# 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.
- *Step one (1) and two (2) may be combined per your request, please note Town Council may deny this request.*

**\*(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 Commission**

- Land Use and Development Committee Review

**(5) Distribution of Project Information by Town Manager.**

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

**(6) Planning Commission**
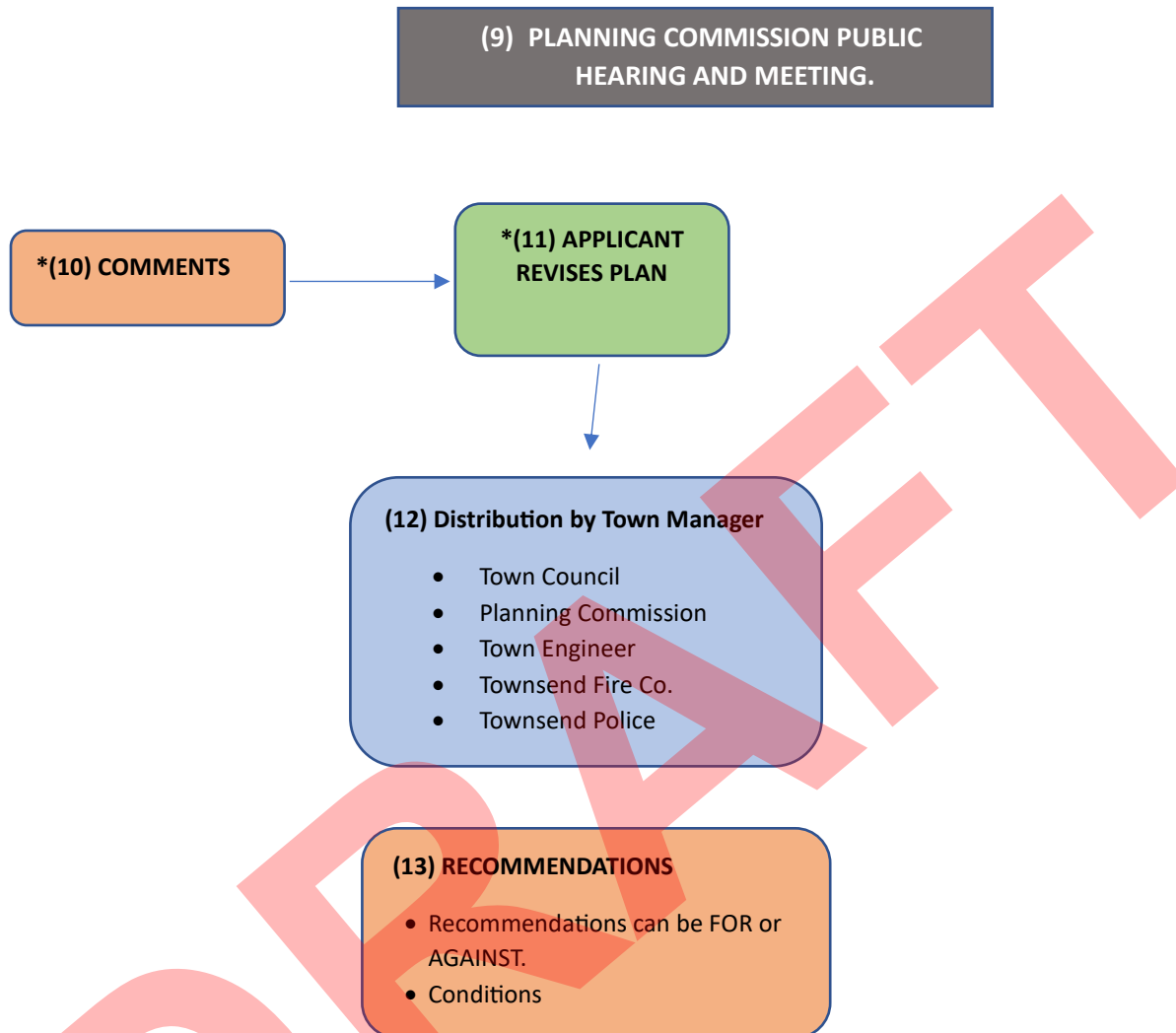
- Review Plans

**(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 PUBLIC HEARING AND MEETING.**

**\*(10) COMMENTS** → **\*(11) APPLICANT REVISES PLAN**

**(12) Distribution by Town Manager**

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

**(13) RECOMMENDATIONS**

- Recommendations can be FOR or AGAINST.
- Conditions

\*If the Planning Commission provides comments, the Applicant can decide to:

a. address the comments and resubmit revised plans for consideration by the Planning Commission
b. request consideration by the Town Council without addressing comments; or
c. address the comments and request consideration by the Town Council. If revised plans are being resubmitted to the Town, the Town Manager will distribute the revised plan as described previously and request updated reviews from the Town Engineer and the Townsend Fire Co.

\*The Planning Commission can make a recommendation FOR or AGAINST approval of the application to the Town Council. The Planning Commission's recommendation for approval may be given conditionally based on the Applicant satisfactorily addressing certain items.

# Subdivision & Land Development Flow Chart

**PHASE 3:**

**(14) TOWN COUNCIL PUBLIC HEARING AND MEETING.**

**YES**

**NO**

**(16) Application Approval**

**Conditions of Approval:**

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

**(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 Improvements