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 (DelDOT) 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 ____________