

Application Submittal and Review

Sketch Plan

§18.3.2, North Augusta Development Code



Completeness Review

The approval process for a Sketch Plan application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §18.3.2. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City no later than ten (10) days before the Planning Commission meeting at which the Sketch Plan will be reviewed. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff and the Planning Commission will begin after all required information has been submitted.

Required for all Sketch Plan Applications:

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| a. | Planning and Development Application |
| b. | Required Fee. |
| c. | Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc. |
| d. | Type of project anticipated. |
| e. | A location map, showing the location of the property in reference to surrounding properties, streets, City boundaries. |
| f. | Site Analysis and Development Recommendations Report, if available (§B.3.4). |
| g. | Current and/or requested zoning including typical lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. |
| h. | Anticipated uses. |
| i. | General location and size of existing or proposed structures. General location of streets. |
| j. | Any existing or proposed easements or land reserved for or dedicated to public use. |
| k. | General location of existing streets, water courses, flood plains, wetlands or other sensitive areas. General location of rights of way and/or easements on and within two hundred (200) feet of tract. |

Compliance Review

The purpose of the sketch plan review process is to provide the Planning Commission input in the formative stages of a development plan. After a sketch plan application has been determined to be complete, project plans are reviewed by City staff and the Planning Commission for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. A brief written summary of the sketch plan review shall be provided within ten (10) days of the sketch plan review meeting. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.