

**TOWN OF GREENWOOD
DELAWARE, INCORPORATED
100 WEST MARKET STREET
P.O. BOX 216
GREENWOOD, DE 19950
(302) 349-4534
(302) 349-9332 FAX**

****APPLICATION****

MAJOR SUBDIVISION

The undersigned hereby make formal application to the Town of Greenwood for the approval of a major subdivision for the property described below. Applications should be represented at the appropriate meetings or hearings. The applicant is aware that no applications will be accepted if violations exist on the property or if any service fees, including taxes, are delinquent. (Account must be in Good Standing)

- Signed Application (3)
- Three (3) copies of a final plat prepared in accordance with the Land Subdivision Ordinance, plus additional copies as requested
- Payment of Fee

NOTE: Approvals from other agencies will need to be submitted to the Town prior to action by the PZC:
State Fire Marshall DNREC
Sussex Conservation District PLUS (if required)
Department of Transportation (DELDOT)

OWNER NAME _____ PHONE NUMBER (____) _____

ADDRESS _____

SIGNATURE _____ DATE _____

Please note: Legal Owner must sign application! Consent of property owner must be attached

APPLICANT NAME _____ PHONE NUMBER (____) _____

ADDRESS _____

SITE LOCATION: ROAD _____ (N)(S)(E)(W) SIDE, _____ (N)(S)(E)(W)

ROAD _____ LOT # _____

ZONING: EXISTING _____ PROPOSED: _____ TAX MAP NUMBER _____

PRESENT USE: _____ PROPOSED USE: _____

AREA OF PROPERTY: _____ AREA OF ADJACENT LAND IN SAME OWNERSHIP _____

SANITARY FACILITIES: EXISTING _____ PROPOSED _____

WATER SUPPLY: _____ EXISTING _____ PROPOSED _____

FLOOD PLAIN ZONE: _____ F.I.R.M. PANEL: _____

WETLANDS ON SITE: YES _____ NO _____ COMPREHENSIVE PLAN RECOMMENDATION _____

VARIANCE INFORMATION (IF APPLICABLE) _____

CONTACT PERSON FOR APPLICATION: _____ PHONE: _____

| | |
|--|----------------|
| APPLICATION RECEIVED BY _____ | RECEIPT# _____ |
| APPLICATION # _____ FEE:\$ _____ | DATE: _____ |
| PZC Meeting Date _____ (major subdivision) | |

Surrounding Property:

Describe buildings and land uses on adjacent property and give their approximate distance from existing and proposed property lines.

Describe how this request meets the following review criteria found in the Greenwood Land Subdivision Ordinance:

The proposed subdivision is in conformance with all standards of the TOGLSO and applicable state statutes:

The subject property is physically suitable for the type and proposed density of development and conforms to zone standards:

The parcels are located and laid out to properly relate to adjoining or nearby lot or parcel lines, utilities, street, or other existing or planned facilities:

The sewer and water facilities and existing fire protection services are adequate to serve the density of development resulting from the proposed subdivision (including status of property regarding EDU policy):

The proposed subdivision has legal access to a public street:

The proposed subdivision will not conflict with legally established easements or access within or adjacent to the parcel configuration resulting from subject property:

The proposed subdivision will not prohibit the extension of dedicated streets or roads:

Surveyor:

Name: _____ Phone: _____

Address: _____

I (We) the undersigned legal owner (s) of the subject property, certify that the statements and information contained in this application are true and correct to the best of our knowledge.

Printed _____

Signed _____ Date: _____

Printed _____

Signed _____ Date: _____

We (I) the undersigned applicant, certify that the statements and information contained in this application are true and correct to the best of my knowledge.

Printed _____

Signed _____ Date: _____

Printed _____

Signed _____ Date: _____

For additional area to answer each question, please attach pages as needed.

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MAJOR SUBDIVISION CHECK LIST

Project Name _____
Location _____
Type of Application _____
Existing Use _____ Proposed Use _____
Existing Zoning _____ Proposed Zoning _____ Comprehensive Plan _____
Tax Map Number _____
Number of copies needed for submission _____ D.A.C. _____ Commission _____ Council _____
Owner _____
Address _____
Surveyor/Engineer _____
Address _____ Phone Number _____
Outstanding fees on property _____ Existing violations at site _____

- Sketch Plan Review
- Plat (3 copies), clear and legible, minimum 1" = 50' scale, 24" x 36" size with key map if required

Section V.A Plat requirements (refer to Ordinance for full description)

- Project Name
- Owner/Subdivider name and address
- Licensed Surveyor or Engineer Address/Seal
- Planning and Zoning Commission signature block
- Property Survey with date, reference data, monuments, corner markers, etc.
- Scale/graphic scale
- Detailed key map
- Adjacent Owners/Subdivision names
- Subdivision plan including lot lines with dimensions, setbacks, streets, etc.
- Existing Watercourses and tree locations
- Drainage plan showing FEMA flood zones
- Topography
- Soils and groundwater table map
- Planned Utility Extensions with all easements
- Note regarding prior and related approvals, waiver, etc.
- Note regarding sunset provision and phased development
- Conformance with Section VII Design Standards

Section V.B Other Materials

- Certificate of Title
- Surveyors Certification
- Town Engineer's Certification
- Subdivision Improvements Construction Plans
- Subdivision Improvements Construction Agreement
- Town Engineer's Certificate regarding completing of improvements or adequacy of Payment Bond
- HOA documents if required
- Deed of Subdivision/Dedication
- Architectural renderings/elevations
- PLUS review and/or other government agency approval

NOTE: ALL FINAL PLANS MUST BE STAMPED “APPROVED” BY THE TOWN OF GREENWOOD AND RECORDED WITH THE OFFICE OF THE RECORDER OF DEEDS IN SUSSEX COUNTY.

REVIEW AND APPROVAL WILL BE REQUIRED FROM THE FOLLOWING REVIEW AGENCIES TO DETERMINE IF THE SUBDIVIDED LOTS ARE BUILDABLE AND FOR CONCURRENT REVIEW OF CONSTRUCTION DRAWINGS:

- DelDOT (if property is located on a State maintained road)
- Sussex Conservation District
- Office of State Fire Marshall
- Greenwood Fire Company
- Department of Natural Resources and Environmental Control (D.N.R.E.C.)
- Greenwood Police Department
- Woodbridge School District
- Greenwood Water/Wastewater Department
- Town Engineer (Daft McCune Walker, Inc.)
- Greenwood Parks and Recreation Department
- _____
- _____
- _____

NOTE:

- (1) NO APPLICATION WILL BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN, ARE PAID AND IN GOOD STANDING.
- (2) THE PLANNING COMMISSION WILL NOT SCHEDULE ANY APPLICATION FOR REVIEW WITHOUT PRELIMINARY APPROVAL FROM THE ABOVE LISTED AGENCIES/DEPARTMENTS.
- (3) ALL SITE PLANS/CONSTRUCTION DRAWINGS WILL REQUIRE AN “AS-BUILT” DRAWING, SHOWING THE FINAL LOCATION OF ALL UTILITES AND EASEMENTS PRIOR TO RECEIVING A CERTIFICATE OF OCCUPANCY.