

### Sketch Plan Review Checklist

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

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- \_\_\_ Letter of Request (Project Narrative):
  - \_\_\_ Correct email & correct phone number of the applicant.
  - \_\_\_ Project location identification: parcel number, address, or legal description.
  - \_\_\_ Project Description:
    - \_\_\_ Applicant's intended use of the property.
    - \_\_\_ Business details.
    - \_\_\_ How the entity conduct/do business.
  - \_\_\_ Preliminary site plan or other relevant visual representation of the proposed project.