

Subdivision & Land Development Flow Chart

PHASE 1:

(1) Applicant Submits Conceptual Plan to Town for Review.

- Town Council and Planning Commission Review Sketch Plan
- Town Council determines whether Plan is acceptable or Recommends changes to applicant.

(2) Applicant Submits Subdivision and or Land Development Plan to Town.

- Application must be received by 15th of Month preceding Council Meeting

(3) Administrative Review for Completeness by Town Manager.

- Only Complete Applications proceed to Town Manager Review

(4) Town Manager Submits to Town Council for Recommendation for Planning

- Land Use and Development Committee

(5) Distribution of Project Information by Town Manager.



- Planning Commission
- Town Engineer
- Townsend Fire Co.
- Townsend Police

(6) Planning Commission

- Review Plans



(7) Town Engineer

- Review Letter issued to Town Manager and Applicant ONE WEEK before Council Meeting.

(8) Townsend Fire Company

- Review Letter issued to Town Manager and Applicant ONE WEEK before Council Meeting.

Subdivision & Land Development Flow Chart

PHASE 2:

(9) Planning Commission MEETING.

Public Hearing Before Step 9

(10) COMMENTS

(11) APPLICANT REVISES PLAN

(12) Distribution by Town Manager

- Town Council
- Planning Commission
- Town Engineer
- Townsend Fire Co.
- Townsend Police

Public Hearing with Planning commission

(13) RECOMMENDATIONS

- Recommendations can be FOR or AGAINST.
- Conditions

PUT INSTRUCTIONS HERE

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Subdivision & Land Development Flow Chart

PHASE 3:

(14) TOWN COUNCIL MEETING.

Public Hearing Before Step 14

YES

NO

(16) Application Approval

Conditions of Approval:

- Town Engineer Comments
- Townsend Fire Co.
- Other Agencies (DeIDOT, DNREC, USACE, State Fire Marshal, Water Company, NCC Public Works, New Castle Conservations, etc.
- Financial Security
- Inspection Escrow
- Other

(15) Application DENIED

(17) Application Addresses Conditions of Approval

(18) Distribution by Town Manager

- Town Engineer
- Townsend Fire Co.

(19) Satisfaction of Conditions Confirmed by Towns Engineer

- Clean Review Letter

(20) Plan Recording

- Signatures
 - Plan Preparer
 - Applicant Owner
 - Town Engineer
 - Town Council
- Recorded by Applicant

(21) Construction

- Cost Estimate
- Inspection Fee Escrow
- Performance Guaranty
- Pre-Construction Meeting
- Construction Inspection
- Acceptance of Improvments

