

Site Plan Application

Date _____

Applicant Name _____

Applicant Address _____

Informal Meeting

Any property owner or developer seeking to apply for a Site Plan within the Town of Ellendale are strongly encouraged to have an informal meeting with Council and/or Planning Commission before submitting an application in order to become familiar with the requirements of Town of Ellendale Zoning.

An application for a Site Plan is 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.

Developers of land adjoining state or county highways are advised to consult with the Town and the Delaware State Department of Transportation (DeDOT) to resolve problems of street openings or storm water drainage at the earliest possible stage in the design process.

Preliminary Approval

Required Items

- 1. Application Letter _____
- 2. Application submitted by 21 day requirement _____
- 3. Ten (10) copies of preliminary plan _____
- 4. An area map showing: _____
 - a. The applicant's entire holdings, the portion of the applicant's property under consideration for development and any adjacent parcels owned by the applicant.
 - b. All adjoining properties, subdivisions, streets, and adjacent buildings.
- 5. A site development plan, including: _____
 - a. Existing natural features such as water bodies, watercourses, wetlands,

wooded areas, flood hazards areas.

b. Existing built features.

c. Proposed buildings, structures and public improvements.

- 6. Name and address of Owner(s) on record _____
- 7. Name of Developer if different than Owner of record _____
- 8. Name of Surveyor or Engineer preparing the plan _____
- 9. Scale _____
- 10. Date of preparation _____
- 11. North Arrow _____
- 12. Boundaries of the project _____
- 13. Dimensions of the property _____
- 14. Sussex County property Identification Number _____
- 15. Location of any proposed, modified or combined lots _____
- 16. Open Space _____
- 17. Owner's certification as follows: _____

I, _____, hereby certify that I am the owner of the property described and shown on this plan, that the plan was made at my direction*, and that I acknowledged that same to be my act and desire the plan to be recorded according to Ordinance.

- 18. Engineers, Land Surveyors or Architect Certification as follows:

I, _____, hereby certify that I am a registered engineer, land surveyor, or architect in the State of Delaware, that the information shown hereon has been prepared under my supervision and to my best knowledge and belief represents good engineering, surveying, and/or architectural practices as required by the applicable laws of the State of Delaware.

Date _____ Seal _____ Signature _____

In its review of a preliminary site plan, the Planning Commission shall consult with the Code Enforcement Officer, the Town, the Police Department, the Ellendale Volunteer Fire Department, other local and Sussex County officials, including, but not limited to, the Sussex Conservation District, the Delaware Department of Transportation (DelDOT) and the Delaware Department of Natural Resources and Environmental Control (DNREC), as necessary.

I/We certify that the information provided in this application, including all submittals or attachments, is true and correct to the best of my/our knowledge.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date _____