



## TOWN OF SMYRNA, DELAWARE Pre-Construction Meeting Application

*All pre-construction meetings will be held at Smyrna Town Hall  
(27 S. Market Street Plaza, Smyrna, DE 19977)*

**ALL REQUESTS FOR PRE-CONSTRUCTION MEETINGS MUST BE RECEIVED  
NO LATER THAN 2 WEEKS PRIOR TO SCHEDULED MEETING DATE.**

DESIRED MEETING DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_ PHASE: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

CONTRACTORS: \_\_\_\_\_

**The following items MUST be received by the  
Department of Planning & Zoning five (5) business days before all scheduled meetings.  
Automatic postponement will occur for incomplete applications.**

\_\_\_\_\_ KCD Approval

\_\_\_\_\_ DelDOT Approval: \_\_\_\_\_ Letter of No Objection \_\_\_\_\_ Entrance Permit

\_\_\_\_\_ Utility Franchise Agreement

\_\_\_\_\_ Approved Public Works Cost for Bonding

\_\_\_\_\_ Public Works Agreement

\_\_\_\_\_ Fire Marshall Approval

\_\_\_\_\_ All Fees Paid Receipt from the Town (*Sec. 1.14. Good Standing Requirements – Smyrna Town Code*)

\_\_\_\_\_ HOA Documents

\_\_\_\_\_ Office of Drinking Water Approval \_\_\_\_\_ DNREC Sanitary Sewer Approval

\_\_\_\_\_ Phasing Plan