

Address: _____

Phone Number: _____

Email: _____

CORPORATIONS

If the applicant is not a corporation, they may skip this section.

Please list name and address for each stockholder owning more than 10% of the corporation.

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Please list name, title and address for each officer within the corporation.

Name and Title	Address
_____	_____
_____	_____
_____	_____
_____	_____

Please list name and address for each member of the corporation's Board of Directors (or other governing body.)

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT BACKGROUND

Brief Project Description -

APPLICANT AUTHORIZATION

I hereby certify that the drawings and other materials that accompany this checklist have met the requirements of the checklist, and the accompanying electronic copy is an exact duplicate of the hard copy submission.

APPLICANT SIGNATURE: _____ DATE: _____

Application Checklist

- Complete Cover Sheet
 - Surveyor/engineer certified conceptual plat plan¹ showing the following:
 - Drawn to scale
 - Topography
 - Boundaries
 - Setbacks
 - Layout of lots
 - New and existing streets
 - Easements
 - Rights-of-way
 - Open spaces
 - Existing structures
 - Names of owners of adjacent properties
 - Utilities
 - The proposed grading plan for all lots and open areas
 - Other pertinent features
 - Identification of wetlands (see §197-74) or statement affirming no wetlands are present from a qualified professional
 - Letter from the Board of Public Works certifying that utilities are existing and available for the proposed lots
 - Proof of notification by certified mail to surrounding property owners
(Reference City of Lewes Code §170-19 A(5) for more details.)
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Application Fee

- Residential: \$1,500 plus \$250 per proposed dwelling unit over three
- Non-Residential: \$1,500 plus \$250 per 5,000 square feet of non-residential land
- The City may charge other unspecified fees necessary to review the major subdivision application that are not stated in this chapter.

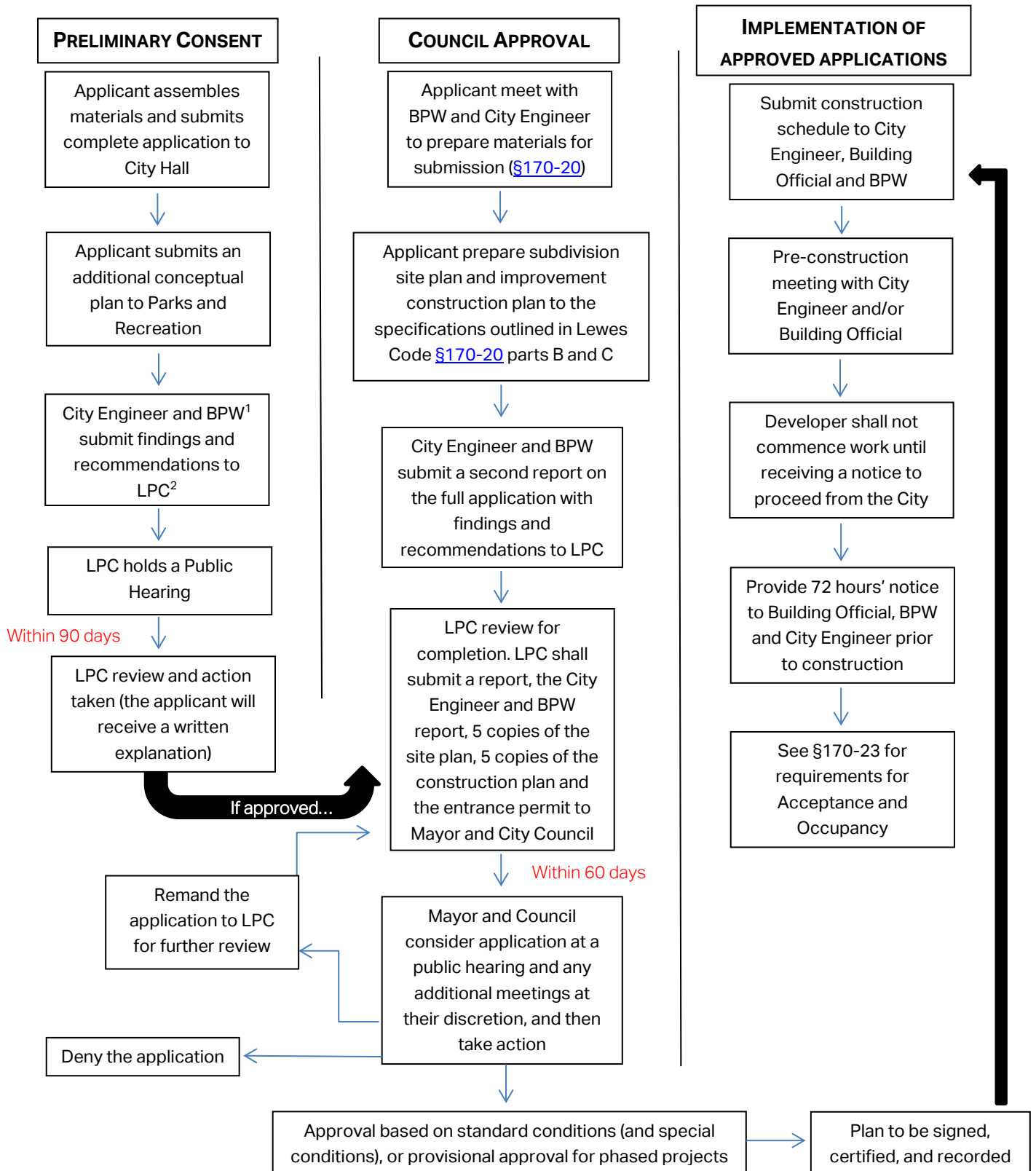
¹ CONCEPTUAL PLAT PLAN

A map, drawn to scale, describing a proposed subdivision, including but not limited to its topography, boundaries, setbacks, layout of lots, new and existing streets, easements, rights-of-way, open spaces, existing structures, names of owners of adjacent properties and utilities.

- Applicant's engineer's report. The applicant shall submit a report from the applicant's engineer addressing the following:
 - Suitability of land for subdivision development.
 - Floodplain level.
 - Total area within boundaries.
 - Total area in lots.
 - Total area in streets, roads, culs-de-sac, etc.
 - Total area in open areas (as applicable).
 - Total number of lots and their approximate dimensions, clearly indicating on the plot that part which it is desired to record and showing in a distinctive manner, such as light dotted lines, the final future plans as proposed.
 - Latest City assessment of property, per the City records, as well as an estimate of the assessments to be made of the following after development/subdivision:
 - Land.
 - Buildings.
 - Estimates of off-site extensions of water mains, sewers, and paved streets for the following:
 - The portion of the same to be recorded.
 - The final future plan.
 - All easements.
 - New street names.
 - Preliminary geotechnical and soil reports.
 - Sussex County Tax Map number and parcel information.
 - Property owner name and contact information.

- If this is a phased project, see the Building Official for additional requirements.

Application Timeline



¹ BPW – Board of Public Works

² LPC – Lewes Planning Commission