

*Town of Greenwood  
Delaware, Incorporated  
100 West Market Street  
P.O. Box 216  
Greenwood, DE 19950  
(302) 349-4534*

**\*\*APPLICATION\*\***

**SITE PLAN    CONDITIONAL USE    SUBDIVISION    VARIANCE    CHANGE OF ZONE**  
(Circle One)

The undersigned hereby make formal application to the Town of Greenwood for the approval of a \_\_\_\_\_ plan 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.

OWNER NAME \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Please note: Legal Owner must sign application! Fee: \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
ADDRESS \_\_\_\_\_

SITE LOCATION: ROAD \_\_\_\_\_ (N)(S)(E)(W) SIDE, \_\_\_\_\_ (N)(S)(E)(W)  
ROAD \_\_\_\_\_ SUBDIVISION NAME \_\_\_\_\_ LOT # \_\_\_\_\_

ZONING: EXISTING \_\_\_\_\_ PROPOSED: \_\_\_\_\_ TAX MAP NUMBER \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

AREA OF PETITION: \_\_\_\_\_ AREA OF ADJACENT LAND IN SAME OWNERSHIP \_\_\_\_\_

SANITARY FACILITIES: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_  
WATER SUPPLY: \_\_\_\_\_ EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

F.I.R.M. PANEL: \_\_\_\_\_ FLOOD PLAIN ZONE: \_\_\_\_\_

WETLANDS ON SITE: YES \_\_\_ NO \_\_\_ COMPREHENSIVE PLAN RECOMMENDATION \_\_\_\_\_

VARIANCE INFORMATION (IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON FOR APPLICATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICATION RECEIVED BY \_\_\_\_\_ RECEIPT \_\_\_\_\_

## NOTICE

NO ZONING PERMITS, CERTIFICATES OF OCCUPANCY, OR BUILDING PERMITS SHALL BE ISSUED, NOR SHALL ANY APPLICATIONS FOR CHANGE OF ZONING, CONDITIONAL USES, VARIANCES OR SPECIAL EXCEPTIONS BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN OF GREENWOOD ARE PAID AND IN GOOD STANDING.

NO APPLICATION WILL BE HEARD BY THE PLANNING COMMISSION WITHOUT PRELIMINARY COMMENTS FROM THE FOLLOWING AGENCIES:

- 1) DEPARTMENT OF TRANSPORTATION (DeIDOT)  
(IF APPLICABLE)
- 2) SUSSEX CONSERVATION DISTRICT
- 3) OFFICE OF STATE FIRE MARSHALL

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THE PLANNING DEPARTMENT WILL NOT SCHEDULE ANY APPLICATION FOR FINAL REVIEW BY THE PLANNING COMMISSION WITHOUT LETTERS OF APPROVAL FROM THE ABOVE LISTED AGENCIES.

PRE-CONSTRUCTION MEETINGS, IF NECESSARY, WILL NOT BE SCHEDULED WITHOUT FIRE MARSHALL APPROVAL FOR THE BUILDINGS AND REVIEW FROM THE TOWN UTILITY DEPARTMENTS.

**A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT SIGN-OFF FROM THE CODE ENFORCER OR TOWN MANAGER AND APPROPRIATE STATE OR COUNTY AGENCIES.**

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

**SITE PLAN 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 \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Property owner's name/address       | <input type="checkbox"/> Wetlands note or location                           |
| <input type="checkbox"/> Address of site                     | <input type="checkbox"/> Topography, with USCG date                          |
| <input type="checkbox"/> Surveyor/Engineer address           | <input type="checkbox"/> Flood map panel and zone                            |
| <input type="checkbox"/> Tax map number/County               | <input type="checkbox"/> Parking spaces required/proposed                    |
| <input type="checkbox"/> Owner's certification               | <input type="checkbox"/> Loading spaces required/proposed                    |
| <input type="checkbox"/> Surveyor's certification            | <input type="checkbox"/> Impervious surface permitted/proposed               |
| <input type="checkbox"/> Stormwater maintenance agreement    | <input type="checkbox"/> Height of structures stories/feet                   |
| <input type="checkbox"/> Open space maintenance agreement    | <input type="checkbox"/> Square footage of all structures                    |
| <input type="checkbox"/> Existing Zoning                     | <input type="checkbox"/> Sidewalks and curbs existing/proposed               |
| <input type="checkbox"/> Proposed Zoning                     | <input type="checkbox"/> Landscaping/buffer                                  |
| <input type="checkbox"/> North Arrow                         | <input type="checkbox"/> Lighting  |
| <input type="checkbox"/> Location map w/ scale               | <input type="checkbox"/> Signage   |
| <input type="checkbox"/> Scale/graphic scale                 | <input type="checkbox"/> Paving widths and radii                             |
| <input type="checkbox"/> Road names, numbers, r.o.w. width   | <input type="checkbox"/> Sanitary sewer size/locations existing/proposed     |
| <input type="checkbox"/> Tie to nearest intersection         | <input type="checkbox"/> Storm sewer size existing/proposed                  |
| <input type="checkbox"/> Acreage                             | <input type="checkbox"/> Water main size/location existing/proposed          |
| <input type="checkbox"/> Setbacks for front, rear, side yard | <input type="checkbox"/> Location of nearest fire hydrant                    |
| <input type="checkbox"/> Setbacks for paving and parking     | <input type="checkbox"/> Location of existing entrances w/I 200' of property |
|  | <input type="checkbox"/> Location of existing/proposed easements             |

**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 DEVELOPMENTAL ADVISORY COMMITTEE (D.A.C.) MEMBERS:

- 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
- Water/Wastewater Department
- Town Engineer (Davis, Bowen & Friedel, Inc.)
- 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 WILL REQUIRE AN "AS-BUILT" DRAWING, SHOWING THE FINAL LOCATION OF ALL UTILITES AND EASEMENTS PRIOR TO RECEIVING A CERTIFICATE OF OCCUPANCY.