

TOWN OF TOWNSEND 141 Main Street Townsend, DE 19734

MAJOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST

<u>Note:</u> 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 <u>complete</u> application submission.

A.	Completed	Subdivision	and/or Land	Development Application	1
	F				

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

C. Name of the subdivision or development.

D. Name and address of the owner and applicant.

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

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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):

*All information will be provided during construction document stage in order to be granted approval. We have provided the preliminary plan set at this time to proceed with the application to rezone the parcel.

		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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24. Location of existing and proposed building and structures. 24. 24. none 25. The name, right-of-way width and cartway width of all adjoining streets. 26. 10. 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. 24.	7.	Plan legend.				
VES NO NA 10. A location map with a scale of no less than 1" = 500' indicating adjacent streets. Image: construction of plan accuracy by engineer/surveyor. Image: construction of plan accuracy by engineer/surveyor. 11. Certification of plan accuracy by engineer/surveyor. Image: construction of plan approval. Image: construction of plan approval. 13. Certification of plan approval. Image: construction of plan approval. Image: construction of plan approval. 14. Tax parcel numbers. Image: construction of plan approval. Image: construction of plan approval. 15. Zoning district of the subject tract. Image: construction of plan approval. Image: construction of plan approval. 16. Source of title. Image: construction of plan approval. Image: construction of plan approval. 17. Survey datum and local benchmark. Image: construction of existing and proposed lots. Image: construction of existing and proposed building and structures. Image: constructures.	8.	Date of the original plan and all subsequent revision dates.				
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29. Calculation of required off-street loading areas.	29.	Calculation of required off-street loading areas.			[

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30.	Location of all existing and proposed site accesses and driveways				1
31.	Location and design of all proposed off-street parking areas,				31. No off
	indicating parking spaces and access aisle dimensions and				street parking
	directional arrows indicating proposed traffic circulation patterns.				
32.	Existing and proposed building coverage.	<u>† </u>			32. Assumed
33.	Existing and proposed impervious coverage.				50% impervious coverage per
34.	Name and address, tax parcel numbers and zoning of all adjoining				lot
	property owners.				
		YES	NO	NA	1
35.	Location of any water bodies and watercourses.				35. none
36.	Location of any floodplains, including FEMA map panel number.	\Box	\Box		35. none
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.				1
39.	Location of all significant natural or manmade structures.				1
40.	Existing and proposed deed restrictions, easements or protective				1
	covenants.				
41.	Grading plan indicating existing contours (at two-foot intervals),				41. Bulk grading
	proposed grading, spot elevations and finished floor elevations and				provided, detail spot shot at CD
	top and bottom of wall elevations for any retaining walls over two				phase
	feet.				
42.	Limit of existing tree masses and location, size and species of all		\Box		1
	individual trees over six-inch caliper.				
43.	A limit of disturbance line.	\Box	\Box		1
44.	A soil erosion and sediment control plan.				44. Preliminary
45.	Stormwater management plan.				45. Preliminary
46.	Solid waste management plan.				1
47.	Landscape plan.				1



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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	49. PDF copies
	has final approval, digital copies in CAD or other applicable	provided at Preliminary
	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	52 / 53 / 54
	for all proposed utilities.	Preliminary
53.	Location, size, material of construction slope and profiles for all	design of utilities
	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.	56. 1 Phase
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.	61. None
62.	Construction details for all proposed improvements. (UDC 2002,	
	§2003)	
63.	Final checklist requirements	63. All items
64.	DelDOT Pipe cover and lateral spreadsheet	will be completed by
		final
		submission