



**SKETCH PLAN CONFERENCE CHECKLIST**

Pursuant to [§ 138-141 Sketch plan](#), please submit fourteen (14) copies of the following:

- (1) A sketch or map of the area which shows the location of the site with respect to nearby streets, rights-of-way, properties, easements and other pertinent features; and
- (2) A sketch plan identifying the zoning district, whether the parcel is within a certified New York State Agricultural District, identifying adjacent land uses, and showing proposed site improvements, including the locations and dimensions of proposed structures, parking areas, water service, wastewater disposal, conceptual stormwater management, anticipated changes in the existing topography and other natural features; and
- (3) A topographic or contour map of adequate scale and detail to show site topography and significant site features, such as wetlands, surface waters, existing structures or improvements on the site and any other information that may be pertinent to the design and layout of the site.

At the option of the applicant, more than one sketch plan conference may be scheduled in order to have sufficient opportunity to exchange ideas, provide recommendations, if any, and further develop the proposal.