



Office Use Only
Application No. _____

FINAL RECORD PLAT REVIEW 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 Final Plan Review Plan Application (2014-01-23-005 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, as approved by Kent County E911 addressing <i>(if applicable)</i> (See Article 9, Sec 2-D)		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 (1" = 100')		R	
Signature blocks for Mayor and/or pertinent Municipal or County Official/s; and Municipal Engineer		R	
Certification blocks for surveyor, engineer, architect including: surveyor's or engineer's seal, signature, and certification statement that the final plat, as shown, is a correct representation of the survey as made; that all monuments indicated thereon exist and are correctly shown and that the plat complies with all requirements of the Town of Cheswold Land Use Ordinance and other applicable laws and regulations.		R	
Locations and descriptions of all permanent survey monuments. (See Article 9, Sec. 2E)		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	
Metes and bounds description showing dimensions, bearings, curve date, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets.		R	
Acreage of tract to nearest tenth of an acre		R	
Locations and dimensions of existing and proposed streets, in square feet		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.		R	



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INFORMATION	PLAT	R/G	TOWN USE COMPLETE
Statement attesting the right of the Town of Cheswold to enforce deed restrictions <i>(See Article 9 – Sec 3C)</i>		R	
Owners’ certification, acknowledging ownership of the property and agreeing to the Sub-division and/or development thereof, as shown on the plat and signed by the owner/s.		R	
Existing or proposed easement or land reserved for or dedicated to public use or to the residents of the proposed development.		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)		R	
Conditional Uses requested <i>(See Land Use Administrator for additional forms)</i> (See Art. 4; Sec. 5)		R	
Payment of Application Fee/s		R	

INFORMATION	SETTING – ENVIRONMENTAL	R/G	TOWN USE COMPLETE
Existing streets, water courses, floodplains, wetland or other environmentally sensitive areas on and within 200 feet of site		G	
Location of all wetlands and supporting documentation		G	
Floodplains. Location of the 100 year flood plain based on current Flood Insurance Rate Map		G	
Water Resource Protection Areas		G	
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	

INFORMATION	IMPROVEMENTS & CONSTRUCTION	R/G	TOWN USE COMPLETE
Proposed street names, as approved by Kent County E911 Addressing <i>(See Article 10 – Sec. 1A)</i>		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 FINAL PLAN REVIEWS

Item	Deadline or Duration
Applicant’s Deadline for submitting Final Plan to Planning Commission before next Town Council 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

***90 days if a Condition Use hearing is required**



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NOTES:

FOR TOWN USE ONLY

Date Certified as Complete: _____ Land Use Administrator: _____

Date Submitted to Planning Commission for Review: _____