



**SKETCH PLAN SUBMISSION CHECKLIST**

- Electronic version of sketch plan submission
- Application form attached to each plan (8 copies)
- Plans containing the following information (8 copies)

<input checked="" type="checkbox"/>	<b>REQUIRED INFORMATION</b>
	Name of Subdivision or Land Development
	Name and Address of Owner of Record
	Tract boundaries and size
	North point and date
	Location map
	Streets on and adjacent to the tract
	Proposed general street layout
	Proposed general lot layout or building layout

## SKETCH PLAN REQUIREMENTS

Sketch Plan Review presentations before Council are to provide owners, prospective owners under agreement of sale, developers, and their respective representatives (collectively, "Applicants"), with constructive feedback on conceptual designs.

The Review process and any feedback provided to the Applicant by Council, does not constitute official action by Council nor by any Borough official.

It is in this light that New Hope Borough seeks to provide the Applicant guidance that we hope will help them, Council and the public gain a greater benefit from the Review process.

For Sketch Plan presentations to Council at a Workshop session, requests, including the application, sketch plan fees and escrow, site plans, and any other documentation, must be received 45 days prior to a future Workshop Meeting.

Requests for Sketch Plan Reviews will not be placed on the Workshop Agenda where the subject property has not yet been purchased and settled on, unless the prospective owner Applicant holds and shows proof of a fully executed Letter of Intent to Purchase the property or a fully executed Agreement of Sale (financial terms excluded) showing said Applicant has an equitable ownership interest in the property. The intent of this paragraph is to preserve the Borough's resources by avoiding the review of a request from an individual or entity who does not own, or who does not have an equitable ownership interest in, the property.

Time allotment for presentation will range between 20 and 40 minutes, depending on the length of the Workshop agenda and subject to review by Council President. The Borough Manager will inform the Applicant in advance of the time allotment for the review.

Applicants and their professionals should plan their presentations to fit within one-half of the time they are allotted.

At the presentation's half-way point, the floor will be turned over to Council and the public for them to ask questions and provide feedback.

Should a presentation run long, or due to the number of questions and observations raised which could not be answered, the Applicant may request, in writing, a subsequent allotment of presentation time at a future Workshop session. Additional agenda time will be scheduled at the discretion of the Council President based on other agenda commitments, and so not automatically for the following month's Workshop.

Presentations should be thoughtfully prepared so that it is concise and ordered, from start to finish, and be covered in the allotted time.

The Applicant is required to submit 8 paper copies and an electronic copy of the proposed presentation material to the Borough no later than one week prior to the scheduled Workshop Meeting. The Borough will have the presentation available for viewing on the monitors in the meeting room. The Applicant should not bring any additional documents for the Council to review at or after the Workshop session beyond what was provided in advance of the meeting.

If technical difficulties arise that inhibit viewing the presentation on the monitors, Council President will have the discretion to postpone the Review to a future Workshop.

While at the time of the submission of the proposed presentation material, the Applicant is free to include additional documents/information they think to be relevant, in clearly marked appendices, Council and staff will focus solely on the primary presentation and materials.

Provide 15 copies of the presentation materials at the workshop meeting so that members of the public in attendance can receive a copy. These materials must be a duplicate of the presentation materials provided to Council for review.

Presentations should focus on the current state of the property vs. the proposal.

- 1) Graphical, real-life, photo images of the current property (from all sides that are visible from any public right of way including roads, the canal, the towpath and the river) should be compared and contrasted (on the same page) with images of the proposed modifications or new construction,

including, if reasonably possible, current aerial views looking directly down on the property, and required anticipated aerial views of the completed project from the same vantage point, including all anticipated features that require a building permit.

- 2) Pictures intended for comparison should be in the same scale and from the same angle.
- 3) Images should be from the perspective of pedestrian's view from a distance that is reasonable - e.g., from across the street, up the street, the bridge, river and/or canal, so as to provide Council and the public with a true representation of the property.
- 4) Separate images, from the above referenced points of view, should be included that show the current and the proposed project and how it relates to the surrounding buildings and landscape so as to provide Council and the public with a reasonable representation of the proposed project's potential impact on the community.
- 5) Images should focus on the project itself, and should avoid imaginary of landscaping, shrubbery, people or cars, etc.
- 6) If the Applicant has any technical questions regarding the presentation with Borough video equipment, contact the Borough at least 24 hours prior to the scheduled meeting time.

END OF SKETCH PLAN REQUIREMENTS