

Sketch Plat

Application Packet



Town of Strasburg
Department of Planning and Zoning
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

Updated September 15, 2009



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SKETCH PLAT APPLICATION

Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 3. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.
2. **SUPPLEMENTARY INFORMATION:** You **MUST** submit **five (5)** full-size (24" x 36") copies of the sketch plat along with the completed application form. Please see page 4 of this application for additional information on what the drawings must contain.
3. **APPLICATION FEE:** An application fee of \$100 **MUST** be paid at the time of application submittal.



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Application Num. _____
 (office assigns)

SKETCH PLAT APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
SKETCH PLAT INFORMATION	DESCRIBE THE INTENDED USE OF THE PROPERTY (USE BACK OF SHEET IF NECESSARY)	
APPLICATION REVIEW	DATE RECEIVED	
	REVIEW COMPLETE <input type="checkbox"/> YES <input type="checkbox"/> NO	REVIEW DATE(S)
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	
	TOWN PLANNER SIGNATURE	
<p>By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.</p>		
_____ Print Name of Applicant/Owner		_____ Signature of Owner/Agent



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SKETCH PLAT APPLICATION

Applicable Town Code Excerpts

202 Submission of sketch plat (optional).

202.1 *Plat to be filed with the administrator*--The applicant may, if he so chooses, submit to the administrator a sketch plat of the proposed subdivision prior to his preparation of an engineered preliminary and final plat. The purpose of such sketch is to permit the administrator and Town Planning Commission to advise the applicant whether his plans, in general, are in accordance with the requirements of this ordinance. The Commission, upon submission of any sketch plat, shall study it and advise the applicant wherein it appears that changes would be necessary. The Commission may mark the sketch plat indicating necessary changes and any such marked copy shall be returned to the subdivider. Plats shall fully comply with requirements of article III, section 301 of these regulations.

202.2 *Number of copies*--Five legible black-line or blue-line paper prints (which may be prepared in ink or pencil) of the sketch plat shall be required for this optional submission.

203 Review of sketch plat.

203.1 A sketch plat shall be considered a submission for informal discussion between the applicant and the Town. Submission of a sketch plat shall not constitute official submission of a plat to the Town.

203.2 Review by the Town Planning Commission:

- (a) When a sketch plat has been submitted to the administrator, the plat shall be reviewed by the Town Planning Commission at its next scheduled meeting, provided that such submission has occurred no less than seven calendar days prior to the scheduled meeting.
- (b) Such submission shall include application forms available at the office of the administrator.
- (c) The Planning Commission shall study the sketch plat, taking into consideration the requirements of the subdivision regulations (see article IV) and the best use of the land being subdivided. Particularly attention will be given to the arrangement, the further development of adjoining lands as yet unsubdivided, the guidelines of the Town comprehensive plan, and the requirements of other plans and ordinances as adopted by the Town.
- (d) The Planning Commission may seek the advice of other officials or consultants in reviewing a sketch plat.
- (e) Within 14 calendar days after the meeting at which the sketch plat is reviewed by the Town Planning Commission, the administrator shall send written notice of the Planning Commission's action, including changes or modifications, and what environmental protection analyses, plans,

development controls, or other information it may require as a condition for approval of later subdivision plat submissions. Such notice shall be sent to the applicant or his agent, and the Town Council. The Planning Commission and/or Town Council may require additional changes as a result of further study of the subdivision at the time of submission and review of preliminary and/or final plats.

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

301 Sketch plat.

301.1 The sketch plat of a proposed subdivision shall be clearly and legibly drawn on white paper, or on a print of a topographic map of the property at a scale of between one inch equals one foot and one inch equals 100 feet.

301.2 If the sketch plat requires more than one sheet, a key diagram showing relative location of the several sections, shall be drawn on each sheet.

301.3 The sketch plat shall contain at least the following information which shall be shown in accordance with the standards in article IV where applicable:

- (a) Name of subdivision, name of property, or other identifying title.
- (b) Name, address, and telephone number of legal owner or agent of property.
- (c) Display of any existing legal rights-of-way or easements affecting the property, including names and widths of existing streets.
- (d) Existing covenants on the property, if any.
- (e) Name, address, and telephone number of persons responsible for subdivision design or improvements, and for boundary surveys.
- (f) Tract boundaries accurately labeled.
- (g) Name of municipality or municipalities in which subdivision is located.
- (h) North point, scale (written and graphic) and date.
- (i) Name(s) of all adjoining property owner(s) including those on adjacent rights-of-way and streets.
- (j) Significant topographical and physical features (water sources, wooded areas, etc.).
- (k) Proposed general street and lot layout, with approximate dimensions.
- (l) A vicinity map drawn to scale of between one inch equals 250 feet and one inch equals 2,000 feet with sufficient information to locate the property in relation to all streets (showing names) and municipal boundaries within 1,000 feet of all subdivision boundaries.
- (m) Preliminary proposals for connection with existing water supply and sanitary sewerage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.

- (n) The approximate location and area of all parcels of land proposed to be set aside for nonresidential use such as park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- (o) Whenever the sketch plat does not include all of the tract of land, the applicant shall submit, at the scale of between one inch equals one foot and one inch equals 250 feet, a sketch in pen or pencil of the proposed subdivision area, together with its proposed street system and an indication of the probable future street and drainage system of the remaining portion of the tract, if known.