



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. Thirty-eight folded copies of a preliminary subdivision plan (5 copies no smaller than 24” x 36” and 33 copies no larger than 11” x 17”). 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.

For Staff Use ONLY	
Verified	Waived

Signature of Surveyor or Engineer:

Date:

FOR STAFF USE ONLY

	DAC	Planning Commission	City Council	BOA n/a
Owner				
Contact				
Applicant				

REVISED: 01.2014