



**TOWN OF ELSMERE**

**MAJOR SUBDIVISION/REVERSE SUBDIVISION APPLICATION**

**Definition of a Major Subdivision:**

All division of land into six (6) or more lots upon which building can occur shall be approved and reviewed as a major subdivision under the procedures and regulations below. Additionally, all subdivisions regardless of number or size of lots, which create new streets shall be classified as major subdivisions; all multifamily developments of six (6) or more families regardless of number or size of lots shall be classified as major subdivisions; all commercial, business or industrial developments regardless of the number or size of lots shall be classified as major subdivisions, except where no new streets or other public improvements are created.

Petition Number: \_\_\_\_\_

Date Petition was Filed: \_\_\_\_\_

Subject Properties Address: \_\_\_\_\_  
\_\_\_\_\_

Tax Parcel Number:  
\_\_\_\_\_

Applicants Name:  
\_\_\_\_\_

Applicants Address:  
\_\_\_\_\_  
\_\_\_\_\_

Applicants Phone Number: \_\_\_\_\_

Applicant Relationship to the Owner: \_\_\_\_\_

Property Owners Name:  
\_\_\_\_\_

Property Owners Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to the Owner: \_\_\_\_\_

Reason for the requested Subdivision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Following Information Must be Submitted With This Application. Failing to Submit Any of the Information Listed Below Will Result in the Applications Status Being Incomplete and no Further Action Will be Taken Until All of the Information Listed is Submitted.**

**Please Check The Items Which Are Enclosed:**

1. \_\_\_\_\_ An affidavit of ownership, which shows the book and page number of each conveyance to the present owner as, recorded in the County Recorder of Deed's offices.
2. \_\_\_\_\_ A reproducible original and twenty-five (25) copies of a subdivision plan drawn to convenient scale [one (1) inch equals twenty (20) feet through one (1) inch equals one hundred (100) feet] and showing date, scale and North point. Each sheet shall be numbered to show its relation to the total number of sheets. The subdivision plan shall include the following information:
  3. \_\_\_\_\_ A title consisting of the name of the fee simple or equitable owners(s) of the land to be subdivided, the name(s) and address(es) of the subdivider(s) if different than the owner(s) name and address of the Delaware registered engineer, land surveyor or architect. The subdivision plan shall bear the certificate, signature and seal of a Delaware registered engineer, land surveyor or architect.
  4. \_\_\_\_\_ A graphic and written scale along with date, including the month, day and year that the original drawing was completed and the month, day and year that the original drawing was revised.
  5. \_\_\_\_\_ A location map drawn to the scale of one (1) inch equals eight hundred (800) feet indicating the location of the property and its relationship to all streets and other property within one thousand (1,000) feet of the applicant's property.
  6. \_\_\_\_\_ The total area of parcel in acres.
  7. \_\_\_\_\_ The courses and distances of the boundary line survey on all properties being subdivided.
  8. \_\_\_\_\_ The proposed name of the subdivision, which shall not duplicate the name of any other subdivision in the Town.
  9. \_\_\_\_\_ The layout and dimensions of all proposed lots, which will be created by the subdivision and location of proposed buildings.
10. \_\_\_\_\_ The names of all property owners of un-subdivided property within two hundred (200) feet of the extreme limits of the subdivision as their names appear in the tax records. In the event that lots adjoin the land to be subdivided, the subdivision name and lot number of the adjoining lot shall be shown. The zoning classification governing the tract and adjoining properties shall be shown.
11. \_\_\_\_\_ The North point, the phrase "Minor Subdivision Plan" and the phrase "Town of Elsmere, Christiana Hundred, New Castle County, Delaware."

**Please Check The Items Which Are Enclosed:**

- 12.\_\_\_\_\_ Layout of proposed streets, their proposed names, right-of-way and paving widths, as well as right-of-way and paving widths for proposed alleys and easements for ingress and egress. Except for continuations, street names shall not duplicate existing street names in the Town.
- 13.\_\_\_\_\_ The location and size of all existing storm sewers, watercourses and natural drainage flows which may influence the design of the subdivision. The location of all proposed storm drainage facilities including, when applicable, retention areas, sewer lines and drainage ditches.
- 14.\_\_\_\_\_ The location of the open floodway district and floodway fringe, applicable.
- 15.\_\_\_\_\_ The location, widths, and names of all existing roads upon which the proposed subdivision will front and within one hundred (100) feet of the proposed subdivision.
- 16.\_\_\_\_\_ Contour lines at vertical intervals of two (2) feet for land with average natural slope of four percent (4%) or less and at intervals of five (5) feet for land with average natural slope exceeding four percent (4%).
- 17.\_\_\_\_\_ Location of proposed landscape screening, if applicable.
- 18.\_\_\_\_\_ The general location of mature tree stands, if any.
- 19.\_\_\_\_\_ The location and size of existing and proposed waterlines which serve the proposed subdivision; proposed connection with existing waterlines and including the location and size of all waterlines and water facilities.
- 20.\_\_\_\_\_ The location and size of existing and proposed sanitary sewer lines; proposed connections with existing sanitary sewer lines, including the location and size of all sewer lines and sewer facilities.
- 21.\_\_\_\_\_ Location of all proposed sidewalks.
- 22.\_\_\_\_\_ The dimensions and area of all property to be dedicated or reserved for public open space use or to be dedicated for use of all property owners in the subdivision and the location, dimensions, and purpose of any proposed easements, if applicable.
- 23.\_\_\_\_\_ The location of any entrance/exit facilities which provide access to and from a public road.
- 24.\_\_\_\_\_ Proposed parking areas and number of parking spaces, where applicable.
- 25.\_\_\_\_\_ The approximate location of proposed buildings and the amount of land to be used for buildings expressed as a percentage of total land area, if applicable. The location of existing buildings and a description of their present or intended use.

**Please Check The Items Which Are Enclosed:**

- 26.\_\_\_\_ Identification and boundaries of soils classification as indicated by New Castle County Soils Survey.
- 27.\_\_\_\_ The total area of all land to be used for roads, open space and building lots expressed in percentage of total land areas.
- 28.\_\_\_\_ A demographical impact analysis to include a projected population at completion of project (for residential development) and projected population of school-age children (grades K-12) using evaluative criteria developed by local school district; location of schools serving subdivision.
- 29.\_\_\_\_ Sediment and storm water plans according to standards set within the current Delaware Sediment and Stormwater Regulations.
- 30.\_\_\_\_ Sediment and storm water plans include the use and maintenance of appropriate structural and nonstructural sediment and erosion controls and other BMP's to reduce polluted discharges to the MS4 during the time construction is underway.
- 31.\_\_\_\_ Specifications for construction site operators to control wastes such as discarded construction or building materials, concrete truck washout, chemicals, litter, oil, and sanitation waste.
- 32.\_\_\_\_ Description of the characteristics and limitations of soils as indicated by New Castle County Soils Survey.
- 33.\_\_\_\_ Description of the recharge capabilities of the site and analysis of the subdivision's impact upon those recharge capabilities.
- 34.\_\_\_\_ Computation of pre- and post-development stormwater runoff levels.
- 35.\_\_\_\_ Any other substantial adverse environmental effects.
- 36.\_\_\_\_ A traffic impact analysis may be required. It shall include a description of existing traffic volumes and description of present physical condition of affected roads and traffic forecast which projects traffic volumes upon affected roadways five (5) years in the future with and without the completion of the subdivision.
- 37.\_\_\_\_ A market analysis may be required. It shall include a description of the proposed commercial/industrial development, square footage of gross building areas and subareas, known and probable uses, traffic configuration, number of parking spaces required and provided, and present and/or projected market area and population to be served.
- 38.\_\_\_\_ Applicant shall provide the estimated value and completion date, units per acre, and any conditions which would affect Town costs or revenues.

Has a previous application for subdivision of this property ever been filed?

Yes \_\_\_\_\_ No \_\_\_\_\_, If yes, Petition # \_\_\_\_\_

**THE UNDERSIGNED HEREBY CERTIFIES THAT THE LEGAL OWNER OF THE SUBJECT PROPERTY IS AWARE OF AND AGREES TO THE FILING OF THIS APPLICATION AND THAT THE INFORMATION OBTAINED HEREIN IS CORRECT.**

**NOTE: IF THE APPLICANT IS NOT THE LEGAL OWNER OF THE PROPERTY, THE LEGAL OWNER OR HIS AUTHORIZED REPRESENTATIVE MUST ALSO SIGN THIS FORM.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I, \_\_\_\_\_ BEING THE LEGAL OWNER OF THE SUBJECT PROPERTY, HEREBY CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS CORRECT.**

Legal Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Schedule:**

- 1. Application Fee:  

\$100.00 per application	\$100.00 X 1	=		<b>1.</b>	<b><u>\$100.00</u></b>
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- 2. Review Fee;
  - a. For each dwelling unit \$10.00.  

	\$10.00 X _____	=		<b>2a.</b>	_____
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  - b. For commercial and Industrial developments  
 \$25.00 per acre or fraction thereof.  

	\$25.00 X _____	=		<b>2b.</b>	_____
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- 3. Recordation Fee:  

\$100.00 per application	\$150.00 X 1	=		<b>3.</b>	<b><u>\$150.00</u></b>
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**Total Application Fee Due: Add 1, 2a, 2b, and 3. = \$ \_\_\_\_\_**

Received By \_\_\_\_\_  
Name of the Town Official Receiving the Application Fee

Date \_\_\_\_\_  
Date Received

**For Use By Town Officials**

Date The Application Was Filed: \_\_\_\_\_

Date The Town Manager Received 25 Copies: \_\_\_\_\_

Date the Process Began: \_\_\_\_\_

- (1)\_\_\_\_\_ The Town Manager shall, within three (3) workdays, distribute subdivision plan copies to the Building Committee and the Town Engineer and Town Council.

**This must be completed by :** \_\_\_\_\_

Within fifteen (15) working days of the receipt of the subdivision plan, the Building Committee and Town Engineer shall review prepare and return written comments to the Town Manager.

**Written Comments are due to the Town Manager by:** \_\_\_\_\_

- (2)\_\_\_\_\_ Upon receipt of departmental comments, the Town Manager shall prepare a written report to the applicant indicating those suggestions, concerns or problems pointed out by the Building Committee and Town Engineer. This report shall be prepared within five (5) workdays and forwarded to the applicant. The applicant may then revise amend the subdivision plan as per Building Committee and Town Engineers suggestions.

**Written Response due to the applicant by:** \_\_\_\_\_

- (3)\_\_\_\_\_ If no concerns are raised by the Building Committee or Town Engineer or if concerns are eliminated through applicant revisions in the subdivision plan, the Town Manager shall, within five (5) workdays, prepare a written report containing the recommendations concerning the subdivision plan to the Planning Commission and Town Council.

**If applicable written response due to the Planning Commission and Council By:** \_\_\_\_\_

- (4)\_\_\_\_\_ The Planning Commission shall review the subdivision plan and within forty (40) workdays, issue a recommendation to the Town Council concerning the subdivision plan.

**The Planning Commission must make their recommendation to the Council by. \_\_\_\_\_**

If approved, the Town Solicitor should prepare a subdivision agreement to be signed by the applicant and the Town Manager upon approval by Town Council.

- (5)\_\_\_\_\_ Upon receipt of the Planning Commission report, Town Council shall review subdivision plan for final determination. The subdivision plan and agreement shall submitted to Town Council with a resolution of approval. The resolution, plan and agreement shall be approved, approved with conditions or disapproved by Town Council.

**The Resolution should be placed on the Council agenda for approval At the \_\_\_\_\_ meeting.**

- (6)\_\_\_\_\_ After approval or approval with conditions, the Town Secretary shall certify such approval on the subdivision plot plan, which shows distinctly the part to be recorded.

The Town Manager shall certify on the approved subdivision plot plan that said plans and related plans comply with all requirements of the subdivision regulations and deviations, if any, from the subdivision regulations have been noted and qualified.

Five (5) copies of the plan shall be signed and provided to the Town Secretary's for recordation and certification. A copy of the approved plan shall be forwarded to the applicant.

- (a) Following approval of the subdivision plan by Town Council, the sub divider or developer shall prepare the necessary construction improvement plans for approval by the Town in accordance with 196-24 of the Code of The Town of Elsmere. Approval of the subdivision plan by Council shall indicate the Town's approval of the construction improvements
- (b) If, however, the subdivision plan is not completed in full within five (5) years from the date of approval by Town Council, the applicant is required to reapply for subdivision approval to the Planning Commission.

(7)\_\_\_\_\_ Within fifteen (15) working days after Council approval, all agreements, easements and deeds of land concerning the subdivision plan shall be executed and signed by the applicant and the Town Manager.

**Final steps should be completed by:** \_\_\_\_\_

**Record of Actual Timeline**

Application received \_\_\_\_\_

Forwarded to Building Committee, Engineer & Council \_\_\_\_\_

Returned to Town Manager with Comments \_\_\_\_\_

Town Managers report forwarded to applicant \_\_\_\_\_

Town Manager forwards to Council & Planning Commission \_\_\_\_\_

Considered by the Planning Commission \_\_\_\_\_

Planning Commissions recommendations sent to Council \_\_\_\_\_

Council considered the issue \_\_\_\_\_

Approved or Denied \_\_\_\_\_

Secretary signs the copies \_\_\_\_\_

Town Manager signs off on the plans \_\_\_\_\_

All required actions are completed \_\_\_\_\_

Issue closed \_\_\_\_\_

**Miscellaneous Comments or Notes:**

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