

# 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":

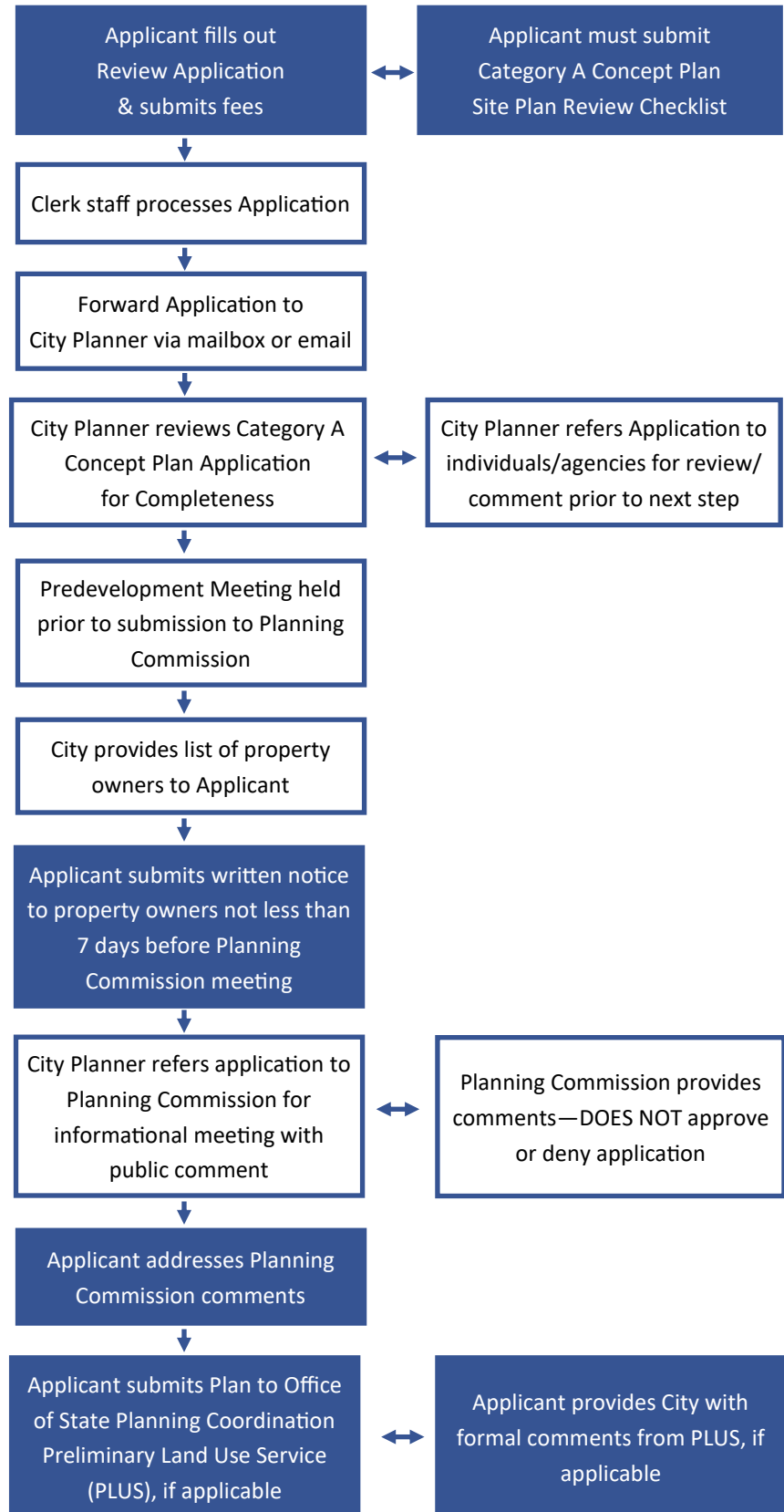
- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing 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.





Applicant's Name: \_\_\_\_\_

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

Map/Parcel: \_\_\_\_\_

**§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.

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- 24" x 36" plan

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- scale no less than 1" = 100'

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- vicinity map at scale no less than 1" = 1,000' including neighborhood streets

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- master plan, if phasing is proposed

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- adjacent streets and property owners

☐☐

- typical architectural elevations

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B. Project area schematic: scaled drawing/GIS aerial photo showing main project features.

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- 24" x 36" plan

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- scale no less than 1" = 400' (large projects) or 1" = 200' (small projects)

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- existing properties and streets within 1,000' of the project

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- water and sanitary sewer within 400' of the project

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- location of proposed stormwater discharge

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C. Site investigation report.

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(1) Site data summary chart (provide breakdown for each phase or land use as appropriate):

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- Tax Map and parcel number

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- zoning classification and proposed zoning

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- allowable density and proposed density

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§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

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

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

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Application Complete

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

Application Reviewed by:

Date: