



## TOWN OF TOWNSEND

141 Main Street  
Townsend, DE 19734

# MAJOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST

Note: This checklist is for the purpose of review only. It is the applicant's responsibility to comply with the Town's ordinance. Incomplete application will be returned. The official review begins only with a **complete** application submission.

A. Completed Subdivision and/or Land Development Application \_\_\_\_\_

B. 10 copies of subdivision and/or land development plans \_\_\_\_\_

C. Name of the subdivision or development.

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D. Name and address of the owner and applicant.

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E. Name and address of the engineer or surveyor who prepared the plan.

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P.O. Box 223 · 141 Main Street · Townsend, DE 19734  
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[townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)



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F. 2 copies of studies/reports

_____	_____
_____	_____
_____	_____
_____	_____

G. Electronic copies of Items A, B & C above.

\_\_\_\_\_

H. Single check for Filing Fee. Initial Engineering and Plan Review Escrow

\_\_\_\_\_

a. Check Number

\_\_\_\_\_

b. Check Amount

\_\_\_\_\_

c. Date Deposited

\_\_\_\_\_

I. Per Chapter 24, Appendices of the Zoning and Unified Development Code, of the Townsend Municipal Code, submission for major subdivision or land development must contain the following information (when applicable):

		YES	NO	NA
1.	Name of the subdivision or development.			
2.	Name and address of the owner and applicant.			
3.	Name and address of the engineer or surveyor who prepared the plan.			
4.	Written and graphic scale, not exceeding 1" = 50'.			
5.	Sheet size of either 24" x 36" or 24" x 42".			
6.	North arrow.			

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7.	Plan legend.			
8.	Date of the original plan and all subsequent revision dates.			
9.	Sheet number, if multiple sheets are used.			
		<b>YES</b>	<b>NO</b>	<b>NA</b>
10.	A location map with a scale of no less than 1" = 500' indicating adjacent streets.			
11.	Certification of plan accuracy by engineer/surveyor.			
12.	Certification of ownership.			
13.	Certification of plan approval.			
14.	Tax parcel numbers.			
15.	Zoning district of the subject tract.			
16.	Source of title.			
17.	Survey datum and local benchmark.			
18.	Total site gross and net acreage.			
19.	Name of water supplier and the note "Water supply is subject to the State Department of Natural Resources and Environmental Control and the Delaware Department of Health."			
20.	Sanitary sewage disposal method.			
21.	Number of existing and proposed lots or dwelling units.			
22.	Lot numbers for all existing and proposed lots.			
23.	Existing and proposed nonresidential gross floor area.			
24.	Location of existing and proposed building and structures.			
25.	The name, right-of-way width and cartway width of all adjoining streets.			
26.	Tie-in distances from subject property to the nearest street intersection.			
27.	Location of front, side, and rear yard setbacks and all required buffer yards.			
28.	Location and dimensions of all existing and proposed sidewalks.			
29.	Calculation of required off-street loading areas.			

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30.	Location of all existing and proposed site accesses and driveways			
31.	Location and design of all proposed off-street parking areas, indicating parking spaces and access aisle dimensions and directional arrows indicating proposed traffic circulation patterns.			
32.	Existing and proposed building coverage.			
33.	Existing and proposed impervious coverage.			
34.	Name and address, tax parcel numbers and zoning of all adjoining property owners.			
		<b>YES</b>	<b>NO</b>	<b>NA</b>
35.	Location of any water bodies and watercourses.			
36.	Location of any floodplains, including FEMA map panel number.			
37.	Location of any wetlands areas delineated during a time of seasonal high ground water tables. If no wetlands present on site, a letter of nonexistence for wetlands is required.			
38.	Location and identification of any historic structures.			
39.	Location of all significant natural or manmade structures.			
40.	Existing and proposed deed restrictions, easements or protective covenants.			
41.	Grading plan indicating existing contours (at two-foot intervals), proposed grading, spot elevations and finished floor elevations and top and bottom of wall elevations for any retaining walls over two feet.			
42.	Limit of existing tree masses and location, size and species of all individual trees over six-inch caliper.			
43.	A limit of disturbance line.			
44.	A soil erosion and sediment control plan.			
45.	Stormwater management plan.			
46.	Solid waste management plan.			
47.	Landscape plan.			

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48.	A listing of all existing nonconforming buildings, uses or structures.			
49.	Digital copies of the submitted application packet. Once the plan has final approval, digital copies in CAD or other applicable engineering software must be submitted to the Town Clerk and the Town Engineer.			
50.	A traffic impact study, including mitigation measures if deemed necessary by the study.			
51.	The name, right-of-way width, cartway width, profiles, cross sections and grading for all proposed streets.			
52.	Type, location, size, material of construction, slope and profiles for all proposed utilities.			
53.	Location, size, material of construction slope and profiles for all proposed storm sewers.			
54.	Location, grade elevation and invert elevation for all catch basins, inlets and manholes.			
55.	Location of all proposed fire hydrants.			
56.	Phasing lines for phased developments.			
57.	Sidewalk locations, pedestrian ways, bikeways, walkways.			
58.	Proposed passive and active recreation areas.			
59.	Listing of any required variances.			
60.	Wetland report.			
61.	Floodplain study.			
62.	Construction details for all proposed improvements. (UDC 2002, §2003)			
63.	Final checklist requirements			
64.	DelDOT Pipe cover and lateral spreadsheet			