

City of Lewes

Site Development Plan – Application Form

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Tax Map Reference(s): _____

Submission Date: _____

Date of Revision: _____

PROPERTY OWNER(S) INFORMATION

Name(s): _____

Address: _____

Phone #: _____ Email: _____

APPLICANT INFORMATION

Name: _____

Address: _____

Phone #: _____ Email: _____

ENGINEER/SURVEYOR INFORMATION

Name: _____

Address: _____

Phone #: _____ Email: _____

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 _____

PROPERTY OWNER AUTHORIZATION *(if different than applicant)*

I (we are) the owner(s) of the property that is the subject of this application and hereby consent to the site plan review of the project described herein.

OWNER SIGNATURE _____ DATE _____

OWNER SIGNATURE _____ DATE _____

PROJECT REVIEW BACKGROUND

Brief Project Description -	
<input type="radio"/> Yes <input type="radio"/> No	Do new structures collectively consist of 5,000 square feet or greater in floor area?
<input type="radio"/> Yes <input type="radio"/> No	Do additions to existing structures involve 5,000 square feet or greater of additional floor area?
<input type="radio"/> Yes <input type="radio"/> No	Is the amount of proposed impervious surface equal to or greater than 5,000 square feet and constitute 15% or more of the existing impervious surface area?
<input type="radio"/> Yes <input type="radio"/> No	Are any nonresidential structures or impervious areas, consisting of 2,500 square feet or greater, adjacent (within 50 feet) to any existing residential structures or residential zones?
<input type="radio"/> Yes <input type="radio"/> No	Does the Project also require review under Article II, Minor Subdivision or Article III, Major Subdivision of land?

SITE DEVELOPMENT PLAN REQUIREMENTS

Please attach the proposed site plan and related materials to be reviewed. Site plans and related materials must be legible, drawn to scale, and must include the following *(either initialize to acknowledge the inclusion of each item or attach a written explanation supporting the item's exclusion)*:

Applicant	Staff	Site Development Plan requirements
		General Items
		Title block (showing project name, registered engineer, date prepared, revisions, and engineering stamp).
		All parcel lines including lot(s) and block(s) numbers on the property and on any adjacent property within 50 feet.
		Scale identification and graphic scale. Use ten, 20, 30 or 40 feet to the inch, except when the property has a maximum dimension over 900 feet, a scale of 50 feet to the inch may be used.
		Sufficient description of information to define precisely the boundaries of the site, and total acreage of the site. All distances shall be given in feet and tenths of a foot. All angles shall be given to the nearest ten seconds or closer. The error of closure shall not exceed one in 10,000.
		Scale dimensions. Ten, 20, 30 or 40 feet to the inch, except when the property has a maximum dimension over 900 feet, a scale of 50 feet to the inch may be used.
		North Arrow, scale and graphic scale.
		Two location maps, one at a scale of 1,200 feet to the inch, and one at a scale of 400 feet to the inch, showing the distance along all adjacent roads to the nearest intersections.
		Existing Conditions
		The locations and owners of record of all adjoining lands.
		Existing buildings or structures with notes regarding plans to retain or remove each as part of the proposal.
		The locations, names and existing widths of internal and adjacent street rights-of-way, curblines and sidewalks.
		Existing easements, major public utility lines, and any other encumbrances that may impact development.
		Existing tanks (surface or buried)
		Contour lines at vertical intervals of one-foot intervals, unless waived by the Building Official as clearly unnecessary to review the project or proposal in which case two feet for land with an average existing slope of four percent or less, and at intervals of five feet for land with an average existing slope greater than four percent.
		Location of different soil types, as indicated by the soil survey of Sussex County, prepared by the Natural Resources Conservation Service, and including locations of flood hazard areas as identified in the FEMA Flood Insurance Maps. The soils information shall be supplemented by soil boring and percolation test data, if requested by the city.
		Location of significant natural features, including bodies of water, wetlands, and forest areas.
		Zoning Compliance Information (provide as narrative or table)
		Zoning on the site
		Proposed uses
		Lot Area (required and provided)
		Tabulations of lot area(s), density, gross square footage of buildings, buildings height, parking layout, open space, and proposed parking compared to zone requirements and/or limitations.
		Building setbacks (required and proposed) for each building
		Lot frontage (required and provided)
		Front, Side and Rear Yards (required and provided)
		Building Height (required and provided)
		Parking Spaces (required and provided)

		Loading spaces (required and provided)
		Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any condominium development or other property wherein common ownership agreements exist or as otherwise required by this ordinance.
Proposed Development		
		All proposed building and structures
		Location and dimensions of all lot and setback lines
		Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.
		Location of all uses not requiring structures, including parks, playgrounds and other open space areas
		Location and width of all proposed streets and rights-of-way.
		Existing and Proposed Trip Generation (ADT) using ITE Trip Generation method. If a Traffic Impact Study is required include a copy with the application.
		The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.
		Indication of the total amount of impervious surfaces and the development coverage.
		Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.
		Plans for surface drainage of the site. On Final Plan such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
		Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.
		Proposed grading, screening and other landscaping, including types and locations of proposed street trees.
		Location and plans for any outdoor signs.
		Location, direction, power and time of use for any proposed outdoor lighting.
		Development in stages. If the site development plan indicates more than one stage of the development, supplementary material shall be included to clearly describe the proposed timing and extent (on the development plan).
		Miscellaneous information. Other information deemed by the Planning Commission to be necessary to determine conformity with the intent of this ordinance.
Final Site Development Plan – In addition to items listed above		
		The number of dwelling units to be included in each type of housing: single-family dwellings, two-family dwellings, townhouses, apartments of three stories and under, apartments over three stories and mobile homes.
		The location, with respect to each other and to lot lines and height, of all proposed buildings and structures, accessory and main, or major excavations. The locations should be drawn to scale, and full dimensioning is required.
		The location, height and material of all fences, walls, screen plantings and landscaping.
		The location and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project.
		The location, character, size, height and orientation of proposed signs.
		The location of all wetlands (both state and federal) shall be indicated by legal description with bearings and distances with each flag point numbered. A signed and dated statement by an experienced qualified professional shall be provided verifying the accuracy of the delineation. If the site contains no wetlands, then the plan must contain

		the appropriate statement from the same professional. Building lots containing wetlands shall be identified by a notation stating that "construction activities within these sites may require a permit from the United States Army Corps. of Engineers or the State of Delaware."

A. Fees

(1) The applicant shall pay a nonrefundable site plan review application fee upon submitting an initial application as follows:

(a) For Administrative site development plan review:

[1] Residential: \$500 plus \$250 per proposed dwelling unit over three.

[2] Nonresidential: \$500 plus \$250 per 5,000 square feet of nonresidential land.

(b) For Planning Commission site development plan review

[1] Residential: \$1,500 plus \$250 per proposed dwelling unit over three.

[2] Nonresidential: \$1,500 plus \$250 per 5,000 square feet of nonresidential land.

(2) The City may charge other unspecified fees necessary to review the site development plan application if the City expects to incur costs in retaining outside technical support, to consider, examine, review and make reports and recommendations concerning the plan, as submitted.