



Final Minor Subdivision Application

File Name: _____

Date Stamp

File Number: _____

Proposed Subdivision Name: _____

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.

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input type="checkbox"/>	2. A copy of final subdivision plans, including the record plat and construction plans (typically 24" x 36"). All plans to be signed and sealed by the engineer, the title sheet shall be signed by the owner and developer, certified wetland scientist (if applicable). Include City approval blocks. Plans must show existing and proposed improvements, including buildings, driveways, water meter pit, water service line, sewer lateral, sewer cleanout, sidewalks, curb cuts, road cuts or patches.		
<input type="checkbox"/>	3. Agency approvals, including but not limited to:		
	A. DeIDOT (along State maintained roads);		
	B. Kent or Sussex Conservation District;		
	C. Kent or Sussex County 911 Addressing for street names.		
<input type="checkbox"/>	4. Copy of any required easements.		
<input type="checkbox"/>	5. Copy of any deed restrictions proposed by the subdivider.		
<input type="checkbox"/>	6. A digital copy of the above information in PDF format.		
<input type="checkbox"/>	7. Application fee. See Planning Department Fee Schedule.		

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: _____

REVISED: 05.2022