

SUBDIVISION CHECKLIST

PARCEL#
NAME:
ADDRESS:
CONTRACTOR:

PERMIT #(s):
CHANGE SOUGHT:

PLANS SUBMITTED:

CONCEPTUAL _____	FEE PAID _____	APPROVED _____
PRELIMINARY _____	FEE PAID _____	APPROVED _____
FINAL _____	FEE PAID _____	APPROVED _____

_____ The seal and signature of a registered Delaware land surveyor and/or licensed engineer, as appropriate.

_____ Revision block on each sheet to accurately disclose any drawing revisions made after the first submittal for preliminary subdivision plan review.

_____ A key and overview plan for multistage projects.

_____ Geographical location, showing existing zoning district boundaries.

_____ Existing and proposed changes in zoning classification on the site and adjacent sites.

_____ Existing topographic contours at a minimum of one-half-foot intervals unless waived by the City Manager and/or his/her designee or City representative as clearly unnecessary to review the project or proposal.

_____ The location and nature of all proposed construction, excavation or grading, including but not limited to buildings, streets and utilities.

_____ If applicable, a parking plan, showing all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by Chapter 46 Zoning.

_____ Cross-sections for streets and curbing; all existing and proposed streets and easements, including widths.

_____ Approximate location of point of ingress and egress to existing public highways (if ingress or egress is onto a state-maintained roadway, an accompanying letter of no objection and entrance permit from the Department of Transportation) will be required with the final application.

_____ All existing easements of any kind; if easements are to be granted, a separate easement plat. (May be included in record plat.)

_____ The number of construction phases proposed, if any, with the site plan showing the approximate boundaries of each phase, and the anticipated completion date of each phase.

_____ A tabulation of total number of acres in the project, gross or net, as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations.

_____ Number of dwelling units to be included by type of housing: apartments of three stories and under; apartments over three stories; single-family dwellings; townhouses; and two-family dwellings; the overall project density in dwelling units per acre, gross or net, as required by district regulations.

_____ Approximate location and size of recreational areas and other open spaces.

_____ Existing vegetation, proposed removal of vegetation and proposed replacement of vegetation.

_____ If applicable, location, type, size and height of fencing, retaining walls and screen planting.

_____ A Flood Elevation Certificate.

_____ Report of applicant's engineer. The submittal shall also include a report from the applicant's engineer. It shall include:

1. Suitability of land for subdivision development.

2. Base flood elevation.
3. Total area within boundaries.
4. Total area in lots, number of lots, average lot size.
5. Total area in streets, roads, etc.
6. Total area in open spaces provided for public use, parks, playgrounds and recreational areas.
7. Total number of lots and their approximate dimensions, clearly indicating on the plot that part which it is desired to record and showing in a distinctive manner, such as light dotted lines, the ultimate future plans as proposed.
8. Latest City assessment of property and an estimate thereof after the development is divided. The estimated assessments comparative to similar projects may be obtained at the New Castle County Assessment Division and calculated using the City's current tax rate for land and buildings.
9. Approximate location of any proposed off-site extensions or upgrades to water mains, sewers and paved streets for the part to be recorded and for the ultimate future plan.

_____ Any other documentation or plans required by the City Manager or his or her designee to assure that the requirements of the Delaware City Code are satisfied for the particular subdivision requested.

VARIANCES NEEDED (if any) _____

PC APPROVED: SUBDIVISION _____ **VARIANCES** _____

BOARD OF ADJUSTMENT DECISION (if any) _____

M&C APPROVED: _____

FLOODPLAIN: _____ (if yes, see FP App Requirements)

ELEVATION CERTIFICATION RECEIVED: _____ **BFE:** _____