

**TOWN OF ITHACA, NY**  
**SKETCH PLAN CHECKLIST**

**PROJECT NAME** \_\_\_\_\_

**PROJECT NUMBER** \_\_\_\_\_

**STAFF REVIEWER** \_\_\_\_\_

**X = ITEM SUBMITTED**

**N/A = NOT APPLICABLE**

**W = WAIVE**

1. \_\_\_\_ Completed and signed Development Review Application.
2. \_\_\_\_ Payment of Sketch Plan Application Fees.
3. \_\_\_\_ Proposed Sketch Plan, with the following information, should be filed in the Planning Department at least fifteen (15) calendar days prior to the Planning Board meeting at which sketch plan review is requested. Information may be supplied on more than one drawing, if necessary, supplemented with appropriate narrative descriptions:
  - a. \_\_\_\_ General location in the Town of the proposed development.
  - b. \_\_\_\_ Approximate boundaries of parcel (s) involved.
  - c. \_\_\_\_ Existing land use and proposed land use.
  - d. \_\_\_\_ Approximate location of existing and proposed buildings or other significant structures.
  - e. \_\_\_\_ Approximate location of adjacent or nearby highways.
  - f. \_\_\_\_ General topography of project area.
  - g. \_\_\_\_ General indication of potentially significant, natural or cultural features on or adjacent to the site (e.g. wetlands, creeks, steep slopes, historic structures)
  - h. \_\_\_\_ Existing land uses of immediately adjacent properties.
  - i. \_\_\_\_ Written explanation of the character and purpose of the proposed development including the type and density of development, water and sewer systems proposed, and general timetable for the development.
  - j. \_\_\_\_ 25 copies of all sheets of the proposed sketch plan in reduced format (no larger than 11 inches by 17 inches) and 25 copies of all other items required above, except Development Review Application.