



Preliminary Major Subdivision Application

File Name: _____

Date Stamp

File Number: _____

Proposed Subdivision Name: _____

I/We wish to subdivide our lot(s) as follows : _____ # of lots and _____ # of units; consisting of
 _____ # of commercial units and _____ # of residential units

Utility Feasibility Study:

Any applicant interested in submitting an application for a preliminary major subdivision must first have submitted a request to the City for a utility feasibility study. A copy of the City’s response to the request must be submitted with the preliminary major subdivision application.

Pre Application Conference:

Any property owner or developer seeking to subdivide land within the City of Milford is strongly encouraged to consult with staff prior to submitting an application in order to become familiar with the requirements of Milford City Code Chapter 200-Subdivisions of Land and Chapter 230-Zoning. Any subdivision fronting on an existing street, not involving any new street or road, not involving the extension of any municipal water or wastewater mains, not adversely affecting the development of the remainder of the parcel or adjoining property, not in conflict with any provision or portion of the development plan, Official Map, Chapter 230-Zoning, or Chapter 200-Subdivision, and not greater than four lots may not be required to file for a preliminary approval, if deemed acceptable by the City Planner.

A Land Use Application for a major subdivision is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. Once an application is deemed by Planning staff to be complete, the application will be scheduled for the required meetings.

PRELIMINARY MAJOR SUBDIVISION CHECKLIST

REQUIRED ITEMS (The applicant is to indicate with a check that each of the items below is included. If an item is not applicable, indicate N/A.)

- I. Land Use Application Cover Sheet.
- II. A copy of the City’s response to the applicant’s request for a utility feasibility study.
- III. A copy of the PLUS review comments and a copy of the applicant’s response to those comments, if applicable.
- IV. Three folded copies of a preliminary subdivision plan (24” x 36”). The plan shall show and include the following:
 - A. A title sheet which shall include:
 - 1. Index of sheets included.
 - 2. Certification statements for the owner and the developer, or the owner/developer; the surveyor or engineer (registered in the State of Delaware); a wetland certification statement (where applicable); and City and City engineer approval signature statements.
 - 3. A location map at a minimum scale of 1” = 2,500’ with north arrow, street names, and the location of the site.

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- 4. A vicinity map at a minimum scale of 1" = 400' with north arrow, street names, the location of the site, and the parcels within the area of the site.
- 5. Site data including:
 - a. tax parcel number(s);
 - b. name, address, and phone number of the owner and developer, or the owner/developer;
 - c. source and date of boundary and topographical surveys;
 - d. horizontal and vertical survey datum, and the established monument(s) the surveys are tied to (horizontal data shall be on DE State Plane NAD 83, vertical data shall be on NAVD 88);
 - e. existing and proposed parcel zoning;
 - f. existing and proposed use(s);
 - g. minimum required and actual lot areas (minimum and average for residential uses except apartments);
 - h. minimum required and actual lot length and width for each proposed zone;
 - i. required setbacks for each proposed zone;
 - j. maximum allowable building height and proposed building height(s) for each proposed zone;
 - k. required and provided open space area, and the percentage of this area with respect to the area within each proposed zone, or the subdivision, whichever is applicable;
 - l. maximum allowable and proposed lot coverage area(s), and the percentage of this area with respect to the total lot area(s) within each proposed zone, or the subdivision, whichever is applicable. In the case of residential other than apartment, provide information for the lot with the maximum coverage;
 - m. required and proposed parking, including the parking criteria and the calculation(s), for each proposed use;
 - n. utility providers;
 - o. estimated number of EDUs;
 - p. applicable FEMA map and whether or not 100 year floodplain is present on the site;
 - q. statement regarding presence or absence of State or federal wetlands;
 - r. statement regarding source water protection area, and if present on the site, provide the area, the area within the source water protection area that will be impervious after the improvements are completed, and the percentage of that impervious area with respect to the total source water protection area.
- 6. General notes.
- 7. Legend.
- B. Preliminary record plat with metes and bounds, including certification statements, City approvals statements, site data, general notes, and legend, and the drawing at a minimum scale of 1" = 50'. If the subdivision will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the record plat.
- C. Preliminary phasing plan, where applicable.
- D. Construction improvement plans at a minimum scale of 1" = 50'. If the site will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the construction plans. The construction plans shall show:
 - 1. North arrow.

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- 2. Subdivision boundary lines, including bearings and distances.
- 3. Proposed parcel lines and numbers.
- 4. Required setback lines for proposed parcels, including typical dimensions.
- 5. Adjoining parcel property lines, including owner, tax parcel number, and zoning.
- 6. The right-of-way lines of existing streets which border the site, including names, widths, and entity responsible for maintenance.
- 7. Existing contours.
- 8. State and federal wetlands delineated with wetland flagging in accordance with DNREC requirements.
- 9. Tax ditches, including tax ditch rights-of-way.
- 10. Streamcourses.
- 11. 100 year flood plain.
- 12. Source water protection area.
- 13. Existing buildings, paved, and concrete areas on the site; and existing utilities and utility appurtenances on and adjacent to the site.
- 14. Proposed building footprints. Include footprint areas for apartment buildings and any commercial, industrial, or institutional buildings, if applicable.
- 15. Preliminary water and sewer utility plan. The utility plan must include the full extent of any required extension from existing utilities to and through the proposed subdivision.
- 16. Preliminary storm sewer system.
- 17. Preliminary street layout, including right-of-way widths, paved width, curbing, street names, and typical cross-sections.
- 18. Preliminary entrance improvements.
- 19. Preliminary parking, where applicable with spaces delineated, including typical width and length dimensions. Provide the number of spaces in each row.
- 20. Preliminary business sign location(s) where applicable.
- 21. Preliminary stormwater management area(s).
- 22. Open space.
- 23. Existing and proposed easements.
- V. A list of waivers being sought from the Code of the City of Milford and their corresponding code locations.
- VI. A CD with the all of the above information saved in pdf format, except the legal description and list of waivers saved in Word format.
- VII. Application fee.

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Note: Plans which are revised per City review comments and re-submitted for review will not be reviewed unless a comment response letter is submitted with the plans.

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Surveyor or Engineer:

Date:

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DAC

Planning Commission

City Council

BOA
n/a

Owner

Contact

Applicant

REVISED: 01.2014