

Town of Bridgeville Development Toolkit

Minor Development Plan

Review Procedures

Process Flowchart

Review Checklist

May 7, 2018

 **KCI TECHNOLOGIES**
ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS





Review Applicability

Minor Development Plans are required for the subdivision and/or the development of property that:

- Creates fewer than four lots; and
- Does not require the construction and/or extension of public utilities or streets; and
- Is not subject to review under the preliminary land use system (PLUS) set forth in Title 29 of the Delaware Code or the provisions of the current Memorandum of Understanding between the Town and the Office of State Planning Coordination.

§234-22A Development Plan Approval - General Provisions

Definition

Development Plan: A plan for the development of one or more lots, parcels, tracts, properties on which is shown the existing and proposed conditions, including, but not limited to, topography, vegetation, drainage, floodplains, wetlands, waterways, landscaping and open spaces, walkways, exits and entrances, circulation, utility services, lot lines, easements, structures and buildings, signs, lighting, parking, screening, surrounding development, and any other information that may be reasonably required so that the Town can make an informed decision.

Development Plan Approval Purposes

- Guide the growth and development of the Town in accordance with the Comprehensive Plan and Chapter 234.
- Establish design standards and procedures for development plan review.
- Encourage an orderly layout of land uses.
- Ensure that existing or planned public facilities have, or will have, sufficient capacity to service proposed developments.
- Minimize and manage the impact of development on air, water, and other natural resources.
- Provide for open space especially in new developments.

Development Plan Approval Required

- Prior to the development of any property.
- Prior to the recording of subdivision plats.
- As a prerequisite to the issuance of a zoning certificate.
- Residential planned community (RPC). See Article VIII, §234-38, Approval process.

Exceptions

- When the proposed development is for a single-family home on a single, recorded lot where the owner of such a lot does not own, or have control over, adjoining vacant land.
- When the development plan review is required by §§234-32B(2) or 234-33B(2) and the proposed use is in an existing building or structure and requires no alterations, additional parking, or the construction or extension of public utilities or streets.



§234-22A (4) Development Plan Approval - Plan Submission

- (a) Plans, drawings, and supporting materials shall be submitted to the Administrator.
- (b) The Administrator shall determine the number of copies needed and provide forms to facilitate application processing.
- (c) The Administrator shall refer the plans, drawings, and supporting materials to the Planning and Zoning Commission in accordance with the schedule below:

Deadline	Minor Development Plan
Submitting plan to Administrator before next Planning & Zoning Commission mtg.	15 days
Acting on plan following Planning & Zoning Commission mtg.	60 days

§234-22A (5) Development Plan Approval - Duration, Revocation, and Extensions

Item	Minor Development Plan
Duration of plan approvals beginning at approval or recording date	1 year
Number/duration of extensions permitted, provided that applicant can demonstrate that delays were beyond his/her control	1 / 1 year

§234-22B (1) Minor Development Review Process - Definition

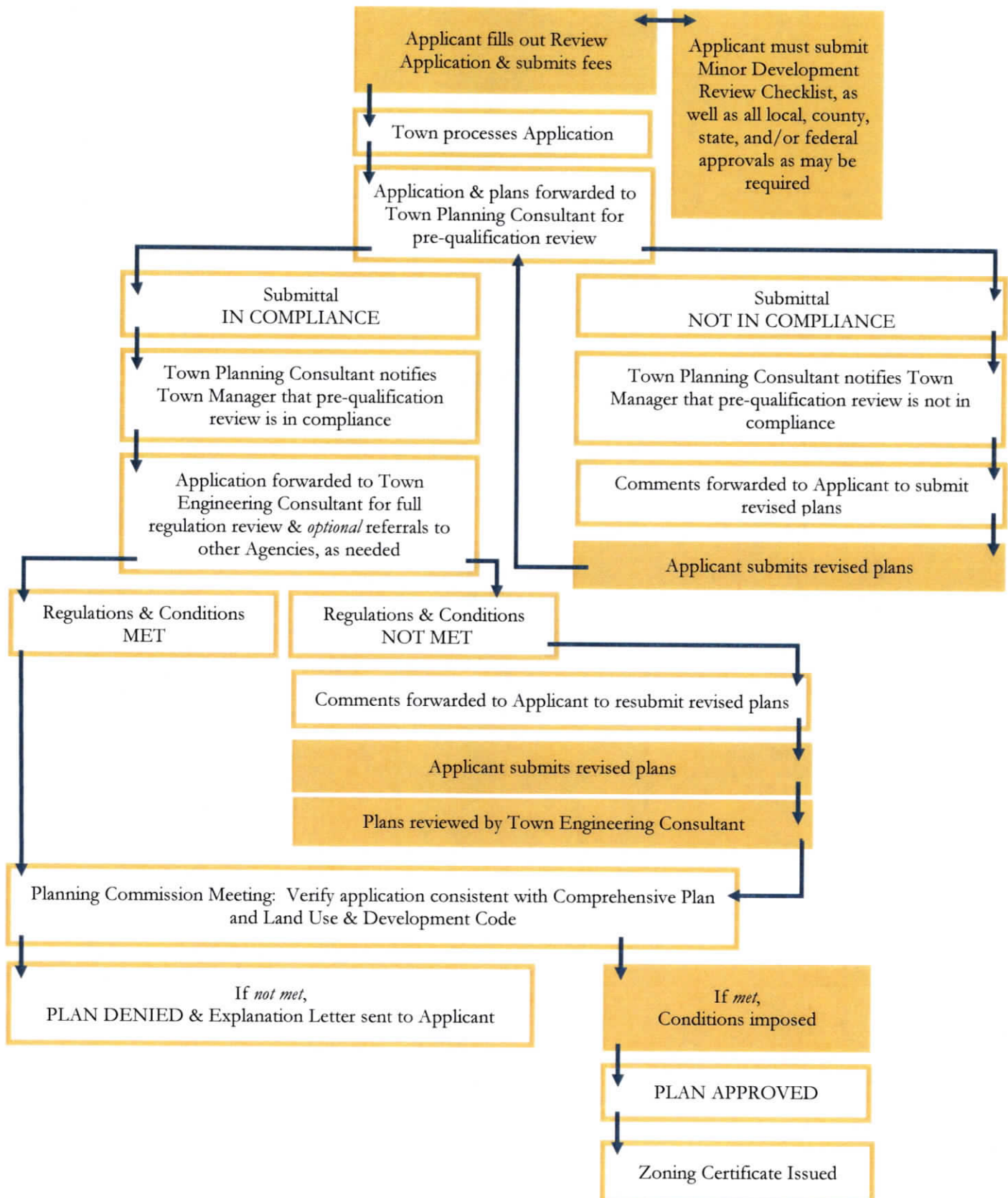
- (1) Definition of a “minor development plan”: a plan for the subdivision and/or development of property that:
 - (a) creates fewer than four lots; and
 - (b) does not require the construction and/or extension of public utilities or streets; and
 - (c) is not subject to review under the preliminary land use system (PLUS) set forth in Title 29 of the Delaware Code or the provisions of the current Memorandum of Understanding between the Town and the Office of State Planning Coordination.

§234-22B (2) Minor Development Review Process - Review and Approval

- (a) Each minor development plan shall be reviewed for consistency with the current, certified, Comprehensive Plan and compliance with Chapter 234.
- (b) Referrals to other agencies.



- [1] The Planning and Zoning Commission may request review and comment on a [minor development plan] from the Town Engineer, pertinent state departments (such as Natural Resources and Environmental Control, Education, Transportation), State Fire Marshal, Sussex County departments and agencies (particularly infrastructure providers), and any other appropriate agency or person.
 - [2] The Planning and Zoning Commission shall allow sufficient time for the departments and agencies to respond before taking action on a [minor development plan].
- (c) The Planning and Zoning Commission may approve a minor development plan with conditions.
- (d) The applicant is responsible for demonstrating, to the satisfaction of the Administrator, compliance with conditions as a prerequisite to obtaining a zoning certificate.





Applicant Name: _____

Contact Person: _____

Project Title/Name: _____

Item #	Required Information [per §234-22A(7)]	In Compliance	Not in Compliance
Plat Information			
1.	Name and address of owner and applicant.		
2.	Subdivision name. <i>See also §234-56D.</i>		
3.	Signature and seal of a registered Delaware land surveyor or professional engineer.		
4.	Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in preparation of plat.		
5.	Title block denoting type of application, Tax Map sheet, county, municipality, block, lot, and street location.		
6.	A vicinity map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc. within 500 feet.		
7.	Date of current survey.		
8.	Schedule of required and provided zoning district standards, including lot area, width, depth, yard, setbacks, building coverage, open space, parking, etc. <i>See also §§ 234-30C, 31C, 32C, 33C, 34C, 37, 39C, 40C, 41C, 44 & Article XII.</i>		
9.	North arrow and scale.		
10.	Signature blocks for Planning and Zoning Commission Chairperson and/or pertinent Town official, pertinent Sussex County officials, Town Engineer.		
11.	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 Chapter 234 and other applicable laws and regulations.		
12.	Location and descriptions of all permanent survey monuments. <i>See also §234-56E.</i>		
13.	Plan sheets no larger than 24 inches by 36 inches including a 1/2-inch margin outside of borderlines or other size acceptable to Sussex County.		
14.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center lines and rights-of-way and center line curves on streets.		
15.	Acreage of tract to nearest tenth of an acre.		
16.	Date of original and all revisions.		
17.	Size and location of existing or proposed structures with all setbacks dimensioned. <i>See also §§234-30C, 31C, 32C, 33C, 34C, 37, 39C, 40C, 41C, 44 & Article XII.</i>		
18.	Proposed lot lines and areas of lots in square feet. <i>See also §234-57.</i>		
19.	Locations and dimensions of existing and proposed streets.		
20.	Copy and/or delineation of existing deed restrictions or covenants.		
21.	Owners' certification, acknowledging ownership of the property and agreeing to the subdivision thereof as shown on the plat and signed by the owner(s).		
22.	Owners' statement dedicating streets and other public ways for public use.		



Item #	Required Information [per §234-22A(7)]	In Compliance	Not in Compliance
23.	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.		
24.	Existing or proposed easement or land either reserved for or dedicated to public use for the residents of the proposed development.		
25.	Development or staging plans.		
26.	List of required regulatory approvals or permits.		
27.	Variances requested. <i>See also §234-23.</i>		
28.	Payment of application fees.		
Setting – Environmental Information			
29.	Property owners and lines of all parcels within 200 feet identified on most recent Tax Parcel Map.		
30.	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).		
31.	Existing streets, watercourses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site.		
32.	Location of all wetlands and supporting documentation.		
33.	Location of 100-year floodplain based on current Flood Insurance Rate Map (FIRM).		
34.	Water-resource protection areas.		
35.	Existing right-of-way and/or easements on and within 200 feet of site.		
36.	Topographical features of the site from the USC&GS Map.		
37.	Existing and proposed contour intervals based on USC&GS data at 1-foot intervals; contours shall extend at least 200 feet beyond subject property.		
38.	Boundary limits, nature and extent of wooded areas, specimen trees, and other significant features.		
39.	Existing drainage system of site and of any larger tract or basin of which it is a part.		
40.	Drainage Area Map.		
41.	Drainage calculations.		
Improvements and Construction Information			
42.	Water supply and distribution plan.		
43.	Sewage collection and treatment plan.		
44.	Soil erosion and sediment control plan.		
45.	Grading plan.		
46.	Additional utility infrastructure plans, including gas, telephone, electric, cable TV.		
47.	Open space and recreation plan.		
48.	Detailed lighting plan.		
49.	Detailed landscaping plan.		
50.	Site identification signs, traffic control signs, and directional signs.		
51.	Sight triangles.		
52.	Vehicular and pedestrian circulation patterns.		
53.	Parking and loading plan showing spaces, size, type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.		



Item #	Required Information [per §234-22A(7)]	In Compliance	Not in Compliance
54.	Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.		
55.	Construction details, such as cross sections and profiles, as required by applicable laws, regulations, and policies.		
56.	Proposed street names.		
57.	New blocks lettered consecutively; lots numbered in consecutive numerical order.		
58.	Preliminary architectural plans and elevations.		
59.	Other information required by Town of Bridgeville, Sussex County, or other departments and agencies involved in plan approval.		

- ☐ In Compliance
- ☐ Not in Compliance due to missing information as stated in the Not in Compliance column above and any additional information noted below:

Application Reviewed by: _____ Date: _____

QA/QC: _____ Date: _____