

The Victoria Municipal Code outlines the procedure for sketch plat application. Unless waived by the Planning Department, you must provide all the following items to complete a Sketch Plat Application.

PRE- APPLICATION MEETING

Before submitting a sketch plat application, applicants should schedule a meeting with community development staff to kick off any proposed development project. This is an opportunity to discuss the project, zoning and land use requirements, potential challenges, and timelines.

SKETCH PLAT (CONCEPT PLAN)

Once the applicant has met the requirements outlines in the pre-application meeting, they can submit a Sketch Plat. Please note there is no approval or denial at this phase. The sketch plat will go before the planning commission and city council, but those bodies will only provide feedback and guidance on the project. If a development chooses to go forward the next step is the preliminary plat.

Documents may be submitted electronically unless requested otherwise by staff.

Documents may be combined as necessary if all required items are included in the submission.

SKETCH PLAT SUBMITTALS

<input type="checkbox"/> Completed "Land Use Review Application" signed by property fee owner(s)
<input type="checkbox"/> Application Fee & Escrow
<input type="checkbox"/> Site location map showing major streets, parks, community facilities and other significant developments
<input type="checkbox"/> Tract boundaries
<input type="checkbox"/> North point and scale
<input type="checkbox"/> Topography and physical features, including lakes, ponds, wetlands, and wooded areas
<input type="checkbox"/> Proposed uses, including park and open space
<input type="checkbox"/> Streets within and adjacent to the tract
<input type="checkbox"/> Proposed general street design
<input type="checkbox"/> Proposed lot size and orientation
<input type="checkbox"/> Proposed trails and sidewalks
<input type="checkbox"/> Preliminary proposal for sewer and water
<input type="checkbox"/> Use of planned unit development, including conservation subdivision design, if proposed
<input type="checkbox"/> Proposed zoning change if any