



**CITY OF LINCOLN
 SKETCH PLAT CHECKLIST**

The purpose of this meeting is to discuss a conceptual layout of the property and to streamline the development process within the City of Lincoln. A concept plan meeting shall be held a minimum of 10 days before the Planning and Zoning meeting. During the meeting, the developer, owner, engineer, or representative will be provided the steps, timeline, and application(s) needed to fulfill the development requirements as outlined in the *City of Lincoln Code of Ordinances*. It is required that the developer, owner, engineer, or representative fill out the below information regarding the proposal, and provide a conceptual layout to facilitate discussion.

City ETA

Section 1: Property Information

DATE OF PREAPPLICATION MEETING: _____

Street Address of Property:		
Name of Plat:		
Section:	Township:	Range
Legal Description of Property (lot, block, addition):		
Current Zoning:	Proposed Zoning:	
Acreage to be Developed:		
Project Narrative:		

Section 2: Property Owner and Applicant Information

APPLICANT/DEVELOPER:	
Address:	City/State/Zip:
Email:	Phone:
PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):	
Address:	City/State/Zip:
Email:	Phone:
CONTACT PERSON/AGENT:	
Address:	City/State/Zip:
Email:	Phone:
SURVEYOR OF RECORD:	
Name/Firm:	Mailing Address:
Email:	Phone:

DEVELOPMENT PROCESS WITH THE CITY OF LINCOLN

	Applicant's Checklist	City Staff Checklist
Applications needed to fulfill the submittal requirements: Development Application City Checklist Concept Plan Checklist Preliminary Plat Checklist Final Plat Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Proposed timeframe: <input type="checkbox"/> 120 days <input type="checkbox"/> 90 days <input type="checkbox"/> 60 days	<input type="checkbox"/>	<input type="checkbox"/>
Steps Involved in Subdividing Property 1. Sketch Plat Meeting 2. Planning and Zoning – Preliminary Plat Consideration 3. Preliminary Plat 4. Final Application 5. Planning Commission – Public Hearing/Final Consideration 6. City Commission – Final Consideration 7. Recordation	<input type="checkbox"/>	<input type="checkbox"/>
Design Requirements – Applicant shall follow Section 9-08 of the <i>Lincoln Code Requirements</i>	<input type="checkbox"/>	<input type="checkbox"/>
Overall concept plan of the entire area controlled by the applicant (lot size, zoning, road network, stormwater, easements, parks)	<input type="checkbox"/>	<input type="checkbox"/>
Extension of municipal utilities to service the plat	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with existing development studies: Existing Zoning Plan Future Land Use Plan Long Range Transportation Study Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater management issues of proposal acreage such as: Flood Zones Wetlands (federal)	<input type="checkbox"/>	<input type="checkbox"/>