# Town of Bridgeville Development Toolkit

## Sketch Plan

Review Procedures

Process Flowchart

Review Checklist

May 7, 2018

KCI TECHNOLOGIES
ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS

TOWN OF BRIDGEVILLE 1684 1871

**Review Applicability**

Sketch Plans may be submitted to receive direction on preparation of preliminary plans for the subdivision and/or the development of property that:

- Creates more than five lots; or
- Requires the construction or extension of public utilities or streets; or
- Is subject to review under the preliminary land use system (PLUS) set forth in Chapter 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 | Sketch Plan |
|---|---|
| Submitting plan to Administrator before next Planning and Zoning Commission meeting | N/A |
| Acting on plan following Planning and Zoning Commission meeting | N/A |

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

| Item | Sketch Plan |
|---|---|
| Duration of plan approvals beginning at approval or recording date | N/A |
| Number/duration of extensions permitted, provided that the applicant can demonstrate that delays were beyond his/her control | N/A |

### §234-22C (1) Major Development Review Process - Definition

(1) Definition of a "major development plan": a plan for the subdivision and/or development of property that:

(a) creates more than five lots; or

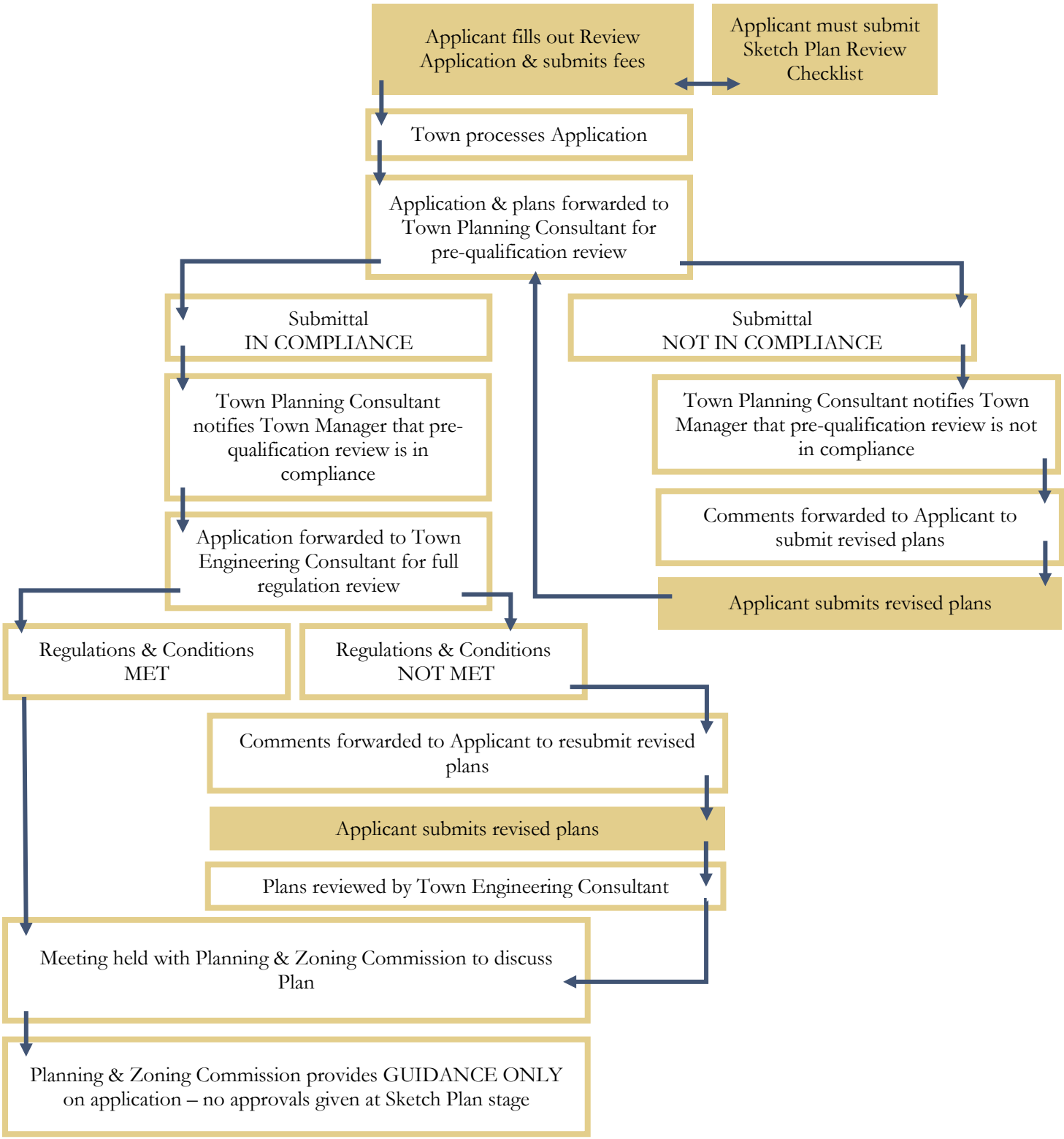
(b) requires the construction or extension of public utilities or streets; or

(c) is subject to review under the preliminary land use system (PLUS) set forth in Chapter 29 of the Delaware Code or the provisions of the current Memorandum of Understanding between the Town and the Office of State Planning Coordination.

### §234-22C (4) Major Development Review Process - Sketch Plan

(a) Definition: An informal drawing of a development plan of sufficient accuracy to be used for discussion only.

(b) Prior to submitting a preliminary development plan, an applicant may submit a concept [sketch] plan to the Administrator and/or the Planning and Zoning Commission to be used as the basis for discussion and to receive direction on preparation of the preliminary plan, but not for approval or disapproval.


Applicant fills out Review Application & submits fees
Applicant must submit Sketch Plan Review Checklist
Town processes Application
Application & plans forwarded to Town Planning Consultant for pre-qualification review
Submittal IN COMPLIANCE
Submittal NOT IN COMPLIANCE
Town Planning Consultant notifies Town Manager that pre-qualification review is in compliance
Town Planning Consultant notifies Town Manager that pre-qualification review is not in compliance
Comments forwarded to Applicant to submit revised plans
Application forwarded to Town Engineering Consultant for full regulation review
Applicant submits revised plans
Regulations & Conditions MET
Regulations & Conditions NOT MET
Comments forwarded to Applicant to resubmit revised plans
Applicant submits revised plans
Plans reviewed by Town Engineering Consultant
Meeting held with Planning & Zoning Commission to discuss Plan
Planning & Zoning Commission provides GUIDANCE ONLY on application – no approvals given at Sketch Plan stage

Applicant Name: GED S MAINE DIST., LLC

Contact Person: Gary P. Krupnick, Managing Member

Project Title/Name: PODS Storage Facility

*Note: Item numbers with a * are only required to provide general information at the Sketch Plan stage.*

| 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. *See also §234-56D.* | | |
| 3. | North arrow and scale. | | |
| 4.* | Acreage of tract to nearest tenth of an acre. | | |
| 5. | Date of original and all revisions. | | |
| 6.* | Size and location of existing or proposed structures with all setbacks dimensioned. *See also §§234-30C, 31C, 32C, 33C, 34C, 37, 39C, 40C, 41C, 44 & Article XII.* | | |
| 7. | Proposed lot lines and areas of lots in square feet. *See also §234-57.* | | |
| 8.* | Locations and dimensions of existing and proposed streets. | | |
| 9.* | Existing or proposed easement or land either reserved for or dedicated to public use for the residents of the proposed development. | | |
| 10.* | Development or staging plans. | | |
| 11.* | List of required regulatory approvals or permits. | | |
| 12.* | Variances requested. *See also §234-23.* | | |
| 13.* | Conditional uses required. *See also §234-24.* | | |
| Setting – Environmental Information | | | |
| 14.* | Property owners and lines of all parcels within 200 feet identified on most recent Tax Parcel Map. | | |
| 15.* | 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). | | |
| 16.* | Existing streets, watercourses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site. | | |
| 17.* | Location of all wetlands and supporting documentation. | | |
| 18.* | Location of 100-year floodplain based on current Flood Insurance Rate Map (FIRM). | | |
| 19.* | Water-resource protection areas. | | |
| 20. | Existing right-of-way and/or easements on and within 200 feet of site. | | |
| 21.* | Boundary limits, nature and extent of wooded areas, specimen trees, and other significant features. | | |
| Improvements and Construction Information | | | |
| 22.* | Additional utility infrastructure plans, including gas, telephone, electric, cable TV. | | |
| 23.* | Open space and recreation plan. | | |
| 24.* | Detailed lighting plan. | | |
| 25.* | Detailed landscaping plan. | | |
| 26.* | Site identification signs, traffic control signs, and directional signs. | | |
| 27.* | Sight triangles. | | |
| 28.* | Vehicular and pedestrian circulation patterns. | | |
| 29.* | 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 |
|---|---|---|---|
| 30.* | Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations. | | |
| 31.* | Construction details, such as cross sections and profiles, as required by applicable laws, regulations, and policies. | | |
| 32.* | Proposed street names. | | |
| 33.* | New blocks lettered consecutively; lots numbered in consecutive numerical order. | | |
| 34.* | Preliminary architectural plans and elevations. | | |
| 35.* | 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: _____