

Application Date:	
Fee:	<b>\$75.00</b>

## PLAT SKETCH

A plat sketch is an informal plan drawn to scale showing the existing features of a site and its surroundings and the general layout of a proposed subdivision.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>BRIEF DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 3.01 Sketch plan		

### Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Plat Sketch: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Plat Map:</u></b> All maps shall be drawn to scale not less than one (1) inch to one hundred (100) feet and include a north arrow <ul style="list-style-type: none"> <li>Property dimensions and the outside boundary lines of the subdivision clearly shown</li> <li>Area of the subdivision and area of each lot in acres and in square feet</li> <li>Date of preparation</li> <li>Location of existing and proposed buildings (including footprint, and dimensions to lot lines), and identified buildable area</li> <li>Minimum front, side, and rear setback lines, including setback lines from bluffs, lake shores and river fronts.</li> <li>Numbers and dimensions of each lot and block</li> <li>Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider.</li> <li>Location of right-of-way width and names of existing or platted streets</li> <li>Location of current and proposed curb cuts, driveways, access roads, alleys, sidewalks trails, pedestrian ways, and utility easements</li> <li>Location of existing and proposed parking and Off-street loading areas (if applicable)</li> <li>Location of well and septic systems on site</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

Application for: **PLAT SKETCH**  
Lent Township

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER**

<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Written Narrative Describing your request:</u></b> <i>A written description of your request for the Plat Sketch will be required to be submitted as a part of your application.</i> <ul style="list-style-type: none"><li>• Description of subdivision</li><li>• Type of business or industry to reveal the effect of the development on traffic</li><li>• Provisions for sewage disposal, surface water, drainage, and flood control</li><li>• Any proposed zoning changes for the area</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Survey of the property:</u></b> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format. <ul style="list-style-type: none"><li>• North point and graphic scale</li><li>• Legal description of property</li><li>• Name of owner on record</li><li>• Subdivision name</li><li>• Property name and address</li><li>• Property lot line dimensions</li><li>• Area in acres and square feet</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

**Review and Recommendation by the Planning & Zoning Commission (P&Z).** The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

A plat sketch is an informal of a proposed subdivision, and does not require approval from the Town Board.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

_____	_____
Signature of Applicant	Date
_____	_____
Signature of Owner (if different than applicant)	Date