



Final Minor 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

A Land Use Application for a final minor 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.

FINAL MINOR 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. Agency approvals, including but not necessarily limited to:
 - A. DelDOT for entrance and utility construction permit (where applicable).
 - B. Kent or Sussex County Conservation District.
 - C. Fire Marshal for site.
 - D. State Office of Drinking Water.
 - E. DNREC for sewer and for wetland and/or tax ditch disturbance where applicable.
 - F. U.S. Army Corps of Engineers for jurisdictional determination and approval for wetland disturbance, where applicable.
 - G. Kent or Sussex County 911 Addressing for street names.
 - H. City Departmental final subdivision approval.
 - I. A final copy (or copies) of any required easement(s).
 - J. A copy of the final Public Works Agreement.
 - K. A final copy of any deed restrictions and restrictive covenants proposed by the subdivider.
- III. Fifteen folded copies of final subdivision plans, including the record plat (1 copy no smaller than 24” x 36” and 14 copies no larger than 11” x 17”). All plans to be signed and sealed by the engineer; the title sheet shall be signed by the owner and developer, or the owner/developer; and the wetlands certification to be signed by the certified wetlands delineator.
- IV. A CD with all of the above information saved in pdf format, except that deed restrictions and restrictive covenants shall be saved in Word format. If the property is newly annexed, provide a copy of the legal description of the boundary in Word format.
- V. Application fee.

For Staff Use ONLY	
Verified	Waived

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:

FOR STAFF USE ONLY

DAC
n/a

Planning Commission

City Council

BOA
n/a

Owner

Contact

Applicant

REVISED: 01.2014