



City of Victoria
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Sketch Plat Checklist

The Victoria Municipal Code outlines the procedure for sketch plat application. Unless waived by the Planning Department, you must provide all of 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 outlined 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 preliminary plat.

Documents may be submitted electronically unless requested otherwise by staff. Documents may be combined as necessary as long as all required items are included in the submission.

Sketch Plat Submittals

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