



SKETCH PLAN CHECK LIST

(New Business in Existing Building)

This checklist must be complete and accompany any Sketch Plan for a new business in an existing building that is submitted to the Creola Planning Commission for review along with the application for Site Plan Review and receipt of all applicable fees paid.

Please fill out each box on the table below under the "Submitted" section. Answer each required item with either YES, NO, or N/A.

The Planning Commission will not accept and review incomplete applications.

Certain requirements on this Check List are considered minimum standards and additional information may be required if requested by the Creola Planning Commission before final approval decision is made.

The following list of items are required and shall be included ON THE SKETCH PLAN and shall meet the minimum standards set forth in this Zoning Ordinance.

***** ALL DIMENSIONS MUST BE SHOWN ON SKETCH PLAN*****

SUBMITTED			ITEM	COMPLIANT (office use only)		
YES	NO	N/A		YES	NO	N/A
APPLICANT & GENERAL INFORMATION:						
			1. Name and address of land owner of record, applicant, or authorized representative (form required for authorized agent);			
			2. Current Title Policy, Title Opinion, Title Report, (within 60 days) or deed to verify ownership of land and/or copy of Lease Agreement;			
			3. Property Address;			
			4. Boundary of entire property showing all boundaries with all existing parcel lines indicating preliminary distances;			
			5. North Arrow (pointing north);			
			6. Parcel number(s);			
SITE DATA:						
			7. Total number of lots indicating lot numbers;			
			8. Existing lot lines showing total length in feet;			
			9. Total square footage of each lot;			
			10. Location of existing adjacent streets to the development;			
			11. Indication of the proposed use of property and zoning classification;			
			12. Location of all existing and proposed buildings and/or structures, indicating proposed use and distances between buildings if applicable;			
SUBMITTED			ITEM	COMPLIANT (office use only)		

YES	NO	N/A		YES	NO	N/A
INFRASTRUCTURE & UTILITY DATA:						
			13. Names and locations of all existing streets, rights-of-way, alleys, and easements within and adjacent to proposed subdivision, including dimension of each and the purpose of the easements;			
			14. Lot frontage on public streets (showing width in linear feet) and proposed access thereto-means of ingress and egress to and from the property with dimensions of each, to include traffic flow diagrams;			
			15. Number and location of required off-street parking spaces, including handicapped, indicating dimensions of each space;			
			16. Off-street loading and unloading areas (non-residential uses only);			
			17. Location, dimensions, and total number of all on-premise signs, including type of sign;			
			18. Location of lighting on property indicating direction of where light will be shining;			
			19. Location of dumpster pad on property indicating required screening (non-residential uses only);			
			20. Location, dimension, and type of protection buffer and/or fence if applicable;			
			21. Landscape plan, if applicable;			
ENVIRONMENTAL DATA:						
			22. Flood Zone Designation-Location and extent of all land subject to flooding by the overflow or ponding of storm water within the one hundred (100) year floodplain. Special flood hazard areas and/or coastal high hazard areas must be drawn on Plan as indicated on the latest Flood Insurance Rate Map (FIRM) for the area including a statement to that effect;			
OTHER:						
			23. List of all utility providers to the site;			
			24. Attached copy of all required state and federal permits, if applicable.			