



Office Use Only
Application No. _____

PRELIMINARY PLAN REQUIREMENTS

Town of Cheswold Planning and Zoning P.O. Box 220; 691 Main Street, Cheswold, DE 19936
 Phone: 302-734-6991 Fax: 302-734-1355 Email: cheswoldoffice@comcast.net
 Website: <http://chewold.delaware.gov>

The following lists the Plat Information required for submission of a Preliminary Plan associated with submitting a Preliminary Plan Application (2014-01-23-006 LDU)

R = Complete data or information required

G = General information

INFORMATION	PLAT	R/G	TOWN USE COMPLETE
Name and Address of Owner and Applicant		R	
Sub-division or Development name, <i>(if applicable)</i> (See Article 9, Sec 2-C)		R	
Signature and seal of a registered Delaware land surveyor or professional engineer		R	
Name, signature, license number, seal, and address of engineer. Land surveyor, architect, planner, and/or landscape architect, as applicable, involved in preparation of plat		R	
Title block denoting type of application, tax map sheet, county municipality, block and lot, and street location		R	
A vicinity map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc. within 500 feet; date of current survey		R	
Schedule of required and provided zoning district requirements including lot area, width, depth, yard, setbacks, building coverage, open space, parking, etc. (See Article 8)		R	
North arrow and scale		R	
Plan sheets no larger than 24 inches by 36 inches including a ½ inch margin outside of rules border lines or other size acceptable to the Town of Cheswold		R	
Acreage of tract to nearest tenth of an acre		R	
Date of original and all revisions		R	
Size and location of existing or proposed structures with all setbacks dimensioned (See Article 8)		R	
Proposed lot lines and areas of lots in square feet (See Article 9, Sec 3)		R	
Locations and dimensions of existing and proposed streets, <i>(if applicable)</i>		R	
Copy and/or delineation of any existing deed restrictions or covenants		R	
Copies of and a summary of deed restrictions for the site plan, including agreements for the operation and maintenance by the property owners or agency of common areas, <i>(if applicable)</i> , open space, <i>(if applicable)</i> , recreation facilities, <i>(if applicable)</i> , surface drainage facilities, erosion and sedimentation control facilities, water supply facilities, sanitary sewer facilities, forested buffer strips, or other improvements deemed necessary by the Town Council.		G	
Owners' certification, acknowledging ownership of the property		R	
Existing or proposed easement or land reserved for or dedicated to public use or to the residents of the proposed development, <i>(if applicable)</i>		R	
Development or staging plans		R	
List of required regulatory approvals or permits. Conditional approval may be granted subject to other regulatory approvals		R	
Variances requested <i>(See Land Use Administrator for additional forms)</i> (See Article 4; Sec. 6)		G	
Conditional Uses requested <i>(See Land Use Administrator for additional forms)</i> (See Art. 4; Sec. 5)		G	
Payment of Application Fee		R	



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INFORMATION	SETTING – ENVIRONMENTAL	R/G	TOWN USE COMPLETE
Property owners and lines of all parcels within 200 feet identified on most recent tax parcel map		R	
Existing streets, water courses, floodplains, wetland or other environmentally sensitive areas on and within 200 feet of site		R	
Location of all wetlands and supporting documentation		R	
Floodplains. Location of the 100 year flood plain based on current Flood Insurance Rate Map		R	
Existing rights-of-way and/or easements on and within 200 feet of tract, including lands in Agricultural Preservation Districts, and lands whose development rights have been sold to preserve them for farming, (PDRs)		R	
Topographical features of the site from USGS map		R	
Existing and proposed contour intervals based on NGVD datum at one-foot intervals; contours must extend at least 200 feet beyond subject property		R	
Edge of wooded areas, limits, nature and extent of wooded areas, and other significant features		R	
Existing drainage system of site and of any larger tract or basin of which it is a part (<i>See Article 12, Sec. 2</i>)		R	

INFORMATION	IMPROVEMENTS & CONSTRUCTION	R/G	COMPLETE
Water supply and distribution plan (<i>See Article 11; Sec. 2</i>)		G	
Sewage collection and transmission plan (<i>See Article 11; Sec 3</i>)		G	
Soil erosion and sediment control plan (<i>See Article 12; Sec. 4</i>)		G	
Detailed landscape plan (<i>See Article 15</i>)		R	
Permanent stormwater management plan (<i>See Article 12; Sec. 3</i>)		R	
Site identification signs, traffic control signs, and directional signs, (<i>if applicable</i>)(<i>See Article 13</i>)		R	
Vehicular and pedestrian circulation patterns , (<i>if applicable</i>)(See Article 10)		G	
Parking and loading plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, (<i>as it applies</i>)(See Article 14)		R	
Spot and finished elevations at all property corners; corners of all structures or dwellings, existing or proposed first floor elevations		R	
Lots numbered in consecutive numerical order		R	
Other information required by the Town of Cheswold, Kent County, or other departments and agencies involved in approval of plan		R	

DEADLINES & DURATION of PRELIMINARY PLAN REVIEWS

Item	Deadline or Duration
Applicant's Deadline for submitting Preliminary Plan to Planning Commission before next Planning Commission meeting	15 Days
Applicant's Deadline for acting on plan following Town Council meeting	60 Days
Duration of plan approvals beginning at approval or recordation date	1 Year
Number and duration of extensions permitted, provided that the applicant can demonstrate that delays were beyond his/her control.	One extension; for 6 months



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NOTES:

FOR TOWN USE ONLY

Date Certified as Complete: _____ Land Use Administrator: _____

Date Submitted to Planning Commission for Review: _____