Preliminary Site Plan Application

File Name: _____

File Number: _____

Date Stamp

Utility Feasibility Study:
Any applicant interested in submitting an application for a preliminary site plan must first have submitted a request to the City for a utility feasibility study. A copy of the City's response to the request must be submitted with the preliminary site plan application.

Pre Application Conference:
Any property owner or developer seeking to apply for a Site Plan within the City of Milford is strongly encouraged to consult with staff prior to submitting an application in order to become familiar with the requirements of Milford City Code Chapter 230-Zoning.

A Land Use Application for a Site Plan is deemed 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.

PRELIMINARY SITE PLAN CHECKLIST

REQUIRED ITEMS (The applicant is to indicate with a check that each of the items below is included. If an item is not applicable, indicate N/A.)

		For Staff Use ONLY	
		Verified	Waived
☐	I. Land Use Application Cover Sheet.		
☐	II. A copy of the City's response to the applicant's request for a utility feasibility study.		
☐	III. A copy of the PLUS review comments and a copy of the applicant's response to those comments, if applicable.		
	IV. Thirty-eight folded copies of site improvement plans (5 copies no smaller than 24" x 36" and 33 copies no larger than 11" x 17"). The plans shall include the items listed below.		
☐	A. A title sheet which shall include:		
☐	1. Index of sheets.		
☐	2. Certification statements for the owner and the developer, or the owner/developer; the surveyor or engineer (registered in the State of Delaware); a wetland certification statement (where applicable); and City and City engineer approval signature statements.		
☐	3. A location map at a minimum scale of 1" = 2,500' with north arrow, street names and the location of the site.		
☐	4. A vicinity map at a minimum scale of 1" = 400' with north arrow, street names, the location of the site, and the parcels within the area of the site.		
☐	5. Site data including:		
☐	a. tax parcel number;		
☐	b. name, address, and phone number of the owner and developer, or the owner/developer;		
☐	c. source and date of boundary and topographical surveys;		
☐	d. horizontal and vertical survey datum, and the established monument(s) the surveys are tied to (horizontal data shall be on DE State Plane NAD 83, vertical data shall be on NAVD 88);		
☐	e. existing and proposed parcel zoning;		
☐	f. existing and proposed use;		

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☐	g. minimum required and actual lot area;		
☐	h. minimum required and actual lot length and width;		
☐	i. required setbacks;		
☐	j. maximum allowable building height and proposed building height(s);		
☐	k. required and provided open space area, and the percentage of this area with respect to the total lot area;		
☐	l. maximum allowable and proposed lot coverage area, and the percentage of this area with respect to the total area;		
☐	m. required and proposed parking, including the parking criteria and the calculation(s);		
☐	n. utility providers;		
☐	o. estimated number of EDUs;		
☐	p. applicable FEMA map and whether or not 100 year floodplain is present on the site;		
☐	q. statement regarding presence or absence of State or federal wetlands;		
☐	r. statement regarding source water protection area, and if present on the site, provide the area, the area within the source water protection area that will be impervious after the improvements are completed, and the percentage of that impervious area with respect to the total source water protection area.		
☐	6. General notes.		
☐	7. Legend.		
☐	B. Preliminary record plat with metes and bounds (if applicable), including certification statements, City approvals statements, site data, general notes, legend, and the drawing at a minimum scale of 1” = 50’. If the plat will not fit on one 24” x 36” sheet at the minimum scale, a separate key map sheet shall be provided in front of the record plat.		
☐	C. A key map for large sites.		
	D. Construction improvement plans at a scale of 1” = 50’which show:		
☐	1. North arrow.		
☐	2. Subject parcel boundary lines, including bearings and distances.		
☐	3. Subject parcel setback lines, with dimensions.		
☐	4. Adjoining parcel property lines, including owner, tax parcel number, and zoning.		
☐	5. The right-of-way lines of existing streets which border the site, including names, widths, and entity responsible for maintenance.		
☐	6. Existing contours.		
☐	7. State and federal wetlands delineated with wetland flagging in accordance with DNREC requirements.		
☐	8. Tax ditches, including tax ditch rights-of-way.		
☐	9. Stream courses.		
☐	10. 100 year flood plain.		
☐	11. Source water protection area.		
☐	12. Existing buildings, paved, and concrete areas on the site; and existing utilities and utility appurtenances on and adjacent to the site.		
☐	13. Proposed building footprint(s) with footprint area(s).		
☐	14. Preliminary water and sewer utility plan. The utility plan must include the full extent of any required extension from existing utilities to the proposed building(s).		
☐	15. Preliminary storm sewer.		

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☐	16. Proposed drive aisles, curbing, sidewalk and drive aisle and sidewalk width dimensions.		
☐	17. Preliminary entrance improvements.		
☐	18. Proposed parking spaces with spaces delineated and typical width and length dimensioned. Provide the number of spaces in each row.		
☐	19. Preliminary business sign location (where applicable)		
☐	20. Preliminary stormwater management area(s).		
☐	21. Open space.		
☐	22. Existing and proposed easements.		
☐	V. A CD with all of the above documentation saved in pdf format.		
☐	VI. Application fee.		

Note: Plans which are revised per City review comments and re-submitted for review will not be reviewed unless a comment response letter is submitted with the plans.

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Surveyor or Engineer: _____ Date: _____

FOR STAFF USE ONLY

	DAC	Planning Commission	City Council	BOA
			n/a	n/a
Owner				
Contact				
Applicant				

REVISED: 02.2014