



### Sketch Plan Review (SPR) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_ Letter of Request should contain, at a minimum, the following:
  - \_\_\_ Date of Application.
  - \_\_\_ Applicant's correct email address and correct phone number.
  - \_\_\_ Applicant's Representative's or Consultant's correct email address and correct phone number.
  - \_\_\_ Project location identification: parcel number, address, or legal description.
  - \_\_\_ Project Description for Project narrative:
    - \_\_\_ Applicant's intended use of the property.
    - \_\_\_ Business details: How the entity will conduct or do business.
- \_\_\_ Preliminary site plan including dimensions and size of property, in feet and acres, existing and proposed structures and roads, and present zoning or other relevant visual representation of the proposed project.