



220 Artisan Dr
Smyrna, DE 19977
(302) 653-3486

Major Subdivision Plan Application

APPENDIX B - SUBDIVISION AND LAND DEVELOPMENT ORDINANCE^[1]

Major Subdivision Plan Procedures. There are three primary stages of the major subdivision plan process: concept, preliminary, and final. A pre-application meeting with town staff and applicable departments and agencies shall be required prior to the submission of all major subdivisions. No plans shall be reviewed by the Town unless all plan review fees, and application fees have been paid.

<u>Office Use Only:</u>		
Application Received Date: _____	Application Received By: _____	
Planning Commission Meeting: _____	Town Council Meeting : _____	
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____		

Major Subdivision <input type="checkbox"/> Concept \$500 <input type="checkbox"/> Preliminary \$500 + \$25 per additional lot <input type="checkbox"/> Final \$500.00 + \$25 per additional lot

Project Name: _____

Project Address: _____

Tax Map/Parcel #: _____

Property Size: _____ **Zoning:** _____

Type and Number of New Lots:

Single Family Dwelling (SFD) Parcels	
Duplex/Two Family Parcels	
Townhome Parcels	
Apartment/Multifamily Parcels	
Open Space/Common Amenity Parcels	
Total New Lots:	

Number of existing lots/parcels: _____

Number of proposed lots/parcels: _____



Summary of Proposed Project:

Project Agent information:

Designated Agent/Contact Name: _____

Telephone No. of Agent: (W) _____ (C) _____

Address: _____

Email: _____

Current Property Owner Information:

Property Owner Name: _____

Address of Property Owner: _____

Telephone No. of Owner: (W) _____ (C) _____

Registered Engineer/Surveyor information:

Company Name: _____

Contact Person: _____

Telephone No.: (W) _____ (C) _____

Email: _____



All Applicants must complete and submit the following for Major Subdivision Plans:

- (1) Application Fee as determined by the fee schedule adopted by the City Council.
- (2) Seven (7) paper copies of signed and sealed site plans or equivalent approved by the City Manager, and one electronic copy in PDF format is required.
- (3) Seven (7) paper copies of building elevations, and one electronic copy in PDF format is required, if new construction is proposed.
- (4) Seven (7) paper copies of existing and proposed floor plans, and one electronic copy in PDF format is required.
- (5) Completed checklist addressing all requirements for Major Subdivision Plan submittal.
- (6) Provide Electric Loading Sheet (Required for Preliminary Plans).
- (7) Forms and additional information/attachments should be forwarded to Jeremy Rothwell, Senior Planner at jrothwell@smyrna.delaware.gov or by phone at 302-389-2332.
- (8) Questions can be submitted to Jeremy Rothwell, Senior Planner at jrothwell@smyrna.delaware.gov or by phone at 302-389-2332.

Independent Procedures Disclosure and Acknowledgement Form

Applicant acknowledges and understands:

1. I understand that the designated primary contact on this project will receive all meeting information, correspondence and will be billed for the professional services rendered from the City Engineer, and or City Solicitor as required for my application.
2. I do the undersigned, hereby certify that, I have supplied all the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct.
3. I also certify that this project was designed in accordance with the plan requirements, the Comprehensive Plan, Zoning Code, and Construction Design Standards of the Town.
4. I further certify that I or an agent on my behalf will attend all public hearings/meetings necessary for this application, and that I will answer any questions to the best of my ability to respond to the present and future needs, the health, safety, morals, convenience, order, prosperity, and general welfare of the inhabitants of Smyrna.
5. I understand that any incomplete applications will not move forward in the review process; however, I will be notified in writing after a thorough review has been completed by the City Staff and consultants.
6. It is understood that the Town of Smyrna staff processes all applications in the order in which they were received. Each application will follow the process after eligibility and appropriate reviews have been completed.



7. I understand that this application may be subject to local, state, and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Town of Smyrna reviews, administers, or applies in connection with this review.
8. Other agencies, including but not limited to the Kent County Soil Conservation District, the Delaware Department of Transportation, the Delaware Division of Natural Resources and Environmental Control, the Delaware Office of State Planning Coordination, and others may also have review authority over the project or development proposed in this application.

Applicant Signature

Date

Property Owner Signature

Date

Agent Signature

Date



Town of Smyrna Code of Ordinance Appendix B: APPENDIX B - SUBDIVISION AND LAND DEVELOPMENT ORDINANCE ^[1]

Sec. 3.04. - Subdivision plans.

1. *Concept Plan.* The concept plan review allows the Planning Commission and Town Council to informally review a subdivision plan prior to the applicant expending significant resources formulating a fully engineered subdivision plan.

<p>Town of Smyrna Code of Ordinance Appendix B: APPENDIX B - SUBDIVISION AND LAND DEVELOPMENT ORDINANCE ^[1]</p> <p>Sec. 3.04. - Subdivision plans.</p>	<p>In Compliance</p>	<p>Not in Compliance</p>
(1) 24" X 36" Plan		
(2) Scale not less than 1" = 50 '		
(3) North arrow with written and graphic scale;		
(4) Legend of all symbols and line types;		
(5) Vicinity map with a minimum scale of one inch equaling 1,000 feet, showing the parcel's location and adjoining parcels and streets within the surrounding area;		
(6) Address and tax map parcel number(s) of the parcel(s) being subdivided;		
(7) Property owner name and address;		
(8) Deed and plot references for the parcel(s), listing all applicable easements on the parcel(s);		
(9) Existing and proposed zoning district of subject parcel(s);		
(10) Owner names, tax map parcel numbers, zoning classification, and deed references of all adjacent parcels;		
(11) Location, width, ownership, and accompanying deed reference of all existing streets and rights-of-way running adjacent to or through the development project area;		
(12) Delineation of all existing and proposed water, sewer, electric, stormwater, and or public infrastructure lines and features shall be included on the concept plan, and an existing infrastructure evaluation report outlined in Sec. 4.05 of the subdivision ordinance shall be submitted in conjunction with the concept plan;		
(13) Topographic contours at a minimum of two-foot intervals as delineated pursuant to Delaware LIDAR GIS data, unless determined by the Planning Officer to be unnecessary for the project based on the topography of the property;		



(14) Name, seal, address, and certification of person, firm or organization preparing the plan;		
(15) Delineation and label of all proposed and existing lot lines;		
(16) Delineation and label of all proposed lots by dwelling type and/or use with corresponding lot area of all proposed lots, including a zoning bulk standards table outlining how each new lot conforms with standards set forth in the underlying zoning district;		
(17) Outline of all proposed streets, alleys, parking areas, driveways, sidewalks, crosswalks, bike or shared use paths, and other paved areas;		
(18) Delineation of proposed open space(s) and recreational amenities;		
(19) Plan view shall be shown in NAD 83 datum:		
(20) Where applicable, delineation of wetlands and flood zones utilizing local, state, and federal mapping software and data layers shall be included on the concept plan, and a wetland delineation report outlined in Sec. 4.04 of the subdivision ordinance shall be submitted in conjunction with the concept plan;		
(21) Narrative of the proposed number of lots and dwelling type(s)/use(s) to be created as part of the subdivision;		
(22) Narrative of projected impact on public infrastructure and services, including but not limited to water, sewer, electric, roads, and natural gas. The narrative should describe how the proposed subdivision will connect to public infrastructure and what upgrades to public infrastructure may be necessary; and		
(23) If phasing is proposed or envisioned, provide a master plan and narrative outlining how the subdivision and accompanying infrastructure or site improvements will be phased. The phases within the master plan shall be roughly proportional in size to each other.		
Waiver of Subdivision Plan Content Requirements. The Planning Officer may waive subdivision plan content requirements where the content for which a waiver is requested (a) is not necessary to determine that the subdivision will conform with and be developed pursuant to all applicable Town Code and standard specifications development regulations and (b) would be unduly burdensome for the applicant to include on the subdivision plan.		

_____ **Application Complete**

_____ **Application Incomplete (Missing one or more of the required items above.)**

Application Reviewed By: _____



Preliminary Plan:

Town of Smyrna Code of Ordinance Appendix B: APPENDIX B - SUBDIVISION AND LAND DEVELOPMENT ORDINANCE ^[1]

Sec. 3.04. - Subdivision plans.

Applicant's Name: _____

Physical Address: _____

Tax Map/Parcel No. _____

2. *Preliminary Plan.* The preliminary plan presents a detailed layout and design of the subdivision project. The preliminary plan enables the Town to determine whether the proposed subdivision complies with the applicable design standards and requirements outlined in Appendix A—Zoning and Appendix B Subdivision and Land Development Ordinances. Final design and engineering of stormwater and engineering facilities are not required at this stage. Prior to submitting a preliminary plan, the site plan shall be reviewed by the Delaware Office of State Planning Coordination Preliminary Land Use Service (PLUS), but the applicant shall not be required to address PLUS comments until the final plan.

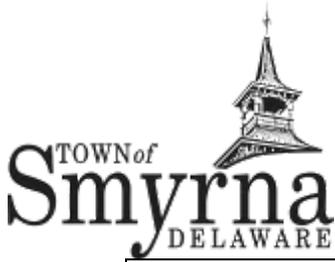
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<p>(23) If phasing is proposed or envisioned, provide a master plan and narrative outlining how the subdivision and accompanying infrastructure or site improvements will be phased. The phases within the master plan shall be roughly proportional in size to each other.</p>		
<p>(24) Delineation and label of all proposed and existing lots with accompanying metes and bounds descriptions. All distances shall be given in feet and tenths of a foot. All angles shall be given to the nearest ten second or closer. The error of closure shall not exceed one in 10,000;</p>		
<p>(25) Delineation and label of all proposed public and private streets and rights-of-way. All distances shall be given in feet and tenths of a foot. All angles shall be given to the nearest ten second or closer. The error of closure shall not exceed one in 10,000;</p>		
<p>(26) Profiles or cross-sections of all proposed public or private streets and rights-of-way;</p>		
<p>(27) Delineation and label of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure features and facilities as outlined in the Town of Smyrna standard specifications;</p>		
<p>(28) Delineation and label of all proposed open spaces and recreational amenities, including metes and bounds descriptions, and proposed ownership of each space and amenity.</p>		
<p>(29) Delineation of all proposed stormwater management and drainage facilities;</p>		
<p>(30) Name, seal, address, certification and signature of person, firm or organization preparing the subdivision plan.</p>		
<p>(31) Name, address, certification, and signature of the owner of record.</p>		
<p>(32) Topographic contours at a minimum of one-foot intervals as delineated by a professional survey, unless determined by the Planning Officer to be unnecessary for the project based on the topography of the property;</p>		
<p>(33) Delineation of all proposed easements, including dimensions and an accompanying statement of purpose;</p>		
<p>(34) Delineation of wetland areas, if present. The subdivision plan shall include a notation indicating the name of the wetlands consultant and the date of the field analysis and report;</p>		
<p>(35) Landscape plan delineating all existing and proposed vegetation and trees, including a table outlining the number and specie(s) of all proposed trees and vegetation;</p>		



(36) Lighting plan delineating all existing and proposed street lighting and parking lot lighting, including specifications for the height and model of all proposed lighting; and		
(37) Those applicable General Notes outlined in Appendix 6 of the Smyrna Subdivision and Land Development Ordinance.		
Where applicable, the preliminary plan shall be accompanied by an Infrastructure Evaluation Report prepared by the applicant to determine if adequate public water, sanitary sewer, stormwater, and electric capacity exists to serve the proposed development.		
Waiver of Subdivision Plan Content Requirements. The Planning Officer may waive subdivision plan content requirements where the content for which a waiver is requested (a) is not necessary to determine that the subdivision will conform with and be developed pursuant to all applicable Town Code and standard specifications development regulations and (b) would be unduly burdensome for the applicant to include on the subdivision plan.		

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Final Plan:

Town of Smyrna Code of Ordinance Appendix B: APPENDIX B - SUBDIVISION AND LAND DEVELOPMENT ORDINANCE ^[1]

Sec. 3.04. - Subdivision plans.

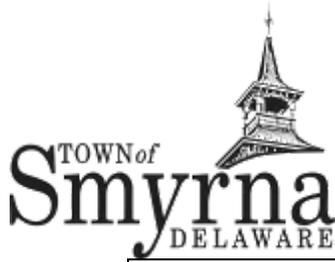
Applicant's Name: _____

Physical Address: _____

Tax Map/Parcel No.: _____

3. *Final Plan.* The purpose of the final plan is to ensure that all review comments and conditions of approval have been accurately addressed and to finalize any and all necessary easement agreement or public works and development agreement.

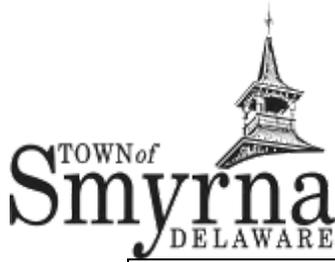
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Where applicable, the preliminary plan shall be accompanied by an Infrastructure Evaluation Report prepared by the applicant to determine if		



adequate public water, sanitary sewer, stormwater, and electric capacity exists to serve the proposed development.		
(38) Signature and certificate of Town Engineer as follows: The final subdivision plan conforms to the applicable town zoning and subdivision ordinances. Name: _____ Seal: _____ Date: _____		
(39) Signature of Town Manager as follows: Town Council approved this subdivision plan at a public meeting held on _____. This subdivision plan shall expire if at least twenty (20) percent of the subdivision site improvements have not been completed within three (3) years from the date of final approval as evidenced by the date of my signature below. Name: _____ Date: _____		
(40) Restrictive covenants for proposed the subdivision, in recordable form;		
(41) Homeowners or property owners association articles of incorporation and bylaws;		
(42) Maintenance declaration agreement for the operation and maintenance of any open spaces, recreational facilities and amenities, stormwater management areas, or any other facility for the common use or benefit of the subdivision that will be privately owned and maintained;		
(43) Public works and development agreement outlining the construction of all facilities, streets, and roads to be dedicated to the Town;		
(44) Completion and payment bonds covering the construction of public and private improvements.		
(45) A notation that all subdivision improvements must comply with the town's standard specifications and ordinances, including all amendments and updates thereto adopted by the Town Council at the time the preliminary plans were submitted to the town for review.		
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