

TOWN OF LEWISTON  
Planning Board

**Sketch Plan – Conference**

**Sketch Plan Objective:** The sketch plan conference will enable the applicant to inform the Planning Board of the proposed development prior to preparing costly and detailed site plans, thus incurring design costs. The Planning Board will review the intended site design concept and advise the applicant as to potential concerns and to explain the data and information required on the new site plan submission. The project's status under SEQRA will be determined at this time.

**Sketch Plan Guidelines:** Carefully respond to each of the following requirements. Initial in the spaces provided to signify compliance. Please understand incomplete applications will be returned without action until all requirements are addressed.

**Section I – Data**

Date \_\_\_\_\_

Name of Proposed Development (if known) \_\_\_\_\_

Developer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner Name (If different) \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 2 – Land Use Data**

Location of site \_\_\_\_\_

Tax Map Description                      Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Current Zoning Classification \_\_\_\_\_ Total Site Area (square feet or acres) \_\_\_\_\_

Master Plan Designation \_\_\_\_\_

Proposed Use(s) of the Site \_\_\_\_\_

Detailed Description of Proposed Development \_\_\_\_\_

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**Section 3 – Land Condition Data**

Current Land Use of Site (Agriculture, commercial, undeveloped, etc.) \_\_\_\_\_

Current Condition of Site (buildings, brush, etc.) \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands, etc.)\_\_\_\_\_

**Section 4 – Cost**

Estimated Cost of Proposed Development \$\_\_\_\_\_

Will Development Be Phased\_\_\_\_\_ Explain (if “yes”)\_\_\_\_\_

**Section 5 – Instructions**

- a. Nine copies of the sketch are due 14 days prior to the regular meeting of the Planning Board. Sorry, because of numerous agenda obligations there can be no exceptions.
- b. Include tax map information or other similarly accurate base map data to enable the entire tract to be shown on one sheet. Preference is at a scale 200 feet to the inch.
- c. Proof of ownership of property must be submitted with the application. If this requirement is not adhered to, the application will be deemed incomplete.

**Section 6 – Additional Instructions – Subdivision Development Only**

Please, carefully and completely respond to each of the following requirements. Understand your initialing the spaces provided signify compliance. Because of Planning Board time constraints, incomplete applications will be returned until all requirements are addressed.

- a. The sketch plat shall depict the following information: Initial (Compliance)
  - The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection \_\_\_\_\_
  - All existing structures, wooded area, streams to include flood plains, state or federal wetlands and other significant physical feature with the portion to be subdivided and within 200’ thereof. \_\_\_\_\_
  - The name of the owner and all adjoining property owners as disclosed by the Most recent municipal tax records \_\_\_\_\_
  - The tax map sections, block and lot numbers, if available. \_\_\_\_\_
  - All the utilities available, and all streets, which are either proposed, mapped or built. \_\_\_\_\_
    - The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area. \_\_\_\_\_
  - All existing restrictions on the use of land including easements, covenants, or zoning. \_\_\_\_\_
- b. Developer or authorized representative must attend the meeting of the Planning Board to discuss street improvements, sewerage, water supply, fire protection, etc. \_\_\_\_\_
- c. The Planning Board shall determine whether the sketch plan meets the purpose of the zoning regulations and shall, where it deems it necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.
- d. The Planning Board will classify the development as either a minor or major subdivision, where applicable.

**Section – 7 Petitioner Certification**

- a. By detailing and where applicable initialing the above requirements, I acknowledge and understand and have complied with the requirement.
- b. Understand that all planned and unplanned activity taking place on this property must be consistent with all health, safety and environmental laws and be compliant with government noise and traffic ordinances; thus preserving the culture and tranquility of the neighborhood.

\_\_\_\_\_  
Owner or Authorized Representative Signature

\_\_\_\_\_  
Date

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