing water and sewer service in graphic or narrative form.
- General open space areas.
- Statement of Comprehensive Plan consistency.

For more information contact:
Wendell Planning Department
919.365.4448