



Preliminary Site Plan Application

File Name: _____

Date Stamp

File Number: _____

Utility Feasibility Study:

Any applicant interested in submitting an application for a preliminary site plan must first have submitted a request to the City for a Utility Feasibility Study.

Pre Application Conference:

Any property owner or developer seeking to develop 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-Subdivision of Land and Chapter 230-Zoning.

A Land Use Application for a site plan 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 Director to be complete, the application will be scheduled for the required meetings.

PROPOSED SITE PLAN INFORMATION	
Proposed Project/Development Name	
Amount of Proposed Commercial Area (sf)	
Number of Proposed Residential Units	

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input type="checkbox"/>	2. PLUS review comments and the applicant's response to those comments, if applicable		
<input type="checkbox"/>	3. A copy of a preliminary site plan (24" x 36"), showing the following;		
<input type="checkbox"/>	A. Title sheet with the following information;		
<input type="checkbox"/>	(1) Index of sheets included.		
<input type="checkbox"/>	(2) City approval statements.		
<input type="checkbox"/>	(3) Owner/developer certification statement.		
<input type="checkbox"/>	(4) Engineer/surveyor certification statement.		
<input type="checkbox"/>	(5) Wetland certification statement.		
<input type="checkbox"/>	(6) Site plan general notes.		
<input type="checkbox"/>	(7) A location map at a minimum scale of 1" = 2,500' with north arrow, street names and the location of the site		
<input type="checkbox"/>	(8) 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.		
<input type="checkbox"/>	(9) Data column with the following information;		
<input type="checkbox"/>	(a) Tax parcel number(s);		
<input type="checkbox"/>	(b) Name, address and phone number of the owner and developer;		
<input type="checkbox"/>	(c) Existing and proposed zoning;		
<input type="checkbox"/>	(d) Existing and proposed use;		
<input type="checkbox"/>	(e) Minimum required and actual lot areas;		
<input type="checkbox"/>	(f) Minimum required and actual lot widths;		

<input type="checkbox"/>	(g) Required setbacks for each proposed zone;		
<input type="checkbox"/>	(h) Maximum permitted and actual lot coverage;		
<input type="checkbox"/>	(i) Maximum allowable building height and proposed building height for each proposed zone;		
<input type="checkbox"/>	(j) Required and provided open space area, if applicable;		
<input type="checkbox"/>	(k) Required and provided parking, including the parking criteria and calculation(s) for each use;		
<input type="checkbox"/>	(l) Utility providers;		
<input type="checkbox"/>	(m) Estimated number of EDUs		
<input type="checkbox"/>	(10) Legend;		
<input type="checkbox"/>	(11) A list of waivers being sought and their corresponding code locations.		
<input type="checkbox"/>	(12) A list of any variances approved by the Board of Adjustment and their corresponding code locations.		
<input type="checkbox"/>	B. Preliminary record plat with metes and bounds at a scale of 1" = 50'. Provide key sheet, if needed.		
<input type="checkbox"/>	C. Preliminary landscaping and lighting plan, including tree preservation, planting and selective clearing plans, showing landscape buffers, open space amenities, etc. at a scale of 1" = 50'.		
<input type="checkbox"/>	D. Preliminary phasing plan, if needed.		
<input type="checkbox"/>	E. Preliminary improvement plans at a minimum scale of 1" = 50'. The construction plans shall include the following;		
<input type="checkbox"/>	(1) Existing conditions plan showing contours, existing buildings, paved and concrete areas, existing utilities, natural features, etc. on an adjacent to the site.		
<input type="checkbox"/>	(2) Property boundary lines, including bearings and distances.		
<input type="checkbox"/>	(3) Required setback lines.		
<input type="checkbox"/>	(4) Adjoining parcel lines, including owner name, tax parcel number and zoning.		
<input type="checkbox"/>	(5) Rights-of-way of existing streets which border the site, including names, widths and entity responsibility for maintenance.		
<input type="checkbox"/>	(6) State and federal wetlands delineated with wetland flagging in accordance with DNREC Requirements and associated wetland buffers.		
<input type="checkbox"/>	(7) Tax ditches, including tax ditch rights-of-way.		
<input type="checkbox"/>	(8) Stream courses and riparian buffers.		
<input type="checkbox"/>	(9) 100-year floodplain.		
<input type="checkbox"/>	(10) Source water protection areas.		
<input type="checkbox"/>	(11) Proposed building footprints, including apartment buildings and any commercial, industrial or institutional buildings.		
<input type="checkbox"/>	(12) 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 project area.		
<input type="checkbox"/>	(13) Preliminary storm sewer system and stormwater management areas.		
<input type="checkbox"/>	(14) Proposed drive aisles, curbing, sidewalk, shared use path, crosswalk and handicap ramp locations. Dimension widths of drive aisles and sidewalk.		
<input type="checkbox"/>	(15) Proposed parking spaces with spaces delineated and typical width and length dimensioned. Provide number of spaces in each row.		
<input type="checkbox"/>	(16) Preliminary entrance plans.		
<input type="checkbox"/>	(17) Open space areas.		
<input type="checkbox"/>	(18) Existing and proposed easements.		
<input type="checkbox"/>	(19) Preliminary business sign location or submission of comprehensive signage plan.		
<input type="checkbox"/>	(20) North Arrow.		
<input type="checkbox"/>	4. A list of waivers being sought from the City Code and their corresponding code locations.		
<input type="checkbox"/>	5. A digital copy of the above information saved in pdf format.		

<input type="checkbox"/>	6. Any other information required by the City of Milford, Kent County, or other applicable departments and agencies involved in the approval of plans.		
<input type="checkbox"/>	7. Application fee. See City Fee Schedule.		

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: _____

REVISED: 11.2022