

**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.

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**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:

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**Surveyor:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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**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.