

City of Harrington

Development Process Toolkit:

Procedures

Flowcharts

Checklists

CITY OF
HARRINGTON
DELAWARE



City of Harrington

Development Process Toolkit Category A Concept Plan

Use List

Review Procedures

Process Flowchart

Plan Checklist

Uses included in Category A:

- Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- Business and professional complexes;
- Churches, temples, and synagogues;
- Government buildings of all types;
- Hotels, motels, or motor lodges;
- Multiple-family dwellings containing more than 2 dwelling units or forming a part of a multiple-dwelling development of 2 or more buildings;
- Townhouses;
- Education or institutional buildings.





Uses Requiring Site Plans

Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and site design standards, the Comprehensive Land Use Plan, and Chapter 357 Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of Chapter 440 of the City of Harrington Code.

Category A Site Plans

Site plans for the following major uses, including new construction, or the relocation of a building, not otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called "Category A site plans":

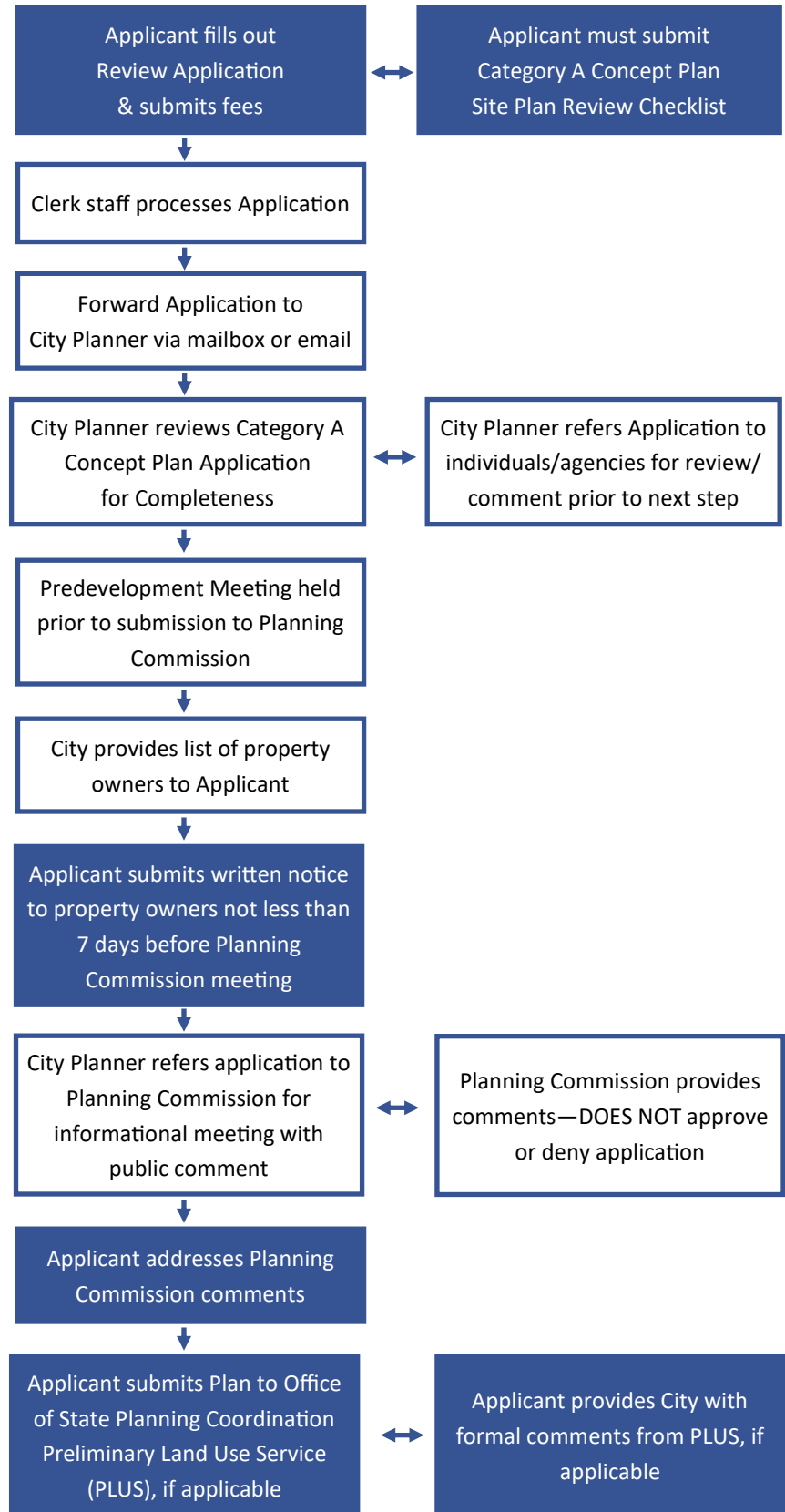
- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing more than two dwelling units or forming a part of a multiple-dwelling development of two or more buildings;
- (7) Townhouses;
- (8) Education or institutional buildings.

Category B Site Plans

Category B site plans require administrative review as provided for in **§440-293**, Category B/administrative plan review procedures, and include the following:

- (1) One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- (2) Additions as deemed necessary by the City Manager;
- (3) Change of use:
 - (a) Changing the existing use to another permitted use in any zone will require an approval from the City of Harrington prior to any renovations or remodeling;
 - (b) Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process of **§440-289**, Category A site plan procedures;
 - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- 4) Minor subdivisions of three lots or less and conversion of existing deeded lots to parcels;
- 5) Commercial additions under 5,000 square feet of gross floor area;
- 6) Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.

Category A | Concept Plan—Review Process



§440-289A Category A Concept Plan Review Procedures

The purpose of the concept stage is to provide the Planning Commission with the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan.

- (1) No application for Category A site plan approval shall be accepted by the City until:
 - (a) A concept site plan package as provided for in §440-290, Contents of concept plan submittals, is submitted for review by the City Manager;
 - (b) Any required concept plan review fees have been paid;
 - (c) The steps for concept site plan review as established by the City Manager are completed.
- (2) The City Manager shall review the concept site plan package for completeness and shall refer it to the appropriate individuals or agencies for review, comment, and/or approval prior to submitting it to the Planning Commission.
- (3) The applicant for site plan approval shall attend a meeting with the City Manager prior to submitting the concept plan to the Planning Commission. Consistent with the purpose of site plan review as set forth in §440-287, Uses requiring site plans, the purpose of the meeting shall be to provide the City with an opportunity to address issues or concerns with the concept plan, identify any impact studies that may be required, and provide direction to the applicant on the scope of such studies.
- (4) The Planning Commission shall hold one meeting on the concept plan to receive an informational briefing on the plan and the anticipated issues and impacts related thereto. The Planning Commission shall take no action to approve or disapprove a concept plan. Should the Planning Commission determine that the development project represented by the concept plan may have substantial impact on the physical, economic, or social environment, the Planning Commission may hold more than one meeting on the concept plan. Public comment shall be taken at the meeting.
- (5) For all Category A site plans submitted for review, the City Manager shall submit to the applicant a list of all owners of property adjoining and immediately across the street from the subject property. The applicant shall submit written notice to all owners of property adjoining and immediately across the street from the subject property. Such written notice shall state the date, time, place, and subject matter of the meeting to discuss the concept site plan and the name of the applicant. Such notice shall be sent by first-class mail and postmarked not less than seven days before the day of the meeting.
- (6) If applicable, each applicant shall address the Planning Commission's comments during conceptual review and submit for Delaware Office of State Planning Coordination Preliminary Land Use Service (PLUS), if applicable.
- (7) Prior to acceptance of a preliminary site plan for review, the applicant shall provide the City Manager with the formal comments from the Delaware Office of State Planning Coordination Preliminary Land Use Service (PLUS), if applicable.





§440-290 Contents of Concept Plan Submittals (continued)	In Compliance	Not in Compliance
- total site area	<input type="checkbox"/>	<input type="checkbox"/>
- flood zone	<input type="checkbox"/>	<input type="checkbox"/>
- wetlands (state and federal)	<input type="checkbox"/>	<input type="checkbox"/>
- number of proposed lots	<input type="checkbox"/>	<input type="checkbox"/>
- number of proposed units and types	<input type="checkbox"/>	<input type="checkbox"/>
- availability of utilities	<input type="checkbox"/>	<input type="checkbox"/>
- zoning setback and lot size requirements	<input type="checkbox"/>	<input type="checkbox"/>
- maximum building height allowed by zoning	<input type="checkbox"/>	<input type="checkbox"/>
- open space required by zoning, proposed open space, and use of open space	<input type="checkbox"/>	<input type="checkbox"/>
- parking required by zoning and proposed parking	<input type="checkbox"/>	<input type="checkbox"/>
(2) Land use overview: narrative of existing site conditions	<input type="checkbox"/>	<input type="checkbox"/>
- copy of Kent County soil map with property outline	<input type="checkbox"/>	<input type="checkbox"/>
(3) Comprehensive Land Use Plan compliance: narrative	<input type="checkbox"/>	<input type="checkbox"/>
(4) Traffic access overview: narrative	<input type="checkbox"/>	<input type="checkbox"/>
- if requiring a DelDOT traffic study, provide summary info and study schedule	<input type="checkbox"/>	<input type="checkbox"/>
(5) Utility demands and services overview: narrative	<input type="checkbox"/>	<input type="checkbox"/>
- if privately owned and maintained facilities or open spaces proposed, provide sample covenants clause and describe management structure	<input type="checkbox"/>	<input type="checkbox"/>
(6) Stormwater management overview: narrative	<input type="checkbox"/>	<input type="checkbox"/>
(7) Construction phasing overview: narrative and annual zoning compliance certificate estimate	<input type="checkbox"/>	<input type="checkbox"/>
(8) Economic impact: narrative	<input type="checkbox"/>	<input type="checkbox"/>
(9) Architectural theme: illustrations and/or narrative	<input type="checkbox"/>	<input type="checkbox"/>



§440-290 Contents of Concept Plan Submittals (continued)

In
Compliance

Not in
Compliance

(10) Recreational needs and opportunities: narrative

(11) Ability to serve letters: power, gas, communications, emergency, fire and ambulance

(12) Copy of letter of notification to local school board for residential developments

Application Complete

Application Not Complete due to missing information as stated in the Not in Compliance column above

Application Reviewed by:

Date:

City of Harrington

Development Process Toolkit Category A Preliminary Plan

Use List

Review Procedures

Process Flowchart

Plan Checklist

Uses included in Category A:

- Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- Business and professional complexes;
- Churches, temples, and synagogues;
- Government buildings of all types;
- Hotels, motels, or motor lodges;
- Multiple-family dwellings containing more than 2 dwelling units or forming a part of a multiple-dwelling development of 2 or more buildings;
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- Education or institutional buildings.





Uses Requiring Site Plans

Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and site design standards, the Comprehensive Land Use Plan, and Chapter 357 Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of Chapter 440 of the City of Harrington Code.

Category A Site Plans

Site plans for the following major uses, including new construction, or the relocation of a building, not otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called "Category A site plans":

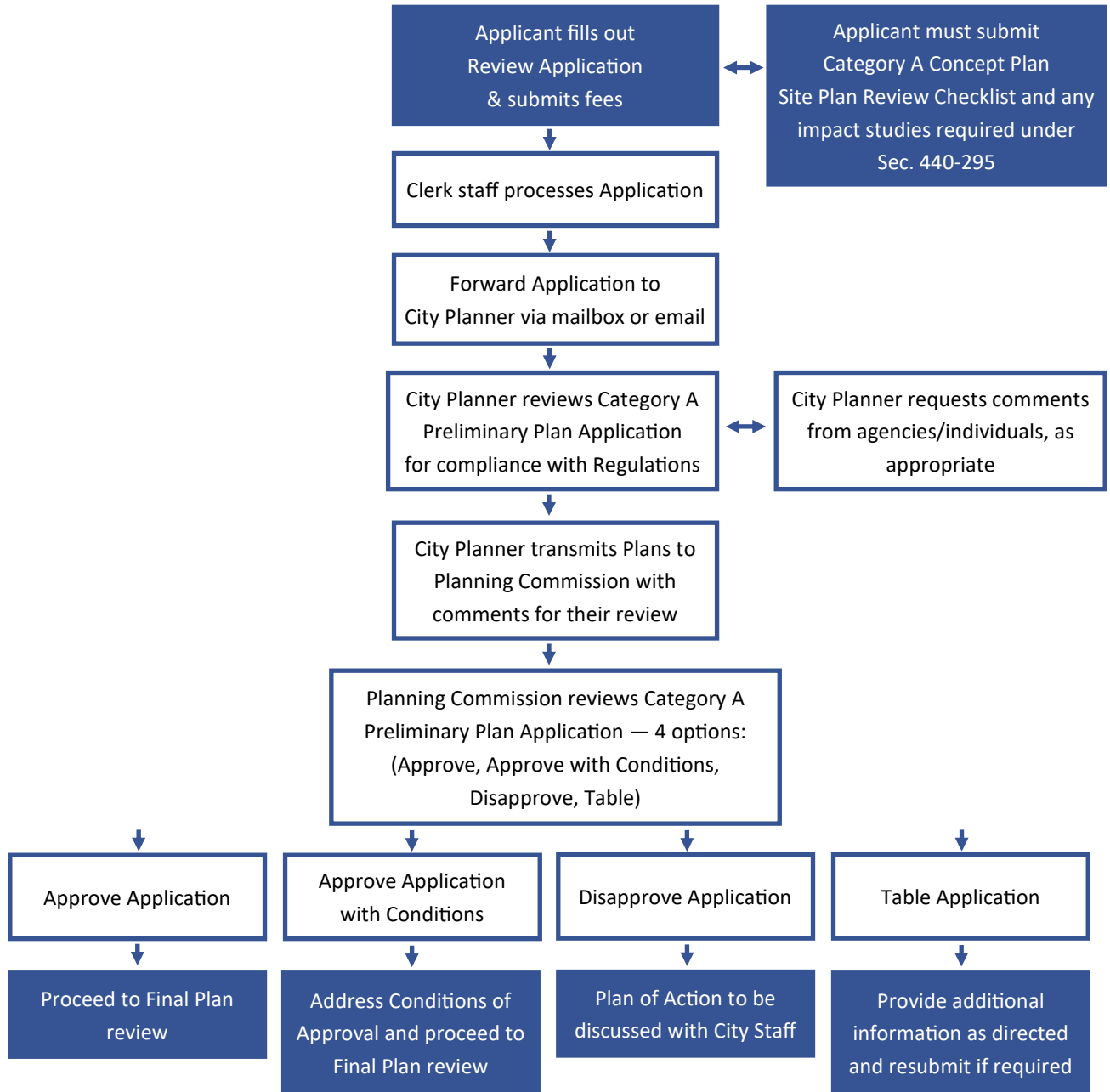
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- (7) Townhouses;
- (8) Education or institutional buildings.

Category B Site Plans

Category B site plans require administrative review as provided for in **§440-293**, Category B/administrative plan review procedures, and include the following:

- (1) One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- (2) Additions as deemed necessary by the City Manager;
- (3) Change of use:
 - (a) Changing the existing use to another permitted use in any zone will require an approval from the City of Harrington prior to any renovations or remodeling;
 - (b) Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process of **§440-289**, Category A site plan procedures;
 - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- 4) Minor subdivisions of three lots or less and conversion of existing deeded lots to parcels;
- 5) Commercial additions under 5,000 square feet of gross floor area;
- 6) Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.

Category A | Preliminary Plan—Review Process



§440-289B Category A Preliminary Plan Review Procedures

The purpose of the preliminary stage is to provide the Planning Commission with the information necessary for it to take action to approve or disapprove a site plan. The Planning Commission shall review and take action to approve or deny all Category A site plans.

- (1) Preliminary site plans meeting the submittal requirements of §440-291, Contents of preliminary site plan, shall be submitted to the City Manager, who shall review the plans for compliance with these regulations and the requirements for preliminary site plans and shall transmit said plans to the Planning Commission with his or her comments for review.
- (2) The Planning Commission shall examine the proposed development with respect to the traffic and circulation patterns and safety (internal and external), utilities, drainage, community facilities (existing or proposed), surrounding development (existing or future), the preservation of trees and historic sites, protection of natural environmental features and processes, provision for open space, streetlighting, recreational needs, safety of residents and neighbors, landscaping, architecture, compatibility with Chapter 357 Standard Specifications for Utility Construction Projects and Subdivision Pavement Design, and, in general, with the objective of ensuring a durable, harmonious and appropriate use of the land.
- (3) The Planning Commission shall take action to approve, approve with conditions, disapprove, or table pending further investigation and/or receipt of certain additional information, but shall take no action until the following have occurred:
 - (a) The City Manager has reviewed the site plan and determined that it is complete and submitted his/her findings in writing to the Planning Commission;
 - (b) The applicant has submitted any impact studies that may be required by §440-295, Impact studies, and has obtained City approval of such required studies;
 - (c) Comments on the site plan from appropriate agencies and individuals have been requested and sufficient time has been provided for such agencies and individuals to provide comments.
 - (d) The applicant has paid all appropriate preliminary site plan review and application fees to the City .
- (4) No public hearing shall be required but may be called at the option of the Planning Commission.





Applicant's Name: _____

Physical Address: _____

Map/Parcel: _____

§440-291 Contents of Preliminary Site Plan	In Compliance	Not in Compliance
- north point	<input type="checkbox"/>	<input type="checkbox"/>
- scale no less than 1" = 100'	<input type="checkbox"/>	<input type="checkbox"/>
- date	<input type="checkbox"/>	<input type="checkbox"/>
- plan sheets no larger than 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
(1) Seal and signature of a registered DE land surveyor and/or licensed engineer and/or registered architect as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
(2) Revision block on each sheet	<input type="checkbox"/>	<input type="checkbox"/>
(3) Key and overview plan for multistage projects	<input type="checkbox"/>	<input type="checkbox"/>
(4) Geographical location, showing existing zone boundaries	<input type="checkbox"/>	<input type="checkbox"/>
(5) Existing and proposed changes in zoning classification on the site and adjacent sites	<input type="checkbox"/>	<input type="checkbox"/>
(6) Topographic contours at a minimum 0.5' intervals unless waived by City Manager	<input type="checkbox"/>	<input type="checkbox"/>
(7) Location and nature of all proposed construction, excavation or grading (e.g., building, streets, utilities)	<input type="checkbox"/>	<input type="checkbox"/>
(8) Grading plan. Proposed grading indicated by 1' contours and supplemental spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
(9) Utility plan (existing and proposed water and sanitary sewer facilities, pipe sizes, types and grades, location of all connections to utility system)	<input type="checkbox"/>	<input type="checkbox"/>
(10) Provisions for adequate disposition of natural and stormwater (location, size, type and grade of ditches, catch basins, pipes, and connections to existing drainage system, and on-site water retention)	<input type="checkbox"/>	<input type="checkbox"/>
(11) Provisions for adequate control of erosion and sedimentation (proposed temporary and permanent control practices and measures to be implemented during all phases of clearing, grading, and construction)	<input type="checkbox"/>	<input type="checkbox"/>
(12) Landscape and lighting plan, including location and details of signage	<input type="checkbox"/>	<input type="checkbox"/>
(13) Parking plan (off-street parking, related driveways, loading space and walkways, type of surfacing, size, angle of stalls, width of aisles, and specific schedule showing number of parking spaces provided and number required)	<input type="checkbox"/>	<input type="checkbox"/>



§440-291 Contents of Preliminary Site Plan (continued)	In Compliance	Not in Compliance
(14) Architectural elevations in color, including at least 1 presentation board (at least 24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
(15) Preliminary street profiles and cross-sections for streets and curbing; all existing and proposed streets and easements, including widths	<input type="checkbox"/>	<input type="checkbox"/>
(16) Approximate location of ingress/egress points to existing public highways and letter from DelDOT indicating preliminary approval, if required	<input type="checkbox"/>	<input type="checkbox"/>
(17) All existing easements; if easements are to be granted, separate easement plat	<input type="checkbox"/>	<input type="checkbox"/>
(18) Number of construction phases proposed, if any, with site plan showing approximate boundaries of each phase and proposed phase completion date	<input type="checkbox"/>	<input type="checkbox"/>
(19) Tabulation of total acres (gross or net) and percentage to be devoted to dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations	<input type="checkbox"/>	<input type="checkbox"/>
(20) Number of dwelling units to be included by type of housing and overall project density in dwelling units per acre (gross or net)	<input type="checkbox"/>	<input type="checkbox"/>
(21) Proposed buildings and structures with dimensions, setbacks, and heights including floor areas of nonresidential buildings and proposed uses	<input type="checkbox"/>	<input type="checkbox"/>
(22) Approximate location and size of nonresidential areas	<input type="checkbox"/>	<input type="checkbox"/>
(23) Approximate location and size of recreation areas and other open spaces	<input type="checkbox"/>	<input type="checkbox"/>
(24) Existing, proposed removal, and proposed replacement of vegetation	<input type="checkbox"/>	<input type="checkbox"/>
(25) Location, type, size, and height of fencing, retaining walls, and screen planting	<input type="checkbox"/>	<input type="checkbox"/>
(26) Location, orientation, design, and size of signs, if any	<input type="checkbox"/>	<input type="checkbox"/>
(27) Impact study, if required §440-295 Impact studies	<input type="checkbox"/>	<input type="checkbox"/>
(28) Copy of itemized letter to Office of State Planning addressing all PLUS comments, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
(29) Copy of PLUS comments from the Office of State Planning, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

In Compliance

Not in Compliance due to missing information as stated in the Not in Compliance column above and any additional information noted below:

Application Reviewed by:

Date:

City of Harrington

Development Process Toolkit Category A Final Plan

Use List

Review Procedures Process Flowchart Plan Checklist

Uses included in Category A:

- Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- Business and professional complexes;
- Churches, temples, and synagogues;
- Government buildings of all types;
- Hotels, motels, or motor lodges;
- Multiple-family dwellings containing more than 2 dwelling units or forming a part of a multiple-dwelling development of 2 or more buildings;
- Townhouses;
- Education or institutional buildings.





Uses Requiring Site Plans

Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and site design standards, the Comprehensive Land Use Plan, and Chapter 357 Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of Chapter 440 of the City of Harrington Code.

Category A Site Plans

Site plans for the following major uses, including new construction, or the relocation of a building, not otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called "Category A site plans":

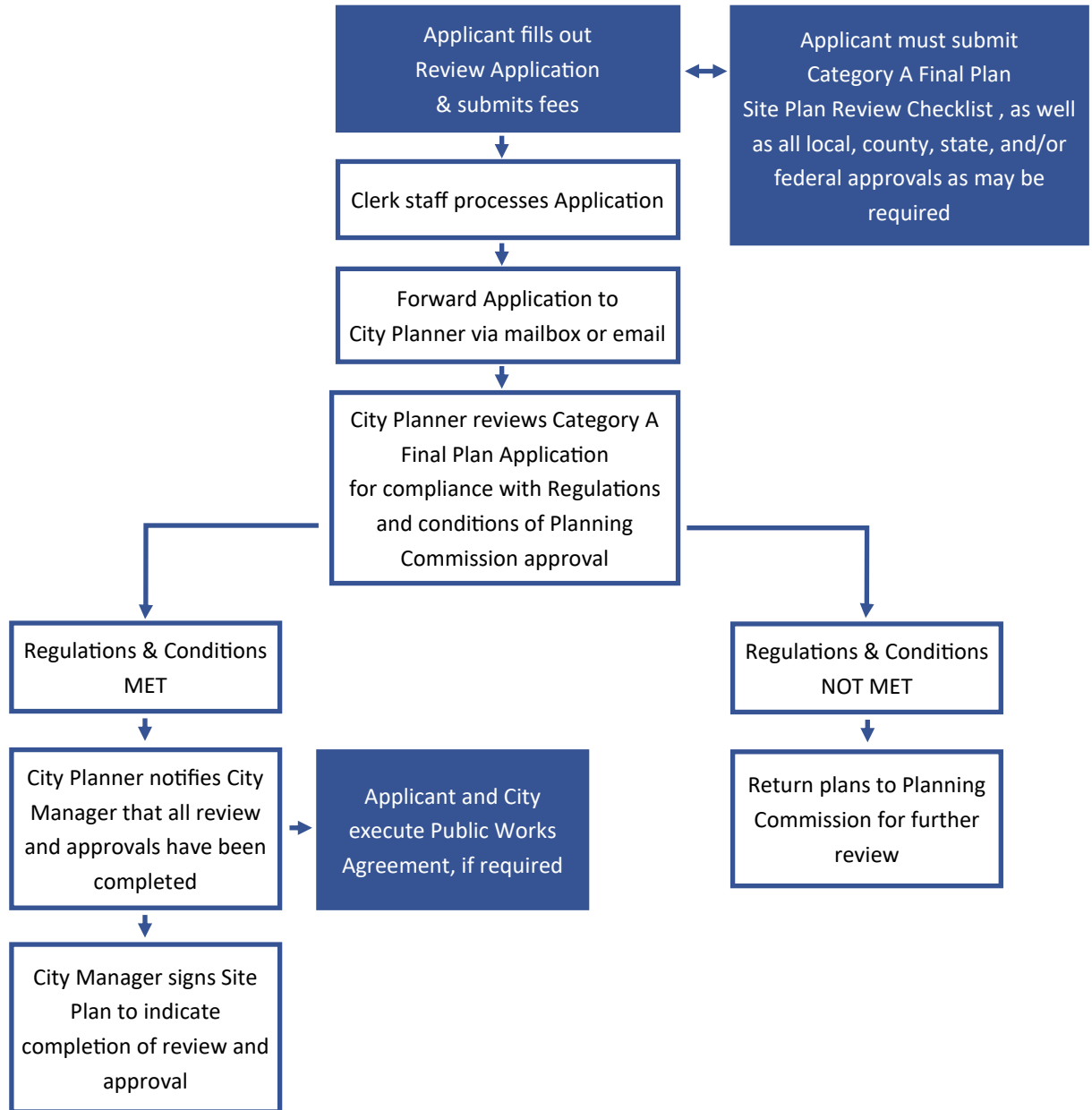
- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing more than two dwelling units or forming a part of a multiple-dwelling development of two or more buildings;
- (7) Townhouses;
- (8) Education or institutional buildings.

Category B Site Plans

Category B site plans require administrative review as provided for in **§440-293**, Category B/administrative plan review procedures, and include the following:

- (1) One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- (2) Additions as deemed necessary by the City Manager;
- (3) Change of use:
 - (a) Changing the existing use to another permitted use in any zone will require an approval from the City of Harrington prior to any renovations or remodeling;
 - (b) Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process of **§440-289**, Category A site plan procedures;
 - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- 4) Minor subdivisions of three lots or less and conversion of existing deeded lots to parcels;
- 5) Commercial additions under 5,000 square feet of gross floor area;
- 6) Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.

Category A | Final Plan—Review Process



§440-289C Category A Final Plan Review Procedures

The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in §440-289 are specifically and accurately addressed, to ensure that all conditions of the Planning Commission's recommendations and City Council's approval are specifically and accurately met and to finalize any and all necessary formal agreements related to the project, which may include public works agreements and easement agreements, among others.

- (1) Final site plan approval shall be granted prior to the commencement of any development activity.
- (2) Final site plans shall be submitted to the City Manager, who shall review the plans for compliance with these regulations and the conditions, if any, of Planning Commission approval. If specified conditions or stipulations are met in revised plans, the City Manager shall approve issuance of zoning compliance certificates in accord with the revision without returning the plans for further Planning Commission review.
- (3) When all review and approvals have been completed and documentation of such approvals provided to the City Manager, he/she shall sign the site plan to indicate completion of review and approval by the City and to certify that conditions, if any, of site plan approval have been met. The applicant shall submit all local, county, state, and/or federal approvals as may be required. No permit shall be issued until this approval has been given.
- (4) When a public works agreement is required, the City Manager may not certify final approval of a site plan until that public works agreement has been executed by the applicant and the City.

§440-289 D

The City Manager shall assure that the project is completed in conformance with the approved site plan before issuing a certificate of occupancy.

§440-289 E

Before the City issues a certificate of occupancy, either all the work must be completed or, in the City's discretion, all remaining work must be bonded.





Applicant's Name: _____

Physical Address: _____

Map/Parcel: _____

§440-292 Contents of Final Site Plan	In Compliance	Not in Compliance
- north point	<input type="checkbox"/>	<input type="checkbox"/>
- scale no less than 1" = 100'	<input type="checkbox"/>	<input type="checkbox"/>
- date	<input type="checkbox"/>	<input type="checkbox"/>
- plan sheets no larger than 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
(1) Seal and signature of a registered DE land surveyor and/or licensed engineer and/or registered architect as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
(2) Revision block on each sheet	<input type="checkbox"/>	<input type="checkbox"/>
(3) Key and overview plan for multistage projects	<input type="checkbox"/>	<input type="checkbox"/>
(4) Geographical location, showing existing zone boundaries	<input type="checkbox"/>	<input type="checkbox"/>
(5) Existing and proposed changes in zoning classification on the site and adjacent sites	<input type="checkbox"/>	<input type="checkbox"/>
(6) Topographic contours at a minimum 0.5' intervals unless waived by City Manager	<input type="checkbox"/>	<input type="checkbox"/>
(7) Location and nature of all proposed construction, excavation or grading (e.g., building, streets, utilities)	<input type="checkbox"/>	<input type="checkbox"/>
(8) Grading plan. Proposed grading indicated by 1' contours and supplemental spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
(9) Utility plan (existing and proposed water and sanitary sewer facilities, pipe sizes, types and grades, location of all connections to utility system)	<input type="checkbox"/>	<input type="checkbox"/>
(10) Provisions for adequate disposition of natural and stormwater (location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system, and on-site water retention)	<input type="checkbox"/>	<input type="checkbox"/>
(11) Provisions for adequate control of erosion and sedimentation (proposed temporary and permanent control practices and measures to be implemented during all phases of clearing, grading and construction)	<input type="checkbox"/>	<input type="checkbox"/>
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§440-292 Contents of Final Site Plan (continued)	In Compliance	Not in Compliance
(14) Architectural elevations in color, including at least 1 presentation board (at least 24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
(15) Street profiles and cross-sections for streets and curbing; all existing and proposed streets and easements, including widths	<input type="checkbox"/>	<input type="checkbox"/>
(16) Approximate location of ingress/egress point to existing public highways and letter from DeIDOT indicating preliminary approval, if required	<input type="checkbox"/>	<input type="checkbox"/>
(17) All existing easements; if easements are to be granted, separate easement plat	<input type="checkbox"/>	<input type="checkbox"/>
(18) Number of construction phases proposed, if any, with site plan showing approximate boundaries of each phase and proposed phase completion date	<input type="checkbox"/>	<input type="checkbox"/>
(19) Tabulation of total acres (gross or net) and percentage to be devoted to dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations	<input type="checkbox"/>	<input type="checkbox"/>
(20) Number of dwelling units to be included by type of housing and overall project density in dwelling units per acre (gross or net)	<input type="checkbox"/>	<input type="checkbox"/>
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(28) Copy of PLUS comments from the Office of State Planning, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
A. Applicable requirements and details set forth in Chapter 357, Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design	<input type="checkbox"/>	<input type="checkbox"/>
B. Compliance with prior conditions of site plan approval and necessary approvals from local, county, state and federal agencies, as necessary	<input type="checkbox"/>	<input type="checkbox"/>

- In compliance, Approve as presented
- Not in Compliance, due to missing information as stated in the Not in Compliance column above
- Return to Planning Commission for further review due to:

Application Reviewed by:

Date:

Application Approved by:

Date:

City of Harrington

Development Process Toolkit Category B/Administrative Plan

Use List

Review Procedures

Process Flowchart

Plan Checklist

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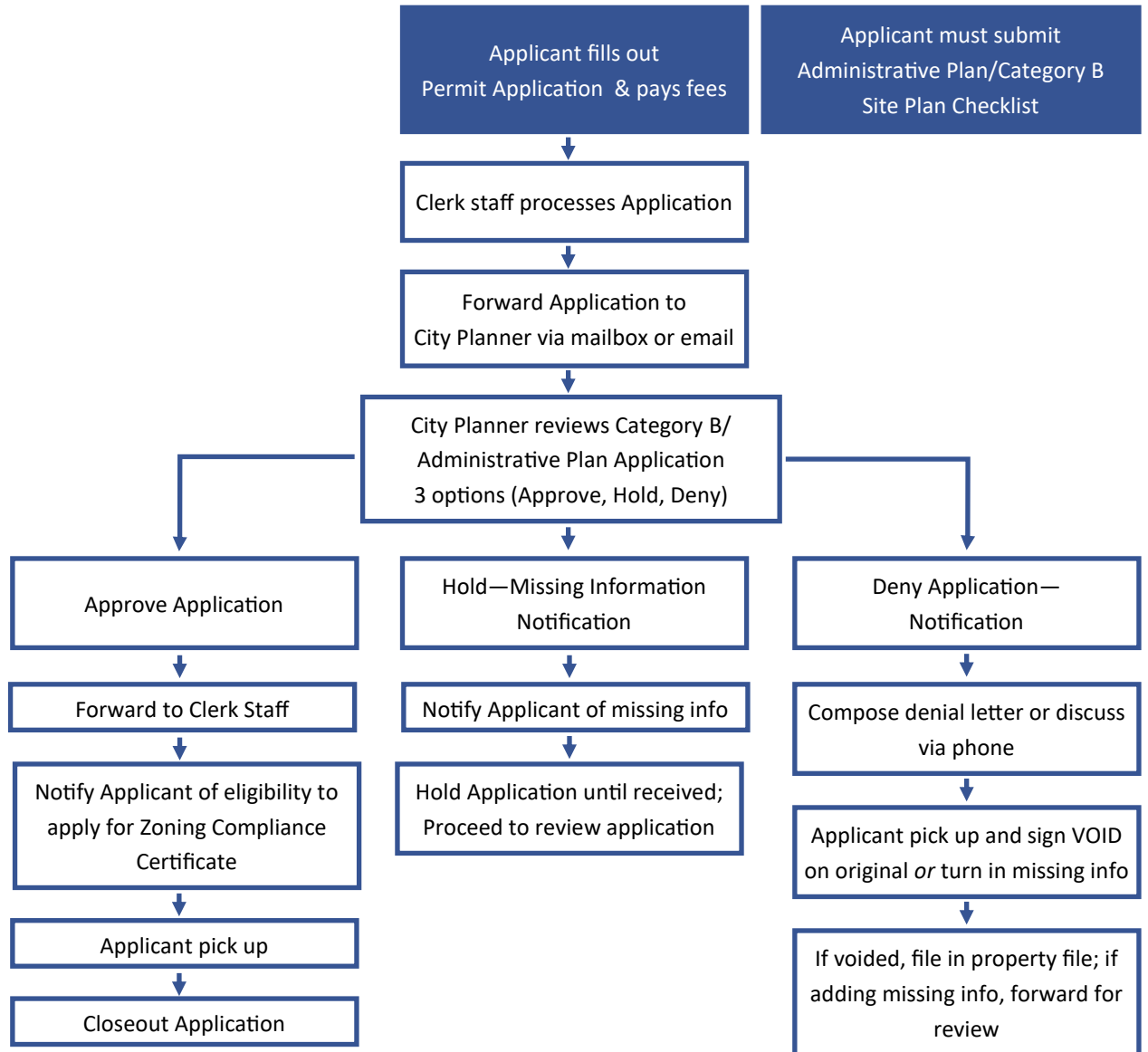
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 - (a) Changing the existing use to another permitted use in any zone will require an approval from the City of Harrington prior to any renovations or remodeling;
 - (b) Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process of **§440-289**, Category A site plan procedures;
 - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- 4) Minor subdivisions of three lots or less and conversion of existing deeded lots to parcels;
- 5) Commercial additions under 5,000 square feet of gross floor area;
- 6) Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.

Category B/Administrative Plan—Review Process



§440-293 Category B/Administrative Plan Review Procedures

Administrative plan review is for projects with relatively minor impact, which require less information than for Category A site plans and can be reviewed and approved in a shorter time. In administrative plan review, the City Manager is the approving authority. Administrative plan review is required for Category B site plans as determined in §440-287, Uses requiring site plans.

- A. No application for administrative plan approval shall be accepted by the City until:
 - (1) A plan in compliance with §440-294, Contents of plans for Category B/administrative review, is submitted for review by the City Manager.
 - (2) Any required review fees have been paid. See Chapter 180, Municipal Fees.
- B. Plans requiring administrative review shall be submitted to the City Manager who shall review the plans for compliance with these regulations. If the City Manager finds that such plans meet the intent of this chapter and are consistent with the Comprehensive Land Use Plan, then the City Manager shall affix his/her signature on the plan(s) certifying approval. If the City Manager finds that the plan does not meet the intent of this chapter and/or is not consistent with the Comprehensive Land Use Plan, then the City Manager shall deny approval and transmit that decision in writing to the applicant.
- C. The City Manager shall not take action to approve or deny a plan requiring administrative review until the following have occurred:
 - (1) He/She has reviewed the plan and determined that it is complete as provided in §440-294, Contents of plans for Category B/administrative review.
 - (2) The applicant has submitted any impact studies that may be required by §440-295, Impact studies, and has obtained City approval of such required studies.
 - (3) Comments on the plan from appropriate agencies and individuals have been requested and sufficient time has been provided for such agencies and individuals to provide comments.
 - (4) The applicant has submitted all local, county, state, and/or federal approvals as may be required.
- D. The City Manager shall act to approve or disapprove and shall promptly transmit his/her decision in writing to the applicant.
- E. Any person aggrieved by an administrative plan review decision and desiring to appeal such decision must appeal to the Board of Adjustment.





Applicant's Name: _____
 Physical Address: _____
 Map/Parcel: _____
 Type of Plan: _____

§440-294 Contents of Plans for Category B / Administrative Review	In Compliance	Not in Compliance
- north point	<input type="checkbox"/>	<input type="checkbox"/>
- scale not to exceed 1" = 40'	<input type="checkbox"/>	<input type="checkbox"/>
- date	<input type="checkbox"/>	<input type="checkbox"/>
A. Seal and signature of a registered DE land surveyor or licensed engineer as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
B. All existing property lines with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
C. If converting an existing deeded lot to a new parcel, old lot lines with dimensions and numbers.	<input type="checkbox"/>	<input type="checkbox"/>
D. If proposing a minor subdivision or lot line adjustment, proposed lot lines with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
E. All setback lines.	<input type="checkbox"/>	<input type="checkbox"/>
F. All existing structures (dimensions, total square footage, distance from property line)	<input type="checkbox"/>	<input type="checkbox"/>
G. Zoning classification (property and adjoining properties).	<input type="checkbox"/>	<input type="checkbox"/>
H. Reference deed book/page and plat book/page.	<input type="checkbox"/>	<input type="checkbox"/>
I. Proposed signs, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
J. Proposed building elevations of all sides visible from the public right-of-way, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
K. Proposed landscaping, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
L. All existing and proposed driveway/parking spaces/interior roadway areas and dimensions, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
M. For a change of use and/or addition, interior layout with dimensions to include existing and proposed uses.	<input type="checkbox"/>	<input type="checkbox"/>
N. Adjacent street names and alleys, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
O. Revision table specifying dates for submittals and revisions.	<input type="checkbox"/>	<input type="checkbox"/>



§440-294 Contents of Plans for Category B / Administrative Review (cont'd)	In Compliance	Not in Compliance
P. Other information as may be required by the City Manager or City Engineer to adequately review the plan.	<input type="checkbox"/>	<input type="checkbox"/>
Q. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins.	<input type="checkbox"/>	<input type="checkbox"/>
R. Kent County tax parcel number.	<input type="checkbox"/>	<input type="checkbox"/>
S. All existing and proposed easements and rights-of-way, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Impact study, if required by City of Harrington Construction Standards (§440-295).	<input type="checkbox"/>	<input type="checkbox"/>

- Approve
- Disapprove

Application Reviewed by:

Date:

Application Approved by:

Date:

City of Harrington

Development Process Toolkit Zoning Compliance Certificate

Review Procedures

Process Flowchart

Plan Checklist: Buildings, Structures & Lot Line Adjustments

Plan Checklist: Fences

Plan Checklist: Signage

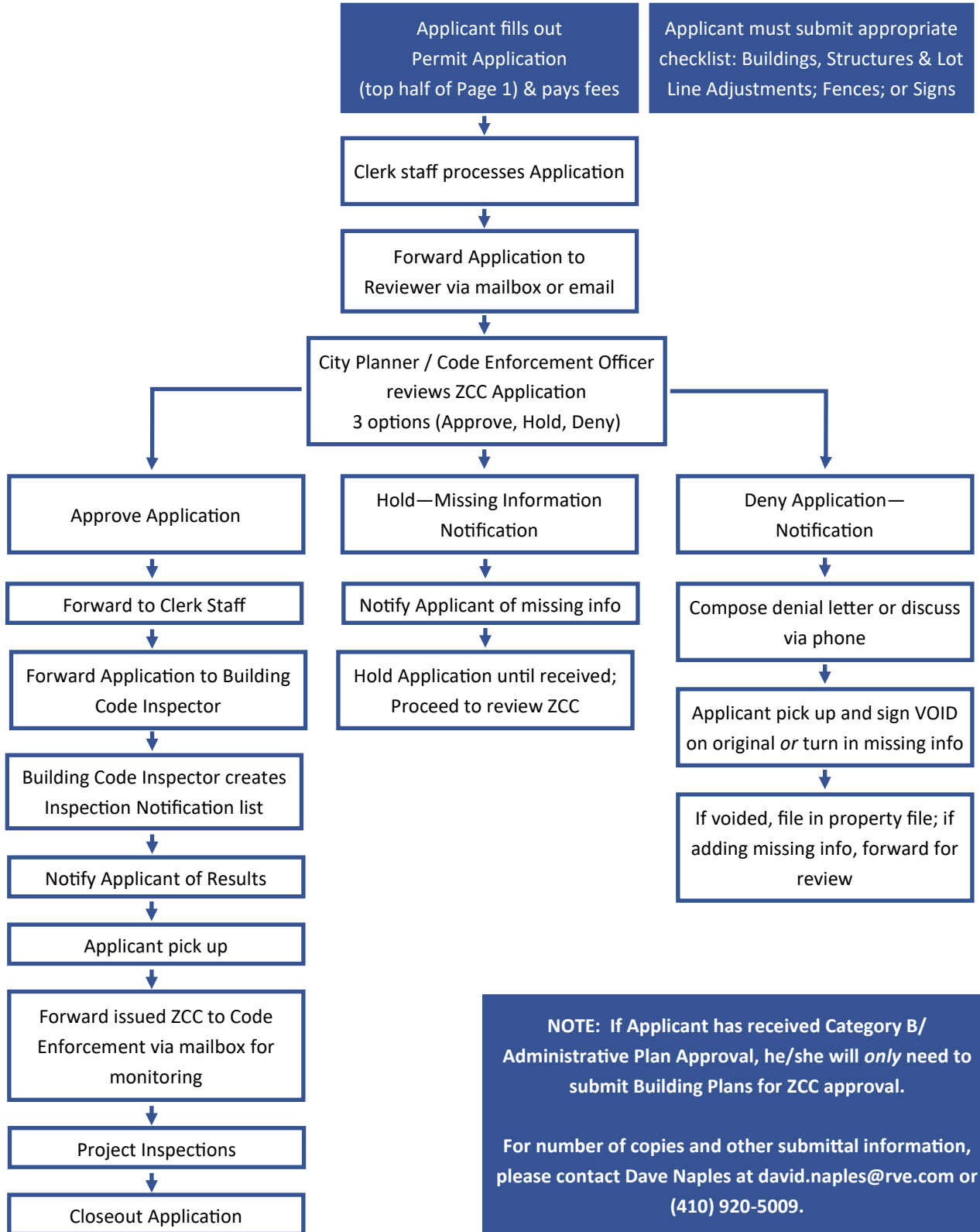
A zoning compliance certificate is required for:

- The erection, construction, alteration, movement, conversion, extension, or enlargement of any building or structure; or
- The adjustment of any lot line.

CITY OF
HARRINGTON
DELAWARE



Zoning Compliance Certificate—Review Process





§440-298 Zoning Compliance Certificates Required

The following conditions shall apply when issuing a zoning compliance certificate:

A. A zoning compliance certificate shall be required for:

- (A) The erection, construction, alteration, movement, conversion, extension, or enlargement of any building or structure; or
- (B) The adjustment of any lot line.

All actions shall conform to the provisions of this Chapter. The zoning compliance certificate shall be obtained from the City Manager.

B. The City Manager, at his/her discretion, may issue an emergency permit not in conformity with the provisions of this chapter when:

- (1) A building has been made uninhabitable by fire, wind, flood, or impact by motor vehicle or airplane, or similar natural or man-made disaster.
- (2) A written statement by the applicant and a personal inspection have been filed certifying the dwelling to be uninhabitable due to fire, wind, flood, impact, or similar natural or man-made disaster.

C. No zoning compliance certificate shall be issued for construction or alteration of any building(s) on a lot without frontage upon a public street improved to the satisfaction of the Planning Commission, or without access to public sewer and water services.

D. Any filing fee shall accompany each application for a zoning compliance certificate in such amount as required by Chapter 180, Municipal Fees. All applications will be billed for professional services above and beyond the applicable fee, if these services are needed to complete the application. The application must comply with §292-1, Denial of permits or approvals for failure to comply with required payments, actions, or filings.

E. A zoning compliance certificate issued in accordance with the provisions of this chapter shall become void 90 days after the date of its issuance, if no application for a building permit has been made.

§440-300 Drawings to Accompany Applications for Zoning Compliance Certificates

All applications for zoning compliance certificates shall be accompanied by a drawing or plat in duplicate or as required by the City Manager showing, with dimensions, the lot lines, the building or buildings, the location of buildings on the lot, and such other information as may be necessary to provide for the enforcement of these regulations, including, if necessary, a boundary survey and a staking of the lot by a competent surveyor and complete construction plans. The drawings shall contain suitable notations indicating the proposed use of all land and buildings. A careful record of the original copy of such applications and plats shall be kept in City Hall, and a duplicate copy shall be kept at the building at all times during construction.

§440-301 Procedure for Zoning Compliance Certificate

- A. The application and all supporting documentation shall be made in triplicate to the City. The City shall return one copy of all documents to the applicant. Any applicable forms must be legible and completed in their entirety.
- B. A site inspection shall be required prior to the issuance of any certificate. Said site inspection will be made by the City Manager. If existing violations are found during the site inspection, said violations must be correct prior to the issuance of the zoning compliance certificate.
- C. Except as otherwise specified in this chapter, the City Manager shall, within a reasonable time after the filing of a complete and properly prepared application, either issue or deny a zoning compliance certificate. If a zoning compliance certificate is denied, the City Manager shall state in writing the reasons for such denial.
- D. A record of all permits and certificates shall be kept on file in an office of the City, and a copy of such permits and/or certificates shall be furnished upon request to any person having a proprietary tenancy interest in the building or premises affected.



Applicant's Name: _____

Location: _____

Type of Plan: _____

§440-299A Required Documents for Buildings, Structures & Lot Line Adjustments	In Compliance	Not in Compliance
- north point	<input type="checkbox"/>	<input type="checkbox"/>
- scale not to exceed 1" = 40'	<input type="checkbox"/>	<input type="checkbox"/>
- date	<input type="checkbox"/>	<input type="checkbox"/>
1. All existing property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
2. All setback lines	<input type="checkbox"/>	<input type="checkbox"/>
3. All existing structures (dimensions, total square footage, distance from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
4. Zoning classification (property and all adjoining properties)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proposed building elevations and/or images of all sides, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposed landscaping, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
7. All existing and proposed driveway/parking spaces/interior roadway areas and all dimensions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
8. Adjacent street names and alleys, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
9. Revision table specifying dates for submittals and revisions	<input type="checkbox"/>	<input type="checkbox"/>
10. Other information as may be required by the City Manager or City Engineer to adequately review the plan	<input type="checkbox"/>	<input type="checkbox"/>
11. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins	<input type="checkbox"/>	<input type="checkbox"/>
12. Kent County tax parcel number	<input type="checkbox"/>	<input type="checkbox"/>
13. All existing and proposed easements and rights-of-way, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

- Approve
- Disapprove

Application Reviewed by: _____

Date: _____

Application Approved by: _____

Date: _____



Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
 - ◆ Google Maps: www.google.com/maps
 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
 - ◆ Contacting City Staff for a copy of an existing plot plan.
- ◆ To obtain water, sewer, and/or storm drain locations, you can contact Alan Moore at (302) 632-8826.
- ◆ Harrington's Zoning Code can be found at this link: www.harrington.delaware.gov/city-code. Please note that newly adopted legislation may not be incorporated yet, but can be found under the "New Laws" tab in PDF form on the left-hand side of the page.

If you have any questions or concerns, please contact us! For questions/concerns related to zoning, email Lauren Good at lauren.good@kci.com and for questions/concerns related to construction, please email Dave Naples at david.naples@rve.com.



Applicant's Name: _____

Location: _____

Type of Plan: _____

§440-299B Required Documents for Fences	In Compliance	Not in Compliance
- north point	<input type="checkbox"/>	<input type="checkbox"/>
- scale not to exceed 1" = 40'	<input type="checkbox"/>	<input type="checkbox"/>
- date	<input type="checkbox"/>	<input type="checkbox"/>
1. All existing property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
2. All existing structures (dimensions, total square footage, distance from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
3. Zoning classification (property and all adjoining properties)	<input type="checkbox"/>	<input type="checkbox"/>
4. All existing and proposed driveway/parking spaces/interior roadway areas and all dimensions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
5. Adjacent street names and alleys, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
6. Revision table specifying dates for submittals and revisions	<input type="checkbox"/>	<input type="checkbox"/>
7. Other information as may be required by the City Manager or City Engineer to adequately review the plan	<input type="checkbox"/>	<input type="checkbox"/>
8. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins	<input type="checkbox"/>	<input type="checkbox"/>
9. Kent County tax parcel number	<input type="checkbox"/>	<input type="checkbox"/>
10. All existing and proposed easements and rights-of-way, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
11. Height of fence	<input type="checkbox"/>	<input type="checkbox"/>
12. Type and material of fence	<input type="checkbox"/>	<input type="checkbox"/>



Approve



Disapprove

Application Reviewed by: _____

Date: _____

Application Approved by: _____

Date: _____



Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
 - ◆ Google Maps: www.google.com/maps
 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
 - ◆ Contacting City Staff for a copy of an existing plot plan.
- ◆ To obtain water, sewer, and/or storm drain locations, you can contact Alan Moore at (302) 632-8826.
- ◆ Harrington's Zoning Code can be found at this link: www.harrington.delaware.gov/city-code. Please note that newly adopted legislation may not be incorporated yet, but can be found under the "New Laws" tab in PDF form on the left-hand side of the page.

If you have any questions or concerns, please contact us! For questions/concerns related to zoning, email Lauren Good at lauren.good@kci.com and for questions/concerns related to construction, please email Dave Naples at david.naples@rve.com.



Applicant's Name: _____

Location: _____

Type of Plan: _____

§440-299C Required Documents for Signage	In Compliance	Not in Compliance
Detailed Sign Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Sign image/picture with dimensions (proposed and all existing)	<input type="checkbox"/>	<input type="checkbox"/>
B. Provided in square feet	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing individual signage	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing total aggregate square feet of all signage	<input type="checkbox"/>	<input type="checkbox"/>
E. Proposed individual signage square feet	<input type="checkbox"/>	<input type="checkbox"/>
F. Proposed total aggregate square feet of all signage	<input type="checkbox"/>	<input type="checkbox"/>
G. Type of signage (proposed/all existing) — see Article XIV, Signs	<input type="checkbox"/>	<input type="checkbox"/>
H. Specify single or double sided (proposed/all existing)	<input type="checkbox"/>	<input type="checkbox"/>
Plot Plan for Freestanding Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- North Point	<input type="checkbox"/>	<input type="checkbox"/>
- Date	<input type="checkbox"/>	<input type="checkbox"/>
A. All existing property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
B. All setback lines	<input type="checkbox"/>	<input type="checkbox"/>
C. All existing structures (dimensions, total square footage, distance from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
D. All existing/proposed driveway/parking spaces/interior roadway areas, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
E. Adjacent street names and alleys	<input type="checkbox"/>	<input type="checkbox"/>
F. Plot plan note specifying dates for submittals and revisions	<input type="checkbox"/>	<input type="checkbox"/>



§440-299C Required Documents for Signage

**In
Compliance**

**Not in
Compliance**

G. Other information as may be required by the City Manager or City Engineer to adequately review the plan

H. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins

I. All existing and proposed easements and rights-of-way, if applicable

Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
 - ◆ Google Maps: www.google.com/maps
 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
 - ◆ Contacting City Staff for a copy of an existing plot plan.
- ◆ To obtain water, sewer, and/or storm drain locations, you can contact Alan Moore at (302) 632-8826.
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If you have any questions or concerns, please contact us! For questions/concerns related to signage zoning, email Lauren Good at lauren.good@kci.com and for questions/concerns related to signage construction, please email Dave Naples at david.naples@rve.com.

Approve

Disapprove

Application Reviewed by:

Date:

Application Approved by:

Date: