Final Major Subdivision Application

File Name: _____

Date Stamp

File Number: _____

An application for a Final Major Subdivision 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. Once an application is deemed by Planning Director to be complete, the application will be scheduled for the required meetings.

PROPOSED SUBDIVISION INFORMATION	
Proposed Subdivision Name	
Number of Proposed Parcels	
Number of Proposed Residential Units	

		For Staff Use ONLY	
REQUIRED ITEMS		Verified	Waived
□	1. Land Use Application Cover Sheet.		
□	2. A copy of a final subdivision plan (24" x 36"), showing the following;		
□	A. Title sheet with the following information;		
□	(1) Index of sheets included.		
□	(2) City approval statements.		
□	(3) Owner/developer certification statement.		
□	(4) Engineer/surveyor certification statement.		
□	(5) Wetland certification statement.		
□	(6) Major subdivision general notes.		
□	(7) A location map at a minimum scale of 1" = 2,500' with north arrow, street names and the location of the site		
□	(8) 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.		
□	(9) Data column with the following information;		
□	(a) Tax parcel number(s);		
□	(b) Name, address and phone number of the owner and developer;		
□	(c) Existing and proposed zoning;		
□	(d) Existing and proposed use;		
□	(e) Minimum required and actual lot areas;		
□	(f) Minimum required and actual lot widths;		
□	(g) Required setbacks for each proposed zone;		
□	(h) Maximum permitted lot coverage;		
□	(i) Maximum allowable building height and proposed building height for each proposed zone;		
□	(j) Required and provided open space area;		
□	(k) Required and provided parking, including the parking criteria and calculation(s) for each use;		
□	(l) Utility providers;		
□	(m) Estimated number of EDUs		
□	(10) Any special development conditions related to open space, off-site improvements, itc.;		
□	(11) Legend;		

□	(12) A list of any waivers approved by City Council as part of the preliminary approval;		
□	B. Record plat with metes and bounds at a scale of 1" = 50'. Provide key sheet, if needed.		
□	C. Landscaping and open space plan, including tree preservation, planting and selective clearing plans, showing landscape buffers, recreational amenities, etc. at a scale of 1" = 50'.		
□	D. Phasing plan, if needed.		
□	E. Construction improvement plans at a minimum scale of 1" = 50'. The construction plans shall include the following;		
□	(1) General construction notes.		
□	(2) Existing conditions plan showing contours, existing improvements, natural features, etc.		
□	(3) Construction improvement plans should include the following items.		
□	(a) Subdivision boundary lines, including bearings and distances.		
□	(b) Proposed parcel lines and lot numbers.		
□	(c) Required setback lines for proposed parcels, including typical dimensions.		
□	(d) Adjoining parcel lines, including owner name, tax parcel number and zoning.		
□	(e) Rights-of-way of existing streets which border the site, including names, widths and entity responsibility for maintenance.		
□	(f) State and federal wetlands delineated with wetland flagging in accordance with DNREC Requirements and associated wetland buffers.		
□	(g) Tax ditches, including tax ditch rights-of-way.		
□	(h) Stream courses and riparian buffers.		
□	(i) 100-year floodplain		
□	(j) Source water protection areas.		
□	(k) Proposed building footprints.		
□	(l) Open space areas. Provide identification number and size of each parcel.		
□	(m) Existing and proposed easements.		
□	(n) Subdivision sign location.		
□	(o) North Arrow.		
□	(4) Road and storm drain plan view sheets showing the following;		
□	(a) Plan view of entire subdivision indicating streets to be constructed by this plan and their relation to all other streets within the subdivision (indicated by hatching).		
□	(b) Centerline stationing.		
□	(c) Stationing at intersections.		
□	(d) PC and PT stationing.		
□	(e) Bearings of centerline tangents.		
□	(f) Centerline curve data.		
□	(g) North arrow on each plan sheet.		
□	(h) Lot numbers and lot lines.		
□	(i) Utilities (storm sewer) with structures (manholes, inlets, junction boxes). Storm structures and pipes to be labeled with a unique identifier.		
□	(j) Match lines.		
□	(k) Street names with right-of-way width and whom will own/maintain road labeled.		
□	(l) Drainage flow arrows.		
□	(m) Location of culverts/outfalls with invert elevations at inlet/outlet.		
□	(n) Outlet protection (location, dimensions, stone size, blanket thickness, underlain with filter fabric, etc.)		
□	(o) Notes for curb line transitions (i.e. 60' ROW to 50' ROW).		

□	(p) Right-of-way and curb lines.		
□	(q) Existing and proposed sidewalk locations including ramps and crosswalks.		
□	(r) Existing and proposed monuments.		
□	(s) Drafting is neat and legible with no overlapping labels.		
□	(5) Road and storm drain profile sheets showing the following;		
□	(a) PVI.		
□	(b) PVC.		
□	(c) PVT.		
□	(d) PVI elevation.		
□	(e) Length and curve.		
□	(f) Station and elevation of high and low points.		
□	(g) Structure numbers.		
□	(h) Structure type.		
□	(i) Top and invert elevations.		
□	(j) Depth of structure.		
□	(k) Storm structure location based on centerline and distance left or right.		
□	(l) Storm pipe length, size, type (i.e. RCP Class ___ or HDPE), and slope of pipes.		
□	(m) Existing grade line at centerline of road.		
□	(n) Proposed grade line at centerline of road.		
□	(o) Street centerline stationing and elevation (every 50' and every 25' on vertical curve).		
□	(p) Road grade clearly labeled.		
□	(q) Utility crossings of the storm drain system with dimensions showing vertical separation of less than 18" (water and sanitary sewer).		
□	(r) Concrete encasements shown where less than 12" of vertical separation is provided between water and sanitary sewer.		
□	(s) Location and station of intersecting streets.		
□	(t) Match lines.		
□	(u) Horizontal and vertical scale.		
□	(v) 10-yr HGL.		
□	(6) Intersection plan views.		
□	(a) Plan view of all intersections with north arrows.		
□	(b) Street names.		
□	(c) Location and types of handicap ramps and crosswalks.		
□	(d) Centerline stationing of both streets.		
□	(e) Stations of both streets at the point of intersection.		
□	(f) Flow arrows with street grade for each branch of the intersection.		
□	(g) Storm structures labeled with structure number and top elevation.		
□	(h) Radius of curb.		
□	(i) Proposed spot elevations along face of curb at 25' intervals.		
□	(7) Street signage plan.		
□	(a) Street names.		
□	(b) Lots.		
□	(c) Stop sign locations.		
□	(d) Stop bar locations.		
□	(e) Crosswalks.		
□	(f) North arrow.		

□	(8) Street and Stromwater detail sheets.		
□	(a) Typical roadway cross-section (with corresponding street name and stationing listed).		
□	(b) Pavement section (pavement section should be consistent throughout the entire subdivision and shall meet the City's Standard Specifications).		
□	(c) Sidewalk, curb, handicap ramp, pavement tie-in, etc. details.		
□	(d) Inlet/manhole details.		
□	(9) Storm drain system requirements.		
□	(a) 15" minimum size storm pipe.		
□	(b) Pipe systems shall be designed using 10-yr storm event and all sumps and pipes downstream of a sump shall be designed for the 25-yr storm event.		
□	(c) All bridges and culverts shall be designed for the 50-yr storm event.		
□	(d) Drainage swales shall have a minimum flow velocity of 2.0 fps during the 10-yr storm event.		
□	(e) Manholes or inlets shall be spaced no more than 300' apart for pies up to 24" and no more than 450' apart for greater than 24"		
□	(f) Storm sewer design calculations are to be submitted with the construction plans.		
□	(g) Minimum slope of pipes shall be 0.30%		
□	(10) Sanitary sewer and water utility plan view sheets showing the following;		
□	(a) Plan view of entire subdivision showing all water and sewer infrastructure, including any needed off-site improvements.		
□	(b) Centerline stationing.		
□	(c) Stationing at intersections.		
□	(d) North arrow on each plan sheet.		
□	(e) Lot numbers and lot lines.		
□	(f) Sanitary sewer and water infrastructure (manholes, pipes, laterals, meter pits, cleanouts, pump station, valve boxes, etc.). Sanitary sewer structures, sanitary sewer pipes, water structures and water pipes to be labeled with a unique identifier.		
□	(g) Match lines.		
□	(h) Street names with right-of-way width and whom will own/maintain road labeled.		
□	(i) Drainage flow arrows.		
□	(j) Right-of-way and curb lines.		
□	(k) Existing and proposed sidewalk locations including ramps and crosswalks.		
□	(l) Existing and proposed monuments.		
□	(m) Drafting is neat and legible with no overlapping labels.		
□	(11) Sanitary sewer and water profile sheets showing the following;		
□	(a) Station, length, size, material type and slope for sanitary sewer.		
□	(b) Station, length, size, material type and elevation of high and low points for water mains.		
□	(c) Structure numbers.		
□	(d) Structure type.		
□	(e) Top and invert elevations.		
□	(f) Depth of structure.		
□	(g) Sanitary sewer manhole location based on centerline and distance left or right.		
□	(h) Existing grade line at centerline of road.		
□	(i) Proposed grade line at centerline of road.		
□	(j) Street centerline stationing and elevation (every 50' and every 25' on vertical curve).		
□	(k) Road grade clearly labeled.		

□	(l) Utility crossings of the water and sanitary sewer system with dimensions showing vertical separation of less than 18”		
□	(m) Concrete encasements shown where less than 12” of vertical separation is provided between water and sanitary sewer.		
□	(n) Match lines.		
□	(o) Horizontal and vertical scale.		
□	(12) Sewer pump station plans, including details and calculations (where applicable).		
□	(13) Sewer and water detail sheet;		
□	F. Agency approvals, including but not necessarily limited to;		
□	(1) DelDOT Letter of No Objection to Recordation.		
□	(2) Kent or Sussex Conservation District.		
□	(3) State Fire Marshal’s Office.		
□	(4) State of Delaware, Office of Drinking Water.		
□	(5) DNREC WPCC for sewer.		
□	(6) DNREC or Army Corps of Engineers for wetland disturbance.		
□	(7) Kent or Sussex County 911 Addressing for street names.		
□	(8) City of Milford Electric Design. Coordinate directly with the Electric Department.		
□	(9) A final signed copy of any required easements.		
□	(10) A copy of any deed restrictions and restrictive covenants proposed by the subdivider.		
□	3. A digital copy of the above information saved in pdf format.		
□	4. A copy of site infrastructure in GIS format per City Engineer requirements.		
□	5. Any other information required by the City of Milford, Kent County, or other applicable departments and agencies involved in the approval of plans.		
□	6. Application fee. See City Fee Schedule.		

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 are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

REVISED: 11.2022