

## Town of Bridgeville - Initial Project Review Application Application Form 1

Request to Review	Check Application	Application Copies **	Town Code Section(s)	Application Form Required
Zoning Certificate		3	234-20	Form 2
Water/Sewer Service Connection		6	190-78, 228-1 to 16, 234-66 to 67	Form 2
Sign Permit		4	234-76 to 85	Form 2
Building Permit		3	96-3, 148, 132, 205	Form 2
Occupancy Permit		3	234-21	Form 2
Minor Development Plan	X	20	234-22	Form 3A
Major Development Plan		20	234-22	Form 3B
Variance		20	234-23	Form 4
Conditional Use		20	234-24, 118, 205	Form 4
Zoning Change		20	1-4, 234-93 to 96	Form 4
Residential Planned Community		20	234-38	Form 5
Annexation		10	234	Form 6

\*\*Number of copies remains consistent throughout review process for all submittals and forms.

Property Information	Please type or print legibly	Please type or print legibly
Sussex County Tax Map/Parcel:	131-10.00-83.00	
Project Location:	18116 Sussex Highway, Bridgeville	
Property Size/Dimensions:	227,045 Square Feet	
Project Title/Name:	Bridgeville Self-Storage Minor Subdivision	
Current Zoning District:	C-1 Commercial District	
Proposed Zoning (if applicable):		
Current Property Use:	Commercial	
Proposed Use (if applicable):		

Note: Include additional sheets as necessary for more than 2 properties and/or owners.

Applicant Information	Please type or print legibly	Please type or print legibly
Applicant (Company) Name:	Merestone Consultants, Inc.	
Contact Person:	Heather Ferebee	
Phone Number:	302-226-5880 ext.102	
Cell Number:		
Fax Number:	302-992-7911	
Email Address:	heather.ferebee@merestoneconsultants.com	
Mailing Address - Street:	33516 Crossing Avenue, Unit 1	
City, State, Zip Code:	Lewes, DE 19958	
Other/Comment:		

Property Owner Information	Please type or print legibly	Please type or print legibly
Owner (Company) Name:	Bridgeville Laundry & Car Wash & Mini-Storage, LLC	
Contact Person:	Robert C. Parnell	
Phone Number:	302-270-1649	
Cell Number:		
Fax Number:		
Email Address:	parnellr@comcast.net	
Mailing Address - Street:	P.O. Box 3	
City, State, Zip Code:	Felton, DE 19943	
Other/Comment:		

Engineer/Surveyor Information	Please type or print legibly	Please type or print legibly
Company Name:	Merestone Consultants, Inc.	
Contact Person:	Roger Gross	
Phone Number:	302-226-5880 ext 103	
Cell Number:		
Fax Number:	302-992-7911	
Email Address:	roger.gross@merestoneconsultants.com	
Mailing Address - Street:	33516 Crossing Avenue, Unit 1	
City, State, Zip Code:	Lewes, DE 19958	
Other/Comment:		

Contractor Information	Please type or print legibly	Please type or print legibly
Company Name:	Corrado Construction Company	
Contact Person:	Kevin Rowe, Project Manager	
Phone Number:	302-669-6049	
Cell Number:	302-383-8527	
Fax Number:	302-652-2239	
Email Address:	KRowe@Corrado.com	
Mailing Address - Street:	29864 Millsboro Highway	
City, State, Zip Code:	Millsboro, DE 19966	
Other/Comment:		

Please read the following and certify:

- 1) I understand that the designated primary contact on this project will receive all meeting information/correspondence and will be billed for professional consulting services rendered from Town Engineer/Planner/Inspector and/or the Town Solicitor as required for my application.
- 2) I understand, hereby certify that, I have supplied all the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct to the best of my ability.
- 3) I certify that this project will be in accordance with the plan requirements, the Comprehensive Plan, Land Use and Development Code as well as the Construction Design Standards for the Town of Bridgeville.
- 4) I further certify that I or an agent on my behalf will attend all public hearings/meetings necessary for this application, and that I will answer any questions to the best of my ability to respond to the present and future needs, health, safety, morals, convenience, order, prosperity, and general welfare of the inhabitants of Bridgeville.
- 5) I also certify that all Town of Bridgeville, Sussex County, State of Delaware and Federal requirements, codes and laws will be adhered to.
- 6) I understand that incomplete applications will not move forward in the review process.
- 7) It is understood that the Town of Bridgeville processes applications in the order in which they are received. Each complete application will be presented at the necessary hearings/meetings after eligibility and the appropriate reviews have been completed. Seven days notice of the hearing/meeting will be provided to the primary contact.
- 8) All application fees must be paid at the time of application submittal. The application fee schedule is in Chapter 128 of the Code of the Town of Bridgeville.

Designated Primary Contact:	Roger A Gross, P.E.	
Signature of Applicant(s):	<b>Roger A. Gross, P.E.</b>	Digitally signed by Roger A. Gross, P.E. DN: C=US, E=roger.gross@merestoneconsultants.com, O=Merestone Consultants, Inc., CN=Roger A. Gross, P.E.
Date(s):		Date: 2023.12.15 10:09:46-05'00'
Signature of Property Owner(s):		
Date(s):		
Town Assigned Project Review Application Number:		
Received By:		
Received Date:		

Number will not be assigned until Form 1 is completed.

Box to be filled in by the Town.

# Minor Development Plan Application Application Form 3A

**General**

Applicant (Company) Name: Merestone Consultants, Inc.

Contact Person: Roger A Gross, P.E.

Project Title/Name: Bridgeville Self-Storage Addition

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: 12/15/2013  
Received by: *B. L. S.*

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? No ( Yes or No )

If yes, provide necessary information with application submittal.

Number of Lots in Development of each type? 1

Proposed number of commercial buildings and total sq. footage? 19,570 existing (to remain)  
11,600 proposed  
31,170 total

Is a variance(s) requested? No For: \_\_\_\_\_  
( Yes or No )

If yes, include Application Form 4 - Variances with application submittal.

Is a conditional use approval required? No For: \_\_\_\_\_  
( Yes or No )

If yes, include Application Form 4 - Conditional Uses with application submittal.

Date(s) of Planning & Zoning Meeting:

January 16, 2024

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:

<u>Outside Agency</u>	<u>Date Approval Received by Town Adm.</u>
DeIDOT	8/1/2023
Sussex Conservation District	4/25/2023
Office of State Fire Marshall	10/26/2022

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:**

**Roger A. Gross, P.E.**

\_\_\_\_\_  
Roger A Gross, P.E.

Digitally signed by Roger A. Gross, P.E.  
 DN: C=US,  
 E=roger.gross@merestoneconsultants.com,  
 O="Merestone Consultants, Inc.", CN="Roger A.  
 Gross, P.E."  
 Date: 2023.12.15 10:20:08-0500'

# Required Information and Completion Checklist for Developments

To Be Filled in By Town of Bridgeville

Information Required for Development Plan Review	Sketch Plan	Town Check List	Preliminary Development Plan	Town Check List	Final or Minor Development Plan	Town Check List	References
Blank No Requirement							
G General information							
R Complete data or information required							
<b>PLAT INFORMATION</b>							
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							
Meters-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		
Acreege 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
Localions and dimensions of existing and proposed streets	G		R		R		
Copy and/or delineation of existing deed restrictions or covenants			R		R		

Information Required for Development Plan Review	Sketch Plan	Town Check List	Preliminary Development Plan	Town Check List	Final or Minor Development Plan	Town Check List	References
Blank No Requirement							
G General information							
R Complete data or information required							
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		
Variations requested, Include Form 4	G		R		R		Ch 234-23
Conditional Uses required, Include Form 4	G		R		R		Ch 234-24
Payment of application fees, Chapter 128 of Town Code for Fee Schedule							
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	Sketch Plan	Town Check List	Preliminary Development Plan	Town Check List	Final or Minor Development Plan	Town Check List	References
Blank							
No Requirement							
G: General information							
R: Complete data or information required							
<b>IMPROVEMENTS AND CONSTRUCTION INFORMATION</b>							
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						
Other information required by Town of Bridgeville, Sussex County, or other departments and agencies involved in plan approval	G		R		R		Ch 234 Art 13



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		10 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	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	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

