

City of Lewes

Minor Subdivision Development; Combining of Lots Plan – Application Form

Please visit <https://ecode360.com/7033592> for more information about the review process.

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Tax Map Reference(s): _____

Submission Date: _____

Date of Revision: _____

PROPERTY OWNER(S) INFORMATION

Name(s): _____

Address: _____

Phone Number: _____

Email: _____

APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email: _____

ENGINEER/SURVEYOR INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email: _____

PROJECT BACKGROUND

Project Type (please circle one) –

MINOR SUBDIVISION

COMBINATION OF LOTS

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
- Five copies of surveyor/engineer certified conceptual plat plans¹ as defined below (along with as many additional copies as required by the Building Official, including electronic versions) showing the following:
 - All lands to be subdivided or combined
 - Location of all existing improvements, with setbacks indicated
 - Existing and proposed boundary lines
 - 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
- Letter of consent from the property owner, if applicant is different, giving permission for review and to be represented by the applicant
- Letter of intent requesting Planning Commission review
- Application Fee
 - Residential: \$500 plus \$250 per dwelling unit over three
 - Non-Residential: \$500 plus \$250 per 5,000 square feet of non-residential land
- Proof of notification by certified mail to surrounding property owners (*Reference [City of Lewes Code §170-14 A\(6\)](#) for more details.*)

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.

Application Timeline

