

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

****APPLICATION****

**MINOR LOT LINE ADJUSTMENT
COMBINING**

The undersigned hereby make formal application to the Town of Greenwood for the approval of a minor lot line adjustment or combining of 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
- Payment of Fee

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: _____

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:

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: _____

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CHECK LIST

**MINOR LOT LINE ADJUSTMENT
COMBINING**

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: Review _____ Commission _____ Council _____
Owner _____
Address _____
Surveyor/Engineer _____
Address _____ Phone Number _____
Outstanding fees on property _____ Existing violations at site _____

For All Minor Divisions

- Sketch Plan Review
- Plat (3 copies)
- Licensed Surveyor Address/Seal
- Project Name
- Property Boundary (deed plot or field survey)
- Adjacent Owners/Subdivision
- Existing and Proposed Streets
- Existing Watercourses and Tree Masses
- Proposed Lot Lines
- Existing Lot Lines to be removed or relocated shown as dotted lines (minor lot line adjustment, partitioning, combining)
- Utility Extensions

For Minor Subdivisions

- Certificate of Title
- Surveyors Certification
- Town Engineer's Certification
- HOA documents if required
- Deed of Subdivision
- PLUS review if required

NOTE: ALL FINAL PLATS 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 MAY BE REQUIRED FROM THE FOLLOWING REVIEW AGENCIES TO DETERMINE IF THE SUBDIVIDED LOTS ARE BUILDABLE:

- 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.