



# Final Site Plan Application

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

An application for a Final 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. Once an application is deemed by Planning Director to be complete, the City will request final plan sets for approval by the City Manager, City Engineer and Planning Director.

PROPOSED PROJECT/DEVELOPMENT 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. A copy of a final 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) Any special development conditions related to open space, off-site improvements, etc.;		
<input type="checkbox"/> (11) Legend;		

	(12) A list of any waivers approved by the City as part of the preliminary approval;		
<input type="checkbox"/>	B. Record plat with metes and bounds at a scale of 1" = 50'. Provide key sheet, if needed.		
<input type="checkbox"/>	C. 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. Phasing plan, if needed.		
<input type="checkbox"/>	E. Construction improvement plans at a minimum scale of 1" = 50'. The construction plans shall include the following;		
<input type="checkbox"/>	(1) General construction notes.		
<input type="checkbox"/>	(2) Existing conditions plan showing contours, existing improvements, natural features, etc.		
<input type="checkbox"/>	(3) Construction improvement plans should include the following items.		
<input type="checkbox"/>	(a) Property boundary lines, including bearings and distances.		
<input type="checkbox"/>	(b) Required setback lines.		
<input type="checkbox"/>	(c) Adjoining parcel lines, including owner name, tax parcel number and zoning.		
<input type="checkbox"/>	(d) Rights-of-way of existing streets which border the site, including names, widths and entity responsibility for maintenance.		
<input type="checkbox"/>	(e) State and federal wetlands delineated with wetland flagging in accordance with DNREC Requirements and associated wetland buffers.		
<input type="checkbox"/>	(f) Tax ditches, including tax ditch rights-of-way.		
<input type="checkbox"/>	(g) Stream courses and riparian buffers.		
<input type="checkbox"/>	(h) 100-year floodplain		
<input type="checkbox"/>	(i) Source water protection areas.		
<input type="checkbox"/>	(j) Proposed building footprints, including apartment buildings and any commercial, industrial or institutional buildings.		
<input type="checkbox"/>	(k) Proposed drive aisles, curbing, sidewalk, shared use path, crosswalk and handicap ramp locations. Dimension widths of drive aisles and sidewalk.		
<input type="checkbox"/>	(l) Open space areas.		
<input type="checkbox"/>	(m) Existing and proposed easements.		
<input type="checkbox"/>	(n) Business or development sign location.		
<input type="checkbox"/>	(o) North Arrow.		
<input type="checkbox"/>	(4) Storm drain plan view sheets showing the following;		
<input type="checkbox"/>	(a) Utilities (storm sewer) with structures (manholes, inlets, junction boxes). Storm structures and pipes to be labeled with a unique identifier.		
<input type="checkbox"/>	(b) Match lines.		
<input type="checkbox"/>	(c) Parking lot area, drive aisles, curbing, parking spaces.		
<input type="checkbox"/>	(d) Drainage flow arrows.		
<input type="checkbox"/>	(e) Location of culverts/outfalls with invert elevations at inlet/outlet.		
<input type="checkbox"/>	(f) Outlet protection (location, dimensions, stone size, blanket thickness, underlain with filter fabric, etc.)		
<input type="checkbox"/>	(g) Existing and proposed sidewalk locations including ramps and crosswalks.		
<input type="checkbox"/>	(h) Drafting is neat and legible with no overlapping labels.		
<input type="checkbox"/>	(5) Storm drain profile sheets showing the following;		
<input type="checkbox"/>	(a) Structure numbers.		
<input type="checkbox"/>	(b) Structure type.		
<input type="checkbox"/>	(c) Top and invert elevations.		
<input type="checkbox"/>	(d) Depth of structure.		
<input type="checkbox"/>	(e) Storm pipe length, size, type (i.e. RCP Class ___ or HDPE), and slope of pipes.		

<input type="checkbox"/>	(f) Existing grade line.		
<input type="checkbox"/>	(g) Proposed grade line.		
<input type="checkbox"/>	(h) Utility crossings of the storm drain system with dimensions showing vertical separation of less than 18" (water and sanitary sewer).		
<input type="checkbox"/>	(i) Concrete encasements shown where less than 12" of vertical separation is provided between water and sanitary sewer.		
<input type="checkbox"/>	(j) Match lines.		
<input type="checkbox"/>	(k) Horizontal and vertical scale.		
<input type="checkbox"/>	(l) 10-yr HGL.		
<input type="checkbox"/>	(6) Parking lot signage plan.		
<input type="checkbox"/>	(a) Parking lot area, curbing, sidewalk, parking space striping.		
<input type="checkbox"/>	(b) Stop sign and other sign locations.		
<input type="checkbox"/>	(c) Stop bar locations.		
<input type="checkbox"/>	(d) Crosswalks.		
<input type="checkbox"/>	(e) North arrow.		
<input type="checkbox"/>	(7) Pavement and stormwater detail sheets.		
<input type="checkbox"/>	(a) Pavement section (pavement section should be consistent throughout the entire site and shall meet the City's Standard Specifications).		
<input type="checkbox"/>	(b) Sidewalk, curb, handicap ramp, pavement tie-in, etc. details.		
<input type="checkbox"/>	(c) Inlet/manhole details.		
<input type="checkbox"/>	(8) Storm drain system requirements.		
<input type="checkbox"/>	(a) 15" minimum size storm pipe.		
<input type="checkbox"/>	(b) Pipe systems shall be designed using 10-yr storm event and all sumps and pipes downstream of a sump shall be designed for the 25-yr storm event.		
<input type="checkbox"/>	(c) All bridges and culverts shall be designed for the 50-yr storm event.		
<input type="checkbox"/>	(d) Drainage swales shall have a minimum flow velocity of 2.0 fps during the 10-yr storm event.		
<input type="checkbox"/>	(e) Manholes or inlets shall be spaced no more than 300' apart for pipes up to 24" and no more than 450' apart for greater than 24"		
<input type="checkbox"/>	(f) Storm sewer design calculations are to be submitted with the construction plans.		
<input type="checkbox"/>	(g) Minimum slope of pipes shall be 0.30%		
<input type="checkbox"/>	(9) Sanitary sewer and water utility plan view sheets showing the following;		
<input type="checkbox"/>	(a) North arrow on each plan sheet.		
<input type="checkbox"/>	(b) Sanitary sewer and water infrastructure (manholes, pipes, laterals, meter pits, cleanouts, pump station, valve boxes, etc.). Sanitary sewer structures, sanitary sewer pipes, water structures and water pipes to be labeled with a unique identifier.		
<input type="checkbox"/>	(c) Match lines.		
<input type="checkbox"/>	(d) Drainage flow arrows.		
<input type="checkbox"/>	(e) Parking lot area and curb lines.		
<input type="checkbox"/>	(f) Existing and proposed sidewalk locations including ramps and crosswalks.		
<input type="checkbox"/>	(g) Existing and proposed monuments.		
<input type="checkbox"/>	(h) Drafting is neat and legible with no overlapping labels.		
<input type="checkbox"/>	(10) Sanitary sewer and water profile sheets showing the following;		
<input type="checkbox"/>	(a) Station, length, size, material type and slope for sanitary sewer.		
<input type="checkbox"/>	(b) Station, length, size, material type and elevation of high and low points for water mains.		
<input type="checkbox"/>	(c) Structure numbers.		
<input type="checkbox"/>	(d) Structure type.		

<input type="checkbox"/>	(e) Top and invert elevations.		
<input type="checkbox"/>	(f) Depth of structure.		
<input type="checkbox"/>	(g) Existing grade line.		
<input type="checkbox"/>	(h) Proposed grade line.		
<input type="checkbox"/>	(i) Grade clearly labeled.		
<input type="checkbox"/>	(j) Utility crossings of the water and sanitary sewer system with dimensions showing vertical separation of less than 18”		
<input type="checkbox"/>	(k) Concrete encasements shown where less than 12” of vertical separation is provided between water and sanitary sewer.		
<input type="checkbox"/>	(l) Match lines.		
<input type="checkbox"/>	(m) Horizontal and vertical scale.		
<input type="checkbox"/>	(11) Sewer pump station plans, including details and calculations (where applicable).		
<input type="checkbox"/>	(12) Sewer and water details.		
<input type="checkbox"/>	F. Agency approvals, including but not necessarily limited to;		
<input type="checkbox"/>	(1) DelDOT Letter of No Objection to Recordation.		
<input type="checkbox"/>	(2) Kent or Sussex Conservation District.		
<input type="checkbox"/>	(3) State Fire Marshal’s Office.		
<input type="checkbox"/>	(4) State of Delaware, Office of Drinking Water.		
<input type="checkbox"/>	(5) DNREC WPCC for sewer.		
<input type="checkbox"/>	(6) DNREC or Army Corps of Engineers for wetland disturbance.		
<input type="checkbox"/>	(7) City of Milford Electric approval.		
<input type="checkbox"/>	(8) A final signed copy of any required easements.		
<input type="checkbox"/>	(9) A copy of any deed restrictions and restrictive covenants proposed by the developer.		
<input type="checkbox"/>	3. A digital copy of the above information saved in pdf format.		
<input type="checkbox"/>	4. A copy of site infrastructure in GIS format per City Engineer requirements.		
<input type="checkbox"/>	5. 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"/>	6. 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: \_\_\_\_\_