



MAJOR SUBDIVISION – SKETCH PLAN CHECKLIST

Major Subdivision – Sketch Plan Criteria (Section 16.04.050(C))

1. The proposed subdivision shall be consistent with the City Standards and Specifications.
2. The proposed subdivision must:
 - a. Be in conformance with the Comprehensive Plan and zoning regulations;
 - b. Consider the relationship of development to topography, soils, drainage, flooding, potential natural hazard areas and other physical characteristics;
 - c. Consider availability of water, means of sewage collection and treatment, access and other utilities and services; and
 - d. Consider compatibility with the natural and built environments, wildlife, vegetation and unique natural features.

Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- Acknowledgement of Fees Form**, signed by applicant
- A **Sketch Plan Map** that meets all requirements defined in the Subdivision Regulations under Section 16.04.050(C)(4)(a), including: 1 digital copy in PDF format and 1 printed hard copy (optional)
- Supporting Materials**, such as a written narrative, which contain the required information defined in the Subdivision Regulations under Section 16.04.050(C)(4)(b) if not provided on the Sketch Plan Map, including estimated water and sewage needs if a non-residential subdivision
- Copy(ies) of **Current Deed(s)** for the property and/or other current title documents such as a Title Commitment or Owners and Encumbrances Report
- Application Fee** (see current fee schedule)

Additional Information

- **Courtesy Review Option:** The applicant is encouraged to submit draft application materials to the City for informal courtesy review prior to an official application. No fee is required, and City staff will provide general feedback on the proposal and minimum requirements; however, the City is not bound by discussions during courtesy review.
- Digital application materials may be emailed to comdev@cityofdelta.net.
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- **Discretionary Review:** This type of request requires at least one public meeting or hearing in front of the City of Delta Planning Commission and/or City Council. Additional information about your responsibilities for public notice will be provided when a meeting date is set.
- If no public improvements need to be designed and constructed for the Major Subdivision, the City may waive Preliminary Plat as part of Sketch Plan approval.
- **Expiration:** Sketch Plan for a Major Subdivision expires 1 year following approval if no Preliminary Plat is submitted, unless otherwise approved at the City's discretion.