



City of Harrington
 106 Dorman Street
 Harrington, DE 19952
 (302) 398-3530 Fax: (302) 398-4477

File No. _____

Account No. _____

Category A Site Plan Application

Office Use Only:

Application Received Date: _____ Planning Commission Date _____

Application Received By: _____ Method of Payment: _____

Fee Paid: _____ Base Fee: _____ Escrow: _____

Concept:

Preliminary:

Final:

Project Name: _____

Project Address: _____

Kent County Tax Map/Parcel: _____

Property Size: _____ Zoning: _____

Square Footage and use of all existing and proposed structures:

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Cumulative Total of New Square Footage: _____

No. of Employees: _____ No. of Shifts: _____ Hours of Operation: _____

Summary of Proposed Project: _____

Project Agent

Designated Agent/ Contact Name: _____

Telephone No. of Agent: (W) _____ (C) _____

Address: _____

Email: _____

Current Property Owner Information

Property Owner Name: _____

Address of Property Owner: _____

Telephone No. of Owner: (W) _____ (C) _____

Registered Engineer/Surveyor Information

Company Name: _____

Contact Person: _____

Telephone No. : (W) _____ (C) _____

Email: _____

All applications must complete and submit the following for Category A Site Plans:

- _____ 1. Application Fee as determined by the fee schedule adopted by the City Council.
- _____ 2. Ten (10) paper copies of signed and sealed site plans or equivalent approved by the City Manager, and one electronic copy in PDF format if practicable.
- _____ 3. Ten (10) paper copies of building elevations, and one electronic copy in PDF format if practicable, if new construction is proposed.
- _____ 4. Ten (10) paper copies of existing and proposed floor plans, and one electronic copy in PDF format if practicable.
- _____ 5. Completed checklist addressing all requirements for Category A Site Plan submittal.
- _____ 6. Complete the adjoining property owner(s) form on Page 4.



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Independent Procedures Disclosure and Acknowledgement Form

Applicant acknowledges and understands:

- 1.) I understand that the designated primary contact on this project will receive all meeting information, correspondence and will be billed for the professional services rendered from the City Engineer, and or City Solicitor as required for my application.
- 2.) I the undersigned, hereby certify that, I have supplied all of the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct.
- 3.) I also certify that this project was designed in accordance with the plan requirements, the Comprehensive Plan, Zoning Code, and Construction Design Standards of the City.
- 4.) I further certify that I or an agent on my behalf will attend all public hearings/meetings necessary for this application, and that I will answer any questions to the best of my ability to respond to the present and future needs, the health, safety, morals, convenience, order, prosperity, and general welfare of the inhabitants of Harrington.
- 5.) I understand that any incomplete applications will not move forward in the review process; however, I will be notified in writing after a thorough review has been completed by the City Staff and consultants.
- 6.) It is understood that the City of Harrington staff processes all applications in the order in which they were received. Each application will follow the process after eligibility and appropriate reviews have been completed.
- 7.) I understand that this application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the City of Harrington reviews, administers, or applies in connection with this review.
- 8.) Other agencies, including but not limited to the Kent County Soil Conservation District, the Delaware Department of Transportation, the Delaware Division of Natural Resources and Environmental Control, the Delaware Office of State Planning Coordination, and others may also have review authority over the project or development proposed in this application.

 Applicant Signature

 Date

 Property Owner Signature

 Date

 Agent Signature

 Date



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Adjacent Property Owners List

Name(s) and Address(es) of the owners of property adjoining and immediately across the street from the subject property as required by the Harrington City Code §440-289. Such written notice shall state the date, time, place, and subject matter of the meeting to discuss the site plan as proposed by the applicant. Said mailed notice shall be directed to the address to which the property tax bill is sent. This information can be obtained from the Kent County website at: <http://www.co.kent.de.us/Apps/KentCountyMapping/>.

Name and Address	Tax Map/Parcel No.



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Concept - Category A Site Plan Review Checklist

Applicant's Name: _____

Physical Address: _____

Tax Map/Parcel No: _____

Harrington City Code §440-289 Category A Site Plan Procedures

A. Concept Stage. 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 of the applicant in preparing a site plan.

§440-290 Contents of Concept Plan Submittals	In Compliance	Not in Compliance
A. Project Concept Plan – Scaled drawing showing proposed development, project layout, proposed and existing land uses, open spaces, circulation routes and points of access, and main design features.		
1.) 24" x 36" Plan		
2.) Scale not less than 1" = 100'		
3.) Vicinity Map at scale no less than 1" = 1,000'		
4.) Master Plan (if phasing is proposed)		
5.) Adjacent Streets and Property Owners		
6.) Typical Architectural Elevations		
B. Project Area Schematic – Scaled drawing or GIS aerial photo showing main project features.		
1.) 24" x 36" Plan		
2.) Scale not less than 1" = 400' (large projects) and 1" = 200' (small projects)		
3.) Existing properties and streets within 1000' of the project.		
4.) Water and Sanitary Sewer within 400' of the project		
5.) Location of Proposed Stormwater Discharge		

C. Site Investigative Report		
1.) Site Data Summary Chart (Show on Project Concept Plan Above)		
a. Tax Map and Parcel Number		
b. Zoning Classification		
c. Allowable and Proposed Density		
d. Total Site Area		
e. Flood Zone (where applicable)		
f. Wetlands (State & Federal)		
g. Number of proposed lots		
h. Number of proposed units and types		
i. Availability of utilities		
j. Zoning Setback and Lot Size Requirements		
k. Maximum allowable building height		
l. Open Space requirements		
m. Proposed acreage and use of open space		
n. Proposed and required parking		
2.) Land use overview – Provide narrative of existing site conditions related to topography, hydric soils, drainage patterns; and provide copy of Kent County Soil Map with the property outline.		
3.) Comprehensive Land Use Plan Compliance – Provide narrative of the designated land use, and how the project will be consistent with the 2013 Plan.		
4.) Traffic Access Overview – Provide a narrative of existing roads, lanes, width, material, condition, etc. and what off-site improvements will be necessary to accommodate the project.		
a. If the project will require a DeIDOT traffic study, provide summary information and study schedule.		
5.) Utility Demands and Services Overview – Provide narrative of sanitary sewer, public water, gas, electric, cable, and describe any required offsite improvements.		
a. If privately-owned and maintained facilities are proposed, provide a sample covenants clause and describe management structure.		
6.) Stormwater Management Overview – Provide narrative of types of conveyance		

and management and a summary of any off-site improvements needed.		
7.) Construction Phasing Overview – Provide narrative of the estimated and proposed time of construction.		
8.) Economic Impact – Provide narrative of anticipated construction cost of infrastructure, buildings, fees, and dedications; and anticipated transfer fees, impact fees, tax revenues, and employment opportunities.		
9.) Architectural Theme – Provide illustrations and/or narrative of overall design concepts.		
10.) Recreational Needs and Opportunities – Provide narrative.		
11.) Ability to serve letters – Provide letters from utility providers other than the City of Harrington (power, gas, communications, emergency, fire and ambulance).		
12.) Copy of letter of notification to school board for residential developments.		

_____ Application Complete

_____ Application Incomplete (Missing one or more of the required items above)

Application Reviewed By: _____



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Preliminary - Category A Site Plan Review Checklist

Applicant's Name: _____

Physical Address: _____

Tax Map/Parcel No: _____

Harrington City Code §440-289 Category A Site Plan Procedures

B. Preliminary. 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.

§440-291 Contents of Preliminary Plan Submittals	In Compliance	Not in Compliance
1.) 24" x 36" Plan Sheets		
2.) Scale not less than 1" = 100'		
3.) North Arrow on Plan View & Vicinity Map		
4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect		
5.) Revision Block on each plan sheet		
6.) Vicinity Map showing geographic location and zoning boundaries.		
7.) Existing and proposed changes in the zoning classification on the site and adjacent sites.		
8.) Deed/Plat Reference of Property		
9.) Name, address, and telephone number of property owner(s), business owner(s) or contract purchaser		
10.) Kent County Tax Parcel Number		
11.) Location of property lines, ownership, and deed information for all parcels adjacent to the site		
12.) Required building and development setbacks		
13.) Legend showing all line types, patterns & symbol		
14.) Topographic contours at 0.5' intervals (unless waived by City Manager)		
15.) Grading Plan (Proposed grading indicated by 1' contours and supplemental spot elevations)		

16.) Utility Plan (existing and proposed sanitary sewer facilities, pipe sizes, types and grades, locations of connections to utility system)		
17.) Stormwater Management Plan (where applicable)		
18.) Erosion and Sediment Control Plan (where applicable)		
19.) Landscape and Lighting Plan (including locations and details of proposed signage)		
20.) Parking Plan (highlighting all on-street and offstreet parking, related driveways, type of surfacing, size, angle of stalls, width of aisles, and specific schedule showing number of parking spaces provided and required)		
21.) Architectural Elevations in color of all proposed buildings (including at least one 24" x 36" presentation board)		
22.) Scaled floor plans of all existing and proposed structures defining specific uses and square footage of each area		
23.) Preliminary street profiles and cross sections for streets and curbing (including all proposed and existing streets and easements)		
24.) Location of all existing and proposed ingress/egress points onto public roadways (include letter from DelDOT granting preliminary approval if applicable)		
25.) All existing easements (if new easements are to be granted, provide additional easement plat to be recorded in land records)		
26.) Number of construction phases proposed, if any, and with site plan showing approximate boundaries of each phase and proposed phase completion date		
27.) Lot Coverage Table (breaking down subject parcel by uses, building type, parking, etc.)		
28.) Number of proposed dwelling units by type		
29.) Dimensions of all features and structures located on property (existing and proposed)		
30.) Location and size of all open spaces (existing and proposed)		
31.) Location of all existing, proposed, and to be removed vegetation		
32.) Location, type, size, and height of all proposed and existing fencing, retaining walls, and vegetative screening.		

33.) Location, orientation, design, and size of proposed signage		
34.) Impact Studies (if required or applicable)		
35.) Copy of itemized letter to Office of State Planning Coordination addressing all PLUS comments (if applicable)		
36.) Copy of PLUS comments from the Office of State Planning Coordination (if applicable)		

_____ Application Complete

_____ Application Incomplete (Missing one or more of the required items above)

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Final – Category A Site Plan Review Checklist

Applicant’s Name: _____

Physical Address: _____

Tax Map/Parcel No: _____

Harrington City Code §440-289 Category A Site Plan Procedures

C. Final Stage. The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in this section 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. \

§440-292 Contents of Final Plan Submittals	In Compliance	Not in Compliance
1.) 24” x 36” Plan Sheets		
2.) Scale not less than 1” = 100’		
3.) North Arrow on Plan View & Vicinity Map		
4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect		
5.) Revision Block on each plan sheet		
6.) Vicinity Map showing geographic location and zoning boundaries.		
7.) Existing and proposed changes in the zoning classification on the site and adjacent sites.		
8.) Deed/Plat Reference of Property		
9.) Name, address, and telephone number of property owner(s), business owner(s) or contract purchaser		
10.) Kent County Tax Parcel Number		
11.) Location of property lines, ownership, and deed information for all parcels adjacent to the site		
12.) Required building and development setbacks		
13.) Legend showing all line types, patterns & symbol		

14.) Topographic contours at 0.5' intervals (unless waived by City Manager)		
15.) Grading Plan (Proposed grading indicated by 1' contours and supplemental spot elevations)		
16.) Utility Plan (existing and proposed sanitary sewer facilities, pipe sizes, types and grades, locations of connections to utility system)		
17.) Stormwater Management Plan (where applicable)		
18.) Erosion and Sediment Control Plan (where applicable)		
19.) Landscape and Lighting Plan (including locations and details of proposed signage)		
20.) Parking Plan (highlighting all on-street and offstreet parking, related driveways, type of surfacing, size, angle of stalls, width of aisles, and specific schedule showing number of parking spaces provided and required)		
21.) Architectural Elevations in color of all proposed buildings (including at least one 24" x 36" presentation board)		
22.) Scaled floor plans of all existing and proposed structures defining specific uses and square footage of each area		
23.) Street profiles and cross sections for proposed streets and curbing (including all proposed and existing streets and easements)		
24.) Location of all existing and proposed ingress/egress points onto public roadways (include letter from DelDOT granting preliminary approval if applicable)		
25.) All existing easements (if new easements are to be granted, provide additional easement plat to be recorded in land records)		
26.) Number of construction phases proposed, if any, and with site plan showing approximate boundaries of each phase and proposed phase completion date		
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31.) Location of all existing, proposed, and to be removed vegetation		

32.) Location, type, size, and height of all proposed and existing fencing, retaining walls, and vegetative screening.		
33.) Location, orientation, design, and size of proposed signage		
34.) Impact Studies (if required or applicable)		
35.) Copy of itemized letter to Office of State Planning Coordination addressing all PLUS comments (if applicable)		
36.) Copy of PLUS comments from the Office of State Planning Coordination (if applicable)		
37.) Submittals shall include final approvals from all other applicable local, county, state, or federal agencies.		

_____ Application Complete

_____ Application Incomplete (Missing one or more of the required items above)

Application Reviewed By: _____