Final Major Subdivision Engineering Construction Plan Review 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**

An application for a final major subdivision departmental review 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 applications will be accepted/processed if violations exist or if any fees are owed to the City.

FINAL MAJOR SUBDIVISION DEPARTMENTAL REVIEW 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.)

	Applicant	For Staff Use ONLY	
		Verified	Waived
I. Land Use Application Cover Sheet.			
II. Three folded 24" x 36" copies of the final subdivision plans. The plan set shall include the below items. Provide the plans in digital format (PDF):			
III. A title sheet with complete index of sheets; site data; general notes; vicinity and location maps; legend; owner, developer, surveyor or engineer, and wetland (where applicable) certification statements; and City and City Engineer approval signature statements.			
IV. Record plat with metes and bounds, including certification statements, City approvals statements, site data, general notes, legend, and the drawing at a minimum scale of 1" = 50'. If the subdivision will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the record plat.			
V. Existing conditions plan at a minimum scale of 1" = 50', which shall include existing street right-of-way and edge of paving lines; roadside swales; adjoining parcels; existing utilities, including water sewer storm sewer, electric, gas, etc.; existing buildings, wooded areas, 100 year flood plain, State and federal wetlands delineated with wetland flagging in accordance with DNREC requirements, source water protection area, etc.			
VI. Phasing plan, where applicable.			
VII. Construction improvement plans at a minimum scale of 1" = 50'. If the site will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the construction plans. The construction plans shall include:			
A. Street construction plans, including centerline stationing, curve data, radius dimensions, curbing, sidewalk, low point and high point locations and typical cross-sections.			
B. Detailed intersection plans.			
C. Entrance construction plans.			
D. Street profile plans.			

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E. Grading plans, including existing and proposed contours; proposed storm sewer pipe, catch basins, and pipe and structure schedules; spot elevations at all changes in street centerline grade and corresponding top and bottom of curb spot elevations; spot elevations at ends and center of curb radii; parking lot spot elevations, where applicable; and spot elevations and typical cross-sections for all proposed swales and stormwater management areas.			
F. Utility construction plans, including all proposed water mains, valves, services, meter pits, and vaults; proposed sewer mains, manholes, laterals, cleanouts, and sewer pump station (where applicable); and locations where proposed utilities are to tie into existing utilities, including information specific to the method of tying the utilities together. Indicate the path of the proposed electric after resolving the location with the City Electric Department. Indicate the location of transformers, and any proposed power poles.			
G. Sewer profile plans.			
H. Sewer pump station plans, including details and calculations (where applicable).			
I. Erosion & sediment control plans.			
J. Street and business signage and striping plans.			
K. Street lighting plans, and parking lot lighting plans where applicable.			
L. Landscaping plans.			
M. Construction detail plans.			
N. Storm sewer calculations.			
VIII. A draft copy (or copies) of any required easement(s).			
IX. A draft copy of the Public Works Agreement.			
X. A draft copy of any deed restrictions and restrictive covenants proposed by the subdivider.			
XI. A list of waivers from the Code of the City of Milford and their corresponding code locations, as approved by City Council during Preliminary Approval.			

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 Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____

REVISED: 03.2020