

# 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;
- 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":

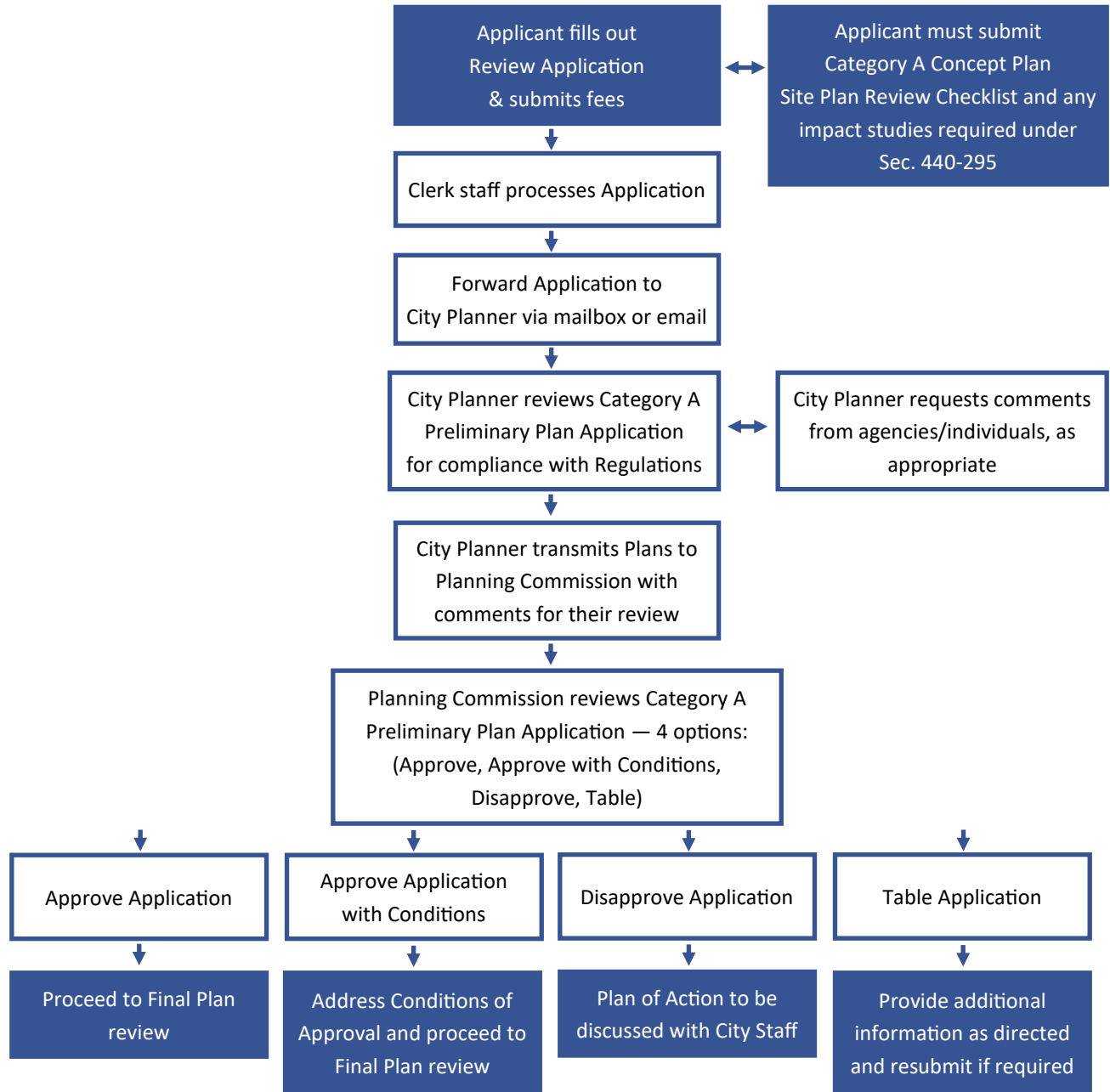
- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing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