Final Site Plan Application

File Name: _____

File Number: _____

Date Stamp

A Land Use Application for a Final 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.

FINAL 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. Agency approvals, including but not necessarily limited to:		
☐	A. DelDOT entrance approval and verification of utility construction permit (if applicable).		
☐	B. Fire Marshal site plan approval.		
☐	C. Conservation District approval.		
☐	D. DNREC (wetland and/or tax ditch disturbance) if applicable.		
☐	E. U.S. Army Corps of Engineers for jurisdictional determination and approval for wetland disturbance, where applicable.		
☐	F. City Departmental final site plan approval.		
☐	G. A final copy (or copies) of any required easement(s).		
☐	H. A copy of the final Public Works Agreement, where applicable.		
☐	III. Fifteen folded copies of the full set of final site plans, including the record plat, where applicable (1 copy no smaller than 24" x 36" and 14 copies no larger than 11" x 17"). All plans to be signed and sealed by the engineer; the title sheet shall be signed by the owner and developer, or the owner/developer; and the wetlands certification to be signed by the certified wetlands delineator, where applicable.		
☐	IV. Fifteen folded copies of the landscaping plan(s) and four sided elevations of each building type, no larger than 11" x 17".		
☐	V. A CD with all of the above documentation saved in pdf format.		
☐	VI. Application fee.		

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

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