Minor Development Plan Application
Application Form 3A

General

Applicant (Company) Name: _____

Contact Person: _____

Project Title/Name: _____

Town Assigned Project Review Application Number (from Form 1): _____

This application, Form 3A, must be submitted with sketch plan to the Administrator 7 days prior to the sketch plan presentation at a Planning & Zoning Meeting.

Date Form 3A Received by Town:	
Received by:	

Box to be filled in by Town

Sketch plan (Code 234-22, Section A & C-2)

Attachment to this form provides information that is required for the sketch plan review.

Is this a phased development plan? _____(Yes or No)
If yes, provide necessary information with application submittal.

Number of Lots in Development of each type? _____
_____
_____

Proposed number of commercial buildings and total sq. footage? _____
_____

Is a variance(s) requested? _____ For: _____
(Yes or No)
If yes, include Application Form 4 - Variances with application submittal.

Is a conditional use approval required?_____ For: _____
(Yes or No)
If yes, include Application Form 4 – Conditional Uses with application submittal.

Date(s) of Planning & Zoning Meeting: | | |

Box to be filled in by Town

Provide a list of all outside (i.e., County, State, Federal and other) agencies and departments involved in this plan submittal and approval:

Outside Agency	Date Approval Received by Town Adm.
_____	
_____	
_____	
_____	
_____	
_____	

A copy of the above approvals must be provided to the Administrator for file records.

To be filled in by Town.

Final Development Plan (Code Chapter 234-22, Section A & B)

Payment amount, required at time of Final Development Plan information submittal?

$_____

Refer to Fee Schedule in Chapter 128, Code of the Town of Bridgeville.

Attachment to this form provides information that is required for the final development plan review.

Date(s) of Planning & Zoning Meeting: | | |

Box to be filled in by Town

Town Comments:

Provide additional sheets as necessary.

Date of Town approval, Final Development Plan:

Signature:

Box to be filled in by Town

Upon approval of the Final Development Plan; the applicant must receive for each lot a Town Zoning Certificate, Town Building Permit, County Building Permit, County Inspection and County Occupancy Permit prior to getting a Town Occupancy Permit. Form 2 is for the Town Zoning Certificate and Building Permit.

Applicant Signature

The applicant and property owner understands that all certifications on Form 1, Initial Project Review Application, continue to apply.

Signature of Applicant(s): _____ _____

Print Name(s): _____ _____

Date Signed: _____ _____

Required Information and Completion Checklist for Developments

To Be Filled in By Town of Bridgeville

Information Required for Development Plan Review Blank No Requirement G General information R Complete data or information required	Sketch Plan	Town Check List	Preliminary Development Plan	Town Check List	Final or Minor Development Plan	Town Check List	References
PLAT INFORMATION							
Name and address of owner and applicant	R		R		R		
Subdivision name	R		R		R		Ch. 234-56D
Signature and seal of a registered Delaware land surveyor or professional engineer			R		R		
Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in preparation of plat			R		R		
Title block denoting type of application, tax-map sheet, county, municipality, block, lot, and street location			R		R		
A vicinity map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc. within 500 feet; date of current survey			R		R		
Schedule of required and provided zoning district standards including lot area, width, depth, yard, setbacks, building coverage, open space, parking, etc.			R		R		Ch 234 Art 6,7,8,9,10,11 &12
North arrow and scale	R		R		R		
Signature blocks for Planning and Zoning Commission Chairperson and/or pertinent Town official, pertinent Sussex County officials, Town Engineer					R		
Certification blocks for surveyor, engineer, architect including: surveyor's or engineer's seal, signature, and certification statement that the final plat, as shown, is a correct representation of the survey as made, that all monuments indicated thereon exist and are correctly shown, and that the plat complies with all requirements of this Ordinance and other applicable laws and regulations					R		
Locations and descriptions of all permanent survey monuments					R		Ch 234-56E
Plan sheets no larger than 24 inches by 36 inches including a 1/2 inch margin outside of border lines or other size acceptable to Sussex County							
Metes-and-bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets					R		
Acreage of tract to nearest tenth of an acre	G		R		R		
Date of original and all revisions	R		R		R		
Size and location of existing or proposed structures with all setbacks dimensioned	G		R		R		Ch 234 Art 6,7,8,9,10 & 12
Proposed lot lines and areas of lots in square feet	R		R		R		Ch 234-57
Locations and dimensions of existing and proposed streets	G		R		R		
Copy and/or delineation of existing deed restrictions or covenants			R		R		

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Copies of and a summary of deed restrictions for the new subdivision, including agreements for the operation and maintenance by the property owners or agency in the subdivision of common areas, open space, recreation facilities, surface drainage facilities, erosion and sedimentation control facilities, water supply facilities, sanitary sewer facilities, forested buffer strips, or other improvements deemed necessary by the Planning and Zoning Commission			G		R		Ch 234-56C
Owners' certification, acknowledging ownership of the property and agreeing to the subdivision thereof as shown on the plat and signed by the owner(s)					R		
Owners' statement dedicating streets and other public ways for public use					R		
Existing or proposed easement or land, either reserved for, or dedicated to, public use or the residents of the proposed development	G		R		R		Ch 234-58
Development or staging plans	G		G		R		
List of required regulatory approvals or permits	G		R		R		
Variances requested, Include Form 4	G		R		R		Ch 234-23
Conditional Uses required, Include Form 4	G						Ch 234-24
Payment of application fees, Chapter 128 of Town Code for Fee Schedule			R		R		
SETTING/ ENVIRONMENTAL INFORMATION							
Property owners and lines of all parcels within 200 feet identified on most recent tax-parcel map	G		R		R		
Land used primarily for agricultural purposes, lands in Agricultural Preservation Districts, and lands whose development rights have been sold to preserve them for farming (PDRs)	G		R		R		
Existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site	G		R		R		Ch 138
Location of all wetlands and supporting documentation	G		G		R		Ch 234 Art 16
Location of 100-year floodplain based on current Flood Insurance Rate Map (FIRM)	G		R		R		
Water-resource protection areas	G		R		R		Ch 234 Art 16
Existing rights-of-way and/or easements on and within 200 feet of site	R		R		R		
Topographical features of the site from the USC&GS map			R		R		
Existing and proposed contour intervals based on USC&GS data at 1-foot intervals; contours shall extend at least 200 feet beyond subject property			R		R		
Boundary limits, nature and extent of wooded areas, specimen trees, and other significant features	G		R		R		Ch 234 Art 20
Existing drainage system of site and of any larger tract or basin of which it is a part			R		R		Ch 234 Art 17
Drainage area map			R		R		Ch 234 Art 17
Drainage calculations			R		R		Ch 234 Art 17

Information Required for Development Plan Review Blank No Requirement G General information R Complete data or information required	Sketch Plan	Town Check List	Preliminary Development Plan	Town Check List	Final or Minor Development Plan	Town Check List	References
IMPROVEMENTS AND CONSTRUCTION INFORMATION							
Water supply and distribution plan			R		R		Ch 228
Sewage collection and treatment plan			R		R		Ch 190
Soil-erosion and sediment-control plan			G		R		Ch 234 Art 17
Grading plan			G		R		Ch 234 Art 17
Permanent stormwater-management plan			G				Ch 234 Art 17
Solid-waste-management plan							Ch 200
Additional utility infrastructure plans, including gas, telephone, electric, cable TV.	G		R		R		Ch 234 Art 15
Open-space and recreation plan	G		R		R		Ch 234 Art 20
Detailed lighting plan	G		R		R		Ch 234-68
Detailed landscape plan	G		R		R		Ch 234 Art 20, Ch 234-51
Site identification signs, traffic-control signs, and directional signs	G		R		R		Ch 234 Art 14 & 18, Ch 222 Art 7
Sight triangles	G		R		R		Ch 234-52, Ch 222 Art 7
Vehicular and pedestrian circulation patterns	G		R		R		Ch 234 Art 14, Ch 222 Art 7
Parking and loading plan showing spaces, size, type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions	G		R		R		Ch 234 Art 14 & 19, Ch 222 Art 7
Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.	G		R		R		Ch 234 Art 12
Construction details, such as cross sections and profiles, as required by applicable laws, regulations, and policies	G		R		R		
Proposed street names	G		R		R		
New blocks lettered consecutively; lots numbered in consecutive numerical order	G		R		R		Ch 234 Art 13
Preliminary architectural plans and elevations	G				R		Ch 234 Art 13
Other information required by Town of Bridgeville, Sussex County, or other departments and agencies involved in plan approval	G		R		R		

The following deadlines, duration, revocation, extension and record plat requirements for this application submittal are below:

Deadlines

To be Filled in by Town of Bridgeville

Deadlines	Sketch Plan for Minor & Major Dev.	Date Submitted	Preliminary Major Development Plan and Minor Final Development Plan	Date Submitted or Approved	Final Major Development Plan	Date Submitted or Approved
Submitting plan to Administrator before next Planning and Zoning Commission meeting	7 days		15 days		1 0 days	
Recommendation to Act on plan following Planning and Zoning Commission meeting	Guidance at meeting	N/A	60 days		45 days	

Duration, Revocation, and Extensions

To be Filled in by Town of Bridgeville

Item	Sketch Plan		Preliminary Development Plan	Date Approved or No. Ext.	Final Development Plan AND Minor Development Plan	Date Approved or No. Ext.	Record Plat	Date Approved
Duration of plan approvals beginning at approval or recording date	N/A	N/A	1 Year		1 Year		5 Years	
Number/Duration of Extensions Permitted Provided that the applicant can demonstrate that delays were beyond his/her control	N/A	N/A	1/6 Months		1/1 Year		None	N/A

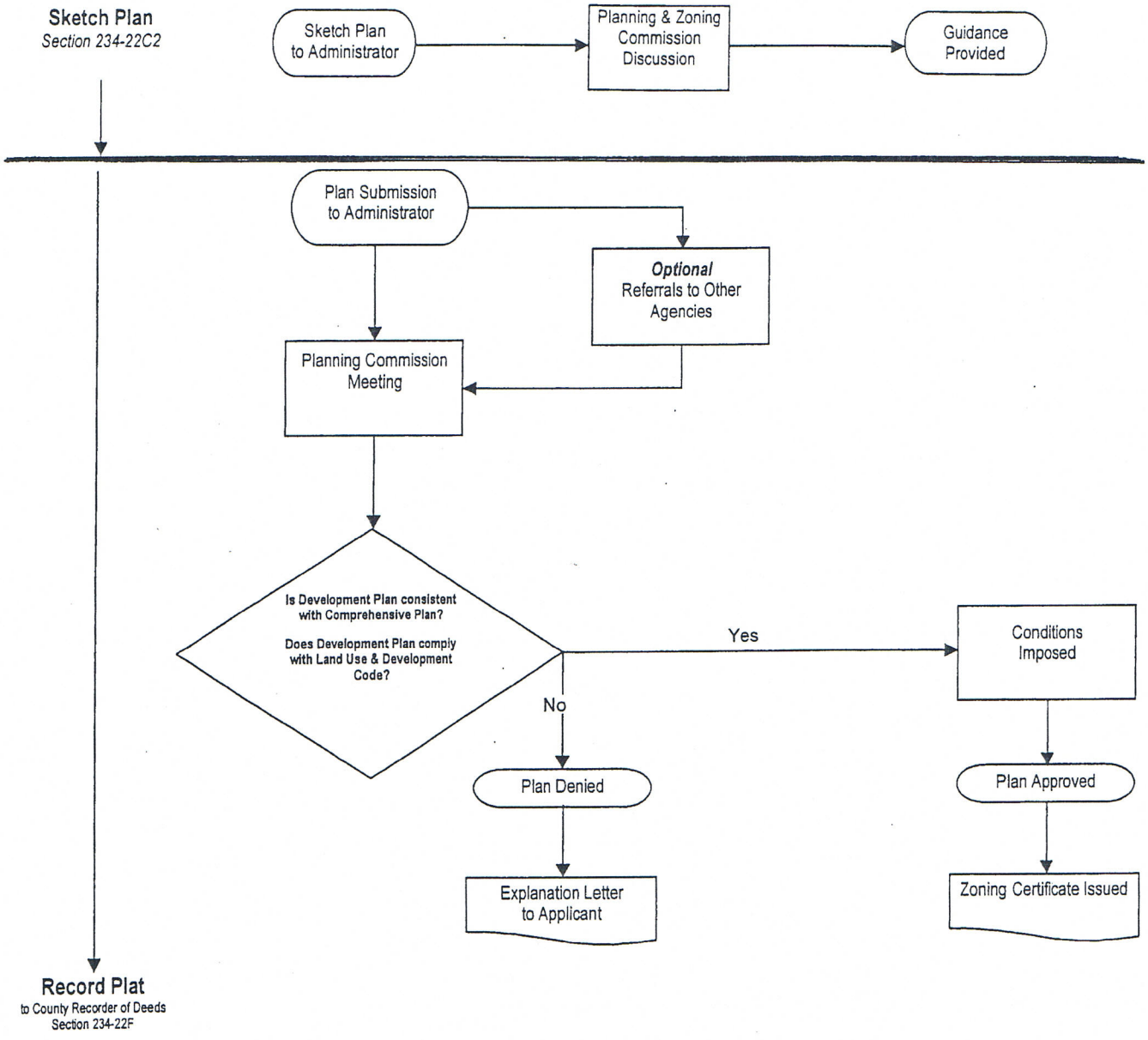
Record Plats

Definition—A map depicting the details of a subdivision plan that needs to be recorded with the County Recorder of Deeds

Contents—The Record Plat shall contain the data and information required for a Final Plat set forth in the *Code of Sussex County,* Delaware, Chapter 99 Subdivision of Land.

Responsibility—The applicant is responsible for submitting a record plat to the County Recorder of Deeds and returning a stamped copy to the Administrator.

Date record Plat recorded at County Record of Deeds	
Date stamped copy to Administrator:	

Leave spaces blank for Town use

Minor Development Plan Review Process