



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

File No. _____

Account No. _____

Category B Site Plan Application

Office Use Only:

Application Received Date: _____ Approval Date _____

Application Received By: _____ Method of Payment: _____

Fee Paid: _____ Base Fee: _____ Escrow: _____

Project Name: _____

Project Address: _____

Kent County Tax Map/Parcel: _____

Property Size: _____ Zoning: _____

Square Footage and Use of all existing structures:

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Cumulative Total of Structure 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 B Site Plans:

- _____ 1. Application Fee as determined by the fee schedule adopted by the City Council.
- _____ 2. Three (3) 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. Three (3) paper copies of building elevations, and one electronic copy in PDF format if practicable, if new construction is proposed (only if exterior changes are proposed).
- _____ 4. Three (3) 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 B Site Plan submittal.



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

File No. _____

Account No. _____

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



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

File No. _____

Account No. _____

Category B Site Plan Review Checklist

Applicant's Name: _____

Physical Address: _____

Tax Map/Parcel No: _____

Harrington City Code §440-293 Category B Site Plan Procedures

A. 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 by §440-287, Uses Requiring Site Plans.

| §440-294 Contents of Category B Site Plan Submittals | In Compliance | Not in Compliance |
|---|---------------|-------------------|
| 1.) 24" x 36" Plan Sheets | | |
| 2.) Scale not less than 1" = 40' | | |
| 3.) North Arrow on Plan View & Vicinity Map | | |
| 4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect (as appropriate) | | |
| 5.) Revision Block on each plan sheet | | |
| 6.) Vicinity Map showing geographic location and zoning boundaries. | | |
| 7.) Zoning Classification (subject parcel & adjoining properties) | | |
| 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.) Proposed Signage (if applicable) | | |
| 15.) Proposed Building Elevations (if exterior changes are proposed) | | |
| 16.) Proposed Landscaping (if applicable) | | |

| | | |
|--|--|--|
| 17.) Floor Plan of existing and proposed uses (if a change of use application) | | |
| 18.) All existing and proposed driveway/parking spaces/interior roadways (if applicable) | | |
| 19.) Adjacent Street Names and Alleys (if applicable) | | |
| 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.) Sanitary sewer, public water, and storm drain locations, including the location of all tie-ins | | |
| 22.) All existing and proposed easements and rights-of-way (if applicable) | | |

_____ Application Complete

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

Application Reviewed By: _____