Townsend Planning Commission Meeting Agenda
November 9th, 2026 @ 6 pm
Town Hall and via Conference Call
141 Main Street Townsend, DE 19734

6:00 pm – PC Meeting

Planning Commission Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827-6421-7575#** and then the following password 361631# to enter the meeting. If you choose to access the meeting online click the following link: https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09

Residents will be able to view documents posted to the meeting tab on the Town website at **https://townsend.delaware.gov** or by joining the meeting via computer.

I. Call to Order:

II. Opening Ceremonies:
- A. Roll Call
- B. Pledge of Allegiance
- C. Visitor Acknowledgement
- D. Additions/Changes to the Agenda
- E. Announcements

III. Approval/Rejection of Meeting Minutes:
- A. **ACTION ITEM**: Approval/Rejection of Planning Commission Meeting Minutes from September 1st, 2026.
- B. **ACTION ITEM**: Approval/Rejection of Planning Commission Meeting Minutes from September 9th, 2026.

IV. **ACTION ITEM:** Discussion and review with potential vote of recommendation for the Initial Concept Plan of Major Subdivision "The Preserve at Townsend"

V. **ACTION ITEM:** Discussion and review of Flow Chart for Subdivision edits with potential recommendation to Council for approval of edits.

VI. Recap of directives received at meeting & confirming assignments.

VII. Discussion of next meeting date and agenda

VIII. Adjourn

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

CIVIL ENGINEERING
ANDERSON
242 MILFORD DRIVE MIDDLETOWN, DE 19709 (302) 540-2274
WWW.TM-ANDERSON.COM

October 26, 2026

Town of Townsend
141 Main Street
Townsend, DE 19734
Attn.: Ms. Julie Goodyear

RE: **The Preserve at Townsend**
Major Subdivision – CONCEPT PLAN
Tax Parcel #25-012.00-002
Town of Townsend, New Castle County, Delaware

Dear Ms. Goodyear:

Please find attached herewith the following documents:

- Concept Major Subdivision Plan
- Application for Subdivision or Land Development

We are hereby requesting placement of the application and concept plan on the next available Planning Commission and Town Council agendas for consideration to start the subdivision review process. Please feel free to contact me if you have any questions or need any additional information.

Sincerely,



Tim Anderson, P.E.

Cc: Hedge Lawn Way LLC

TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Applicant

Name: Hedge Lawn Way, LLC

Address:
301 N Ashview Lane
Wilmington, DE 19807

Phone: (302) 425 -3555 Fax: ( ) -

Email: jw111@aol.com@verizon.net

2. Name of Subdivision or Development

The Preserve at Townsend

3. Owner

Name: Same as applicant

Address:

Phone: ( ) - Fax: ( ) -

Email:

TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

4. Application Type: Minor Land Development ☐ Minor Subdivision ☐
(Use Checklist Form 1)

Major Land Development ☐ Major Subdivision ☒
(Use Checklist Form 2) (Concept - No Checklist yet)

5. Property Information

a. Property Address:
6170 Summit Bridge Road
Townsend,DE 19734

b. Parcel ID: 2501200002

c. Total Area (AC): 38.70 Number of Lots: 162

Existing Zoning: R-3
Present Use: Open Field

Proposed Use: Residential Subdivision

d. Water: Public ☒ On-Site ☐ Sewer: Public ☒ On-Site ☐

6. Plan information:

a. Title of Plans: The Preserve at Townsend

b. Number of Sheets: 1 Date of Plans: 10 / 26 / 2026

c. Name of Project Preparer: Anderson Civil Engineering

Preparer Address:
242 Milford Drive
Middletown, DE 19709

Preparer Phone: 302-540-2274 Preparer Fax:

Preparer Email: tanderson@tm-anderson.com

TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

9. Provide Proof of Ownership in conjunction with this application. (DEED)

10. Fees to be paid per the Townsend Subdivision & Land Development Fee Schedule:

Required Fee: _____ Received by Town?: No □ Yes □

Date Received:_____/_____/_____Received by:_____

11. Signatures

Applicant: _____ **Date:** 10-26-2026

Print Name: Jamie Winfield **Title:** _____

Owner: Same as Applicant **Date:** _____

Print Name: _____ **Title:** _____

APPLICATION CHECKLIST

(For Town of Townsend Use Only)

1. **This Completed Application For Subdivision and/or Land Development Form** _____
2. **Form 1 / Form 2 Checklist** _____
3. **Copy of Property Deed(s)** _____
4. **Application Fee** _____
5. **Subdivision and/or Land Development Plans (10 copies)** _____
6. **2 Copies of studies/reports** _____

MAJOR SUBDIVISION PLAN
CONCEPT
FOR
The Preserve at Townsend
Appoquinimink Hundred, Town of Townsend
New Castle County, Delaware

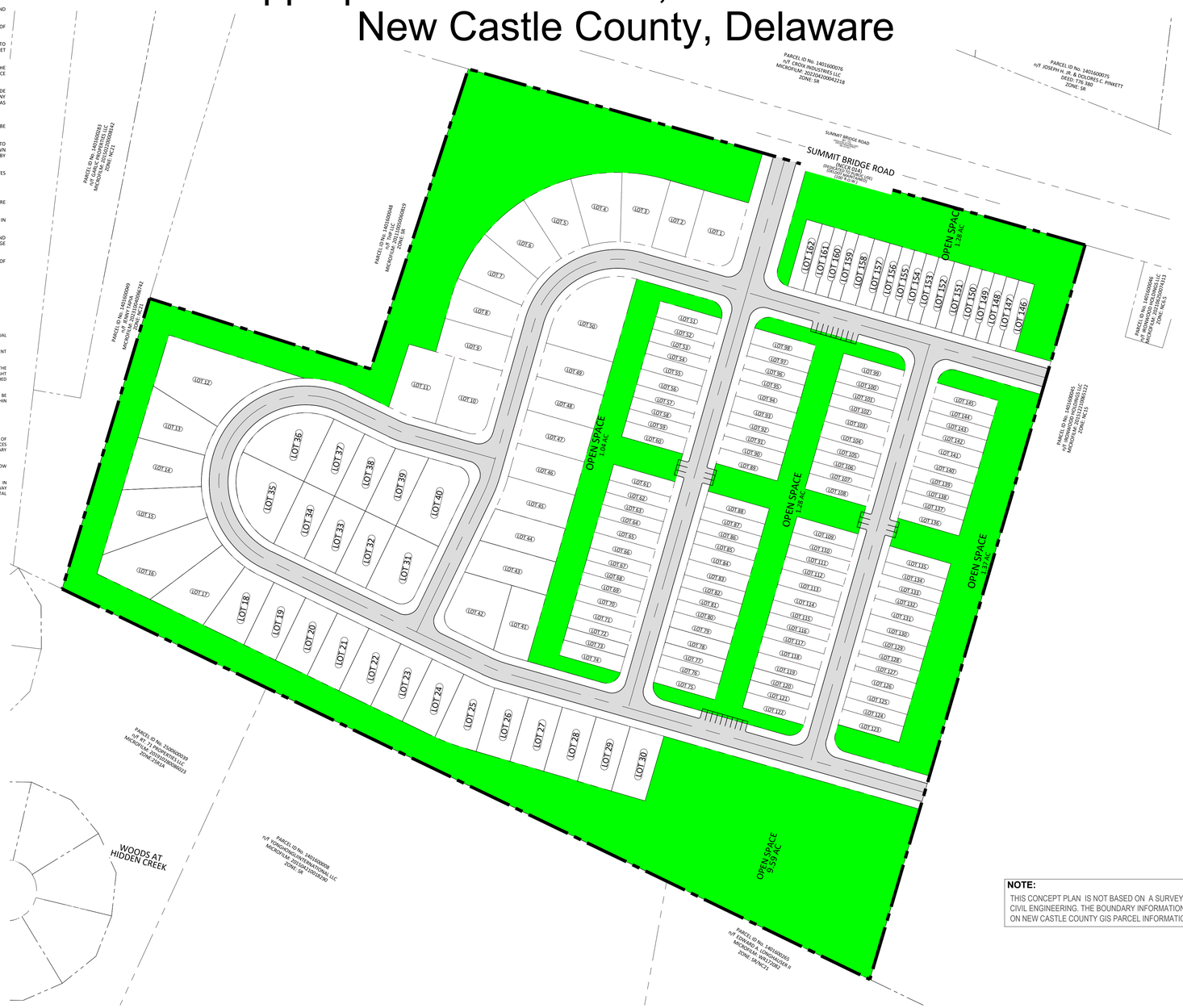
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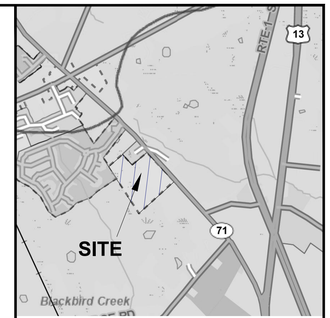
1. ENTRANCE ONTO EXISTING STATE MAINTAINED ROADS SHALL CONFORM TO THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION STANDARDS AND SHALL BE SUBJECT TO THEIR APPROVAL.
2. ALL RIGHTS-OF-WAY ARE INTENDED FOR DEDICATION TO PUBLIC USE.
3. A 20' WIDE DRAINAGE EASEMENT, 10' ON EACH SIDE OF THE CENTERLINE OF THE PIPE, SHALL BE CREATED, WHEREVER POSSIBLE OR UNLESS OTHERWISE INDICATED, WHERE A STORM SEWER EXISTS OUTSIDE OF THE LIMITS OF THE DEDICATED HIGHWAY RIGHT-OF-WAY. A 40' WIDE DRAINAGE EASEMENT, 20' ON EACH SIDE OF THE CENTERLINE OF THE PIPE, SHALL BE CREATED, WHEREVER POSSIBLE OR UNLESS OTHERWISE INDICATED, WHERE A SANITARY SEWER EXISTS OUTSIDE OF THE LIMITS OF THE DEDICATED HIGHWAY RIGHT-OF-WAY.
4. ALL PRIVATE COMMON AREAS, PRIVATE OPEN AREAS, RECREATIONAL FACILITIES, PARKING BAYS, ACCESS WAYS, PARKING AREAS, STORMWATER MANAGEMENT FACILITIES, LANDSCAPE PLANTINGS, AND LANDSCAPE AREAS SHALL BE KEPT IN GOOD REPAIR AND MAINTAINED IN A SAFE AND SANITARY CONDITION.
5. TOPOGRAPHIC INFORMATION USED IN CONNECTION WITH THE DESIGN OF THIS PLAN WAS GENERATED BY FIELD SURVEY BY - IN -.
6. WATER SUPPLY: WATER SUPPLY WILL BE THROUGH ARTESIAN WATER AND IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH.
7. SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS. AT THE TIME OF APPROVAL OF THIS PLAN, SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER SERVICE IN ACCORDANCE WITH THE LAND DEVELOPMENT IMPROVEMENT AGREEMENT FOR THIS DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSORS OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN.
8. FLOODPLAIN: PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP 10003C0145K, DATED JANUARY 22, 2020, PANEL 315 OF 475 AND MAP 10003C0315L THERE IS NOT A 100 YEAR FLOOD PLAIN ON THIS SITE.
9. DEED RESTRICTIONS: THIS SITE CONTAINS NO DEED RESTRICTIONS WHICH HAVE BEEN IMPOSED FOR THE BENEFIT OF THE NEW CASTLE COUNTY.
10. DEBRIS DISPOSAL: NO DEBRIS WILL BE BURIED ON THIS SITE.
11. IMPACT FEE: THIS PLAN IS SUBJECT TO THE IMPACT FEE PROVISIONS DETAILED IN THE TOWN CODE, AS MAY BE AMENDED BY TOWNSEND COUNCIL.
12. LANDSCAPE PLAN: A LANDSCAPE PLAN, PREPARED BY ----- LAST DATED ------ OR AS AMENDED AND APPROVED IN WRITING BY THE TOWN OF TOWNSEND, IS HEREBY CONSIDERED A PART OF THE RECORD PLAN.
13. SIDEWALKS: UNLESS OTHERWISE SPECIFIED ON THE PLAN, SIDEWALKS SHALL BE INSTALLED IN THE LOCATIONS SHOWN ON THIS PLAN PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE BUILDINGS IN FRONT OF WHICH THEY ARE SHOWN. SIDEWALKS SHALL BE FIVE (5) FEET IN WIDTH AND CONSTRUCTED OF PORTLAND CEMENT CONCRETE.
14. MAINTENANCE OF COMMON FACILITIES: FOR MAINTENANCE OF THE COMMON FACILITIES INCLUDING THE OPEN SPACE AREAS AND THE STORMWATER MANAGEMENT FACILITIES, SHOWN ON THE PLAN, SEE THE MAINTENANCE DECLARATION DATED - AND OF RECORD IN THE OFFICE OF THE RECORDER OF DEEDS IN AND FOR NEW CASTLE COUNTY, STATE OF DELAWARE, INSTRUMENT NO. -
15. UTILITY EASEMENTS: A 6' FOOT WIDE EASEMENT ON EACH SIDE OF EACH SIDE AND REAR LOT LINE SHOWN ON THE PLAN, AND ON EACH SIDE AND REAR LOT LINE SUBSEQUENTLY ESTABLISHED WITHIN THE AREA SHOWN ON THIS PLAN IS HEREBY DEDICATED TO BE AVAILABLE FOR ANY UTILITY USE, PROVIDED THAT WHERE ANY LOT LINE IS ELIMINATED THE EASEMENT ALONG SAID LOT LINE SHALL BE EXTINGUISHED EXCEPT AS TO UTILITIES THEN EXISTING IN SAID EASEMENT.
16. SUBDIVISION STREETS:
    a. ALL ENTRANCES SHALL CONFORM TO THE STATE OF DELAWARE DIVISION OF HIGHWAYS / TOWN OF TOWNSEND STANDARDS AND SHALL BE SUBJECT TO THEIR APPROVAL.
    b. ALL RIGHTS-OF-WAY ARE INTENDED FOR DEDICATION TO PUBLIC USE.
    c. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE TOWN OF TOWNSEND FOLLOWING COMPLETION OF THE STREETS TO THE SATISFACTION OF THE TOWN. THE TOWN ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE TOWN.
20. COMMUNITY POSTAL BOXES: POSTAL BOXES SHALL BE INSTALLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE UNITED STATES POSTAL SERVICE. THE PROPERTY ADDRESSES ARE AS ASSIGNED BY NEW CASTLE COUNTY GIS SERVICES.
21. TRAFFIC STUDY: A TRAFFIC STUDY IS NOT REQUIRED FOR THIS PROJECT.
22. DRAINAGE, EROSION & SEDIMENT CONTROL, AND STORMWATER MANAGEMENT SHALL BE PROVIDED IN ACCORDANCE WITH THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS AND THE DNREC DRAINAGE CODE.
23. ALL FIRE LANES, FIRE HYDRANTS, SPRINKLER AND STANDPIPE CONNECTIONS AND FIRE EXISTS SHALL BE MARKED AND/OR PROTECTED IN ACCORDANCE WITH THE DELAWARE STATE FIRE PROTECTION REGULATIONS, PART V, SECTION 5. DATED 1997 OR AS LATER AMENDED.
24. THE RESPONSIBLE PARTY FOR MAINTENANCE FOR DRAINAGE EASEMENTS SHALL BE AS FOLLOWS: THE MAINTENANCE OF PIPES AND STRUCTURES LOCATED IN DRAINAGE EASEMENT IS THE RESPONSIBILITY OF MAINTENANCE CORPORATION, AND THE LAND THAT THE DRAINAGE EASEMENT ENCOMPASSES IS THE RESPONSIBILITY OF THE HOME OWNER.
25. DEVELOPER SHALL BE GRANTED ACCESS TO INDIVIDUAL LOTS FOR A PERIOD OF ONE (1) YEAR AFTER THE LOT HAS BEEN SOLD FOR PURPOSES OF COMPLETING THE OVERALL SITE DRAINAGE AND/OR LANDSCAPING REQUIREMENTS.

DelDOT 's Record Plan General Notes:

(LAST REVISED MARCH 21, 2019)

1. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO IT'S APPROVAL.
2. NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL.
3. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
4. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE TOWN OF TOWNSEND FOLLOWING THE ACCEPTANCE OF THE STREETS. DELDOT ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY.
5. ALL LOTS SHALL HAVE ACCESS FROM AN INTERNAL SUBDIVISION STREET.
6. DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
7. LOTS WILL BE PERMITTED TO HAVE ACCESS POINTS THAT COMPLY WITH THE DEVELOPMENT COORDINATION MANUAL (DCM) SPACING REQUIREMENTS OF CHAPTER 1 AND LIMITATIONS ON NUMBER OF ACCESS POINTS ESTABLISHED IN DCM CHAPTER 7. HORSESHOE DRIVEWAYS AND SECONDARY ENTRANCES REQUIRE ADDITIONAL DELDOT REVIEW AND SEPARATE PERMITTING, RESTRICTIONS AS DESCRIBED IN THE DCM CHAPTER 7 MAY PROHIBIT SOME SECONDARY ENTRANCE REQUESTS FROM BEING GRANTED.
8. TO MINIMIZE RUTTING AND EROSION OF THE ROADSIDE DUE TO ON-STREET PARKING, DRIVEWAY AND BUILDING LAYOUTS MUST BE CONFIGURED TO ALLOW FOR VEHICLES TO BE STORED IN THE DRIVEWAY BEYOND THE RIGHT-OF-WAY, WITHOUT INTERFERING WITH SIDEWALK ACCESS AND CLEARANCE.
9. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS ON THE DEDICATED SUBDIVISION STREET RIGHT-OF-WAY IN ACCORDANCE WITH SECTION 3.2.4.1 OF THE *DEVELOPMENT COORDINATION MANUAL*, AND THE REQUIREMENTS OF THE LAND USE AGENCY. RIGHT-OF-WAY MONUMENTS SHALL BE PLACED ALONG THE RIGHT-OF-WAY LINES, AT A MINIMUM ON ONE SIDE OF THE STREET AT EVERY CHANGE IN HORIZONTAL ALIGNMENT TO PROVIDE A PERMANENT REFERENCE FOR THE RE-ESTABLISHING THE CENTERLINE AND RIGHT-OF-WAY LINE.





LOCATION MAP: 1" = 2,000'

SITE DATA:

1. OWNER OF RECORD: HEDGE LAWN WAY, LLC
   301 N ASHVIEW LANE
   WILMINGTON, DE 19807
2. APPLICANT: HEDGE LAWN WAY, LLC
   301 N ASHVIEW LANE
   WILMINGTON, DE 19807
3. ENGINEER: ANDERSON CIVIL ENGINEERING
   242 MILFORD DRIVE
   MIDDLETOWN, DE 19709
   (302) 540-2274
4. SITE ADDRESS 6170 SUMMIT BRIDGE ROAD
   TOWNSEND, DE 19734
5. TAX MAP: 25-012.00-002
6. ZONING DISTRICT: EXISTING: R (RESIDENTIAL-AS ANNEXED)
   PROPOSED: R-3 (RESIDENTIAL)
7. SOURCE OF TITLE: 20250908064286
8. DATUM DELAWARE STATE PLANE NAD83, NAVD 88
9. BENCHMARK USGS STATION A-38
   ELEV. = 52.24
10. NUMBER OF LOTS: EXISTING - 1
    PROPOSED - 50 SINGLE FAMILY / 112 TOWNHOMES
11. EXISTING USE: OPEN FIELD / SINGLE FAMILY HOME
12. PROPOSED USE: RESIDENTIAL
13. GROSS SITE AREA: 38.70 Ac.±
14. WATER SUPPLY: ARTESIAN WATER COMPANY. WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH.
15. SANITARY SEWER: NEW CASTLE COUNTY. SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS.
16. SEWER FLOWS: SF ATTACHED: 112 UNITS @250 GPD = 28,000 GPD
    SF DETACHED: 50 UNITS @300 GPD = 15,000 GPD
    TOTAL: 43,000 GPD
    PEAK FLOW = 4 * 43,000 GPD = 172,000 GPD
17. SITE AREA DISTRIBUTIONS:

R-3 (RESIDENTIAL)	
TOTAL AREA:	38.70 Ac.±
LOT AREA:	17.09 Ac.±
AREA IN R.O.W.:	7.05 Ac.±
OPEN SPACE:	14.56 Ac.± (38%)
STORM WATER MANAGEMENT AREAS: (PONDS, MAINTENANCE AND OUTFALL)	- Ac.± (- S.F.)
IMPERVIOUS AREAS:	
ROADWAY/PARKING:	- Ac.± (- S.F.)
SIDEWALK:	- Ac.± (- S.F.)
DRIVEWAY:	- Ac.± (- S.F.)
HOUSE AREA	- Ac.± (- S.F.)
TOTAL IMPERVIOUS:	- Ac.± (- S.F.)

18. LOT REGULATIONS:

R3 - RESIDENTIAL

SINGLE-FAMILY ATTACHED:

	REQ'D	PROVIDED
MINIMUM LOT SIZE:	2,200 SF	2,420 SF
MINIMUM LOT WIDTH:	20 FT.	22 FT.
MINIMUM LOT DEPTH:	110 FT.	110 FT.
STREET YARD SETBACK:	20 FT.	20 FT.
SIDE YARD SETBACK:	0 FT. / 12 FT END UNIT	0 & 12 FT.
REAR YARD SETBACK:	20 FT.	20 FT.
BUILDING HEIGHT:	40 FT.	< 40 FT.

SINGLE-FAMILY DETACHED:

	REQ'D (PER R-2)	PROVIDED
MINIMUM LOT SIZE:	7,000 SF	7,000 SF
MINIMUM LOT WIDTH:	50 FT.	50 FT.
STREET YARD SETBACK:	25 FT.	25 FT.
SIDE YARD SETBACK:	10 FT. / 25 FT BOTH	10 FT. / 25 FT BOTH
REAR YARD SETBACK:	20 FT.	20 FT.

19. MONUMENTATION: EXISTING: -
    PROPOSED: -
20. FIRE HYDRANTS: EXISTING: 0
    PROPOSED: -
21. PARKING: REQUIRED FOR EACH UNIT = 2 SPACES / UNIT
    2 SPACES/DU X 162 LOTS = 324 SPACES REQUIRED
    PROVIDED 2.0 SPACES/DRIVEWAY & GARAGE PER UNIT
    2.0 SPACES/DU X 162 LOTS = 324 SPACES PROVIDED

    ADDITIONAL 0.25 SPACE PER TOWNHOUSE UNIT FOR GUESTS

    (112*0.25) = 28 GUEST SPACES REQUIRED
    30 GUEST SPACES PROVIDED.
22. OPEN SPACE: REQUIRED:
    38.7 AC GROSS AREA x 10% = 3.87 AC
    ACTIVE RECREATION: 3.87 AC x 50% = 1.94 AC
    PROVIDED:
    14.56 AC
    ACTIVE RECREATION: 1.94 AC

NOTE:
THIS CONCEPT PLAN IS NOT BASED ON A SURVEY OF ANY KIND BY ANDERSON CIVIL ENGINEERING. THE BOUNDARY INFORMATION SHOWN ON THIS PLAN IS BASED ON NEW CASTLE COUNTY GIS PARCEL INFORMATION.

Certificate of Ownership:

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF THE TOWN OF TOWNSEND.

_____ DATE

Certification of Accuracy:

I, TIM M. ANDERSON, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES, AND IN ACCORDANCE WITH THE APPLICABLE ORDINANCES OF THE TOWN OF TOWNSEND.

TIM M. ANDERSON, PROFESSIONAL ENGINEER NO. 9637 DATE

THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE THIS 38.70 ± ACRE SITE INTO 50 SINGLE FAMILY AND 112 TOWNHOUSE LOTS ALONG WITH THE IMPROVEMENTS REQUIRED WITHIN.

Certification of Approvals:

APPROVED _____ DATE BY _____ MAYOR

FOR MAYOR & COUNCIL OF THE TOWN OF TOWNSEND

DATE	REVISION
10-28-26	ORIGINAL

CIVIL ENGINEERING ANDERSON
242 MILFORD DRIVE MIDDLETOWN, DE 19709
302-540-2274 WWW.TM-ANDERSON.COM

SCALE: 1"=100' | SHEET 1 OF 1 | DWG:26016-C01

TOWNSEND – SUBDIVISION & LAND DEVELOPMENT FLOW CHART

[1] Applicant Submits Subdivision and/or Land Development Plan to Town
- Application must be received by 15th of Month Preceding

[2] Administrative Review for Completeness by Town Manager

[3] Town Manager Submits to Town Council for Recommendation for Planning Commission
- Land Use & Development Committee

[4] Distribution by Town Manager
- Planning Commission (PC)
- Town Engineer
- Townsend Fire Co.

[5] Planning Commission
- Review Plans

[6] Town Engineer
- Review Letter Issued one (1) Week Before Council Meeting

[7] Townsend Fire Company
- Review Letter Issued one (1) Week Before PC Meeting

[8] Planning Commission Meeting

[9] Comments
- Applicant
- Town Council

[10] Applicant Revises Plan?

YES

[11] Distribution by Town Manager
- Town Council
- Planning Commission
- Town Engineer
- Town Fire Co.

NO

[12] Recommendations
- Recommendations can be FOR or AGAINST
- Conditions

[13] Town Council Meeting

YES

NO

[14] Application Denied

[15] Application Approved

Conditions of Approval:
- Town Engineer comments
- Townsend Fire Co.
- Other Agencies (DelDOT, DNREC, USACE, State Fire Marshal, Water Company, NCC Public Works, New Castle Conservation, etc.)
- Financial Security
- Inspection Escrow
- Other

[16] Application Addresses Conditions of Approval

[17] Distribution by Town Manager
- Town Engineer
- Townsend Fire Co.

[18] Satisfaction of Conditions Confirmed by Town Engineer
- Clean Review Letter

[19] Plan Recording
- Signatures
  - o Plan Preparer
  - o Applicant/Owner
  - o Town Engineer
  - o Town Council
- Recorded by Applicant

[20] Construction
- Cost Estimate
- Inspection Fee Escrow
- Performance Guaranty
- Pre-Construction Meeting
- Construction Inspection
- Acceptance of Improvements

Rev. 3/14/2019

SUBDIVISION & LAND DEVELOPMENT PROCESS

Plan Submission, Review & Approval

Town	*Town of Townsend*
ZHB	*Zoning Hearing Board*
TC	*Town Council*
PC	*Planning Commission*
TFC	*Townsend Fire Co.*
NCC	*New Castle Conservation*
SD & LD	*Subdivision & Land Development*

Applicant Action

Town Action

Meeting

PHASE 1: PRELIMINARY ACTIONS:

Applicant Dependent

PLAN CLASSIFICATION

Type of Development	Sketch Plan	Preliminary Plan	Final Plan
Minor SD & LD (§66-10.a)	Required	Optional	Required
Major SD & LD (§66-10.b)	Required	Required	Required

PRE-APPLICATION MEETING (Optional)

- *The Town highly recommends new projects be reviewed with Town Staff to gain feedback and guidance before submitting a Sketch Plan (optional) or Preliminary/ Final Plan Application.*
- *Identify necessary impact studies and potential zoning issues.*
- *Establish correct plan classification and review Plan Submission, Review & Approval process*

Meeting with Town Staff (Optional)

2-4 Weeks

Dependent on Town Staff availability.

PHASE 2: SKETCH PLAN

SUBMIT SKETCH PLAN → Town Council & Planning Commission will Review Submission

- *Can request to be reviewed during a regularly scheduled Planning Commission Meeting held on the 2nd Thursday of every month.*
- *The applicant can also request the plan to be reviewed specifically by the Town Planner, TC, TFC and NCC.*

Meeting with Town Staff (Optional)

PC Meeting (Optional)

TC Meeting (Optional)

1-2 Months

Dependent on how close submission date is to the next regularly scheduled meeting.

PHASE 3: PRELIMINARY/FINAL PLAN

SUBMIT PRELIMINARY/FINAL PLAN

Traffic Impact Study prepared by Applicant (If Required)

Town manager will review application for completeness and forward to Town Council (Land Use & Development Committee) for Recommentdation for Planning Commission

Note: If PRCP review is required, PC cannot act on application until PRPC review is received or 45 days after submission. PC cannot act on an application until CCPC review is received or 30 days after submission.

Town Manage will distribute all documentation to PC, Town Engineer, and TFC. Review letters will be issued Town Engineer and TFC (1) Week Prior to Council Meeting.

PC Meeting

PC will provide comments, review waiver requests and take action recommending to the TC:
Approval
Approval with conditions/waivers
Denial

Address Comments and Incorporate Conditions

TC Meeting

TC will provide comments, review waiver requests and take action granting:
Approval
Approval with conditions/waivers
Denial
TC will adopt a resolution based on the action taken.

- *Preliminary Plan may be submitted separate or concurrent with Final Plan. All submissions must be made by the 15th of the month preceding Council meeting.*
- *Submit all required impact studies.*
- *Approval of a preliminary plan will secure SD & LD rights for 5 years.*

Note: this process may require multiple visits to the PC & TC.

Major Development 6 Months - 1 Year

Minor Development 4-6 Months

Dependent on how many times Applicant has to submit to PC and how quickly Applicant addresses comments in between regularly scheduled meetings.

PHASE 4: RECORD FINAL PLAN

SUBMIT FINAL PLAN → Address all conditions of TC Approval, including review letter comments. → Town Engineer will review Final Plan and then issue a review letter.

Provide Cost Estimate for project. → Town Engineer will issue Financial Security & Inspection Escrow Determination.

Address Town Engineer's comments until a clean letter is received.

Execute Land Development & Financial Security Agreements

Final Plans signed by all parties. → Record Plan

- *Approval of Final Plan will secure SD & LD rights for a timeframe determined by the Land Development Agreement.*
- *Must have other entity approvals for final approval from Town: DelDOT, DNREC, USACE, State Fire Marshal, Water Company, NCC Public Works, NCC, etc.*
- *Within 90 days of approval by the TC, the Final Plan must be recorded with the Recorder of Deeds of Final Plan must be signed by the Applicant/Owner, Plan Preparer, Town Engineer, PC Chairperson, Town Secretary, and TC President for recording.*

Major Development 1-3 Months

Minor Development 1-2 Months

Dependent on timing of Town Engineer's review and Applicant addressing comments.