

TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

MINOR 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 applications 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. 2 copies of studies/reports _____

D. Electronic copies of Items A, B & C above. _____

E. Single check for Filing Fee, Initial Engineering and Plan Review Escrow _____

F. Per Chapter 24 of the Zoning and Unified Development Code, submission for minor 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. | | | |
| 7. | Plan legend. | | | |
| 8. | Date of the original plan and all subsequent revision dates. | | | |
| 9. | Sheet number, if multiple sheets are used. | | | |

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| | | YES | NO | NA |
|-----|---|-----|----|----|
| 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 parking spaces and number of existing and proposed spaces. | | | |
| 30. | Location of off-street loading areas. | | | |
| 31. | Location of all existing and proposed site accesses and driveways. | | | |
| 32. | Location and design of all proposed off-street parking areas, indicating parking space and access aisle dimensions and directional arrows indicating proposed traffic circulation patterns. | | | |
| 33. | Existing and proposed building coverage. | | | |
| 34. | Existing and proposed impervious coverage. | | | |
| 35. | Name and address, tax parcel numbers and zoning of all adjoining property owners. | | | |
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| | | YES | NO | NA |
|-----|---|-----|----|----|
| 36. | Location of any water bodies and watercourses. | | | |
| 37. | Location of any floodplains, including FEMA map panel number. | | | |
| 38. | 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. | | | |
| 39. | Location and identification of any historic structures. | | | |
| 40. | Location of all significant natural or manmade structures. | | | |
| 41. | Existing and proposed deed restrictions, easements or protective covenants. | | | |
| 42. | 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. | | | |
| 43. | Limit of existing tree masses and location, size and species of all individual trees over six-inch caliper. | | | |
| 44. | A limit of disturbance line. | | | |
| 45. | A soil erosion and sediment control plan. | | | |
| 46. | Stormwater management plan. | | | |
| 47. | Solid waste management plan. | | | |
| 48. | Landscape plan. | | | |
| 49. | A listing of all existing nonconforming buildings, uses or structures. | | | |