

# City of Harrington

## Development Process Toolkit Category B/Administrative Plan

### Use List

### Review Procedures

### Process Flowchart

### Plan Checklist

Uses included in Category B:

- One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- Additions as deemed necessary by the City Manager;
- Change of Use:
  - Changing the existing use to another permitted use in any zone will require an approval from the City prior to any renovations or remodeling;
  - 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;
- Minor subdivisions of 3 lots or less and conversion of existing deeded lots to parcels;
- Commercial additions under 5,000 square feet of gross floor area;
- Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.



# 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":

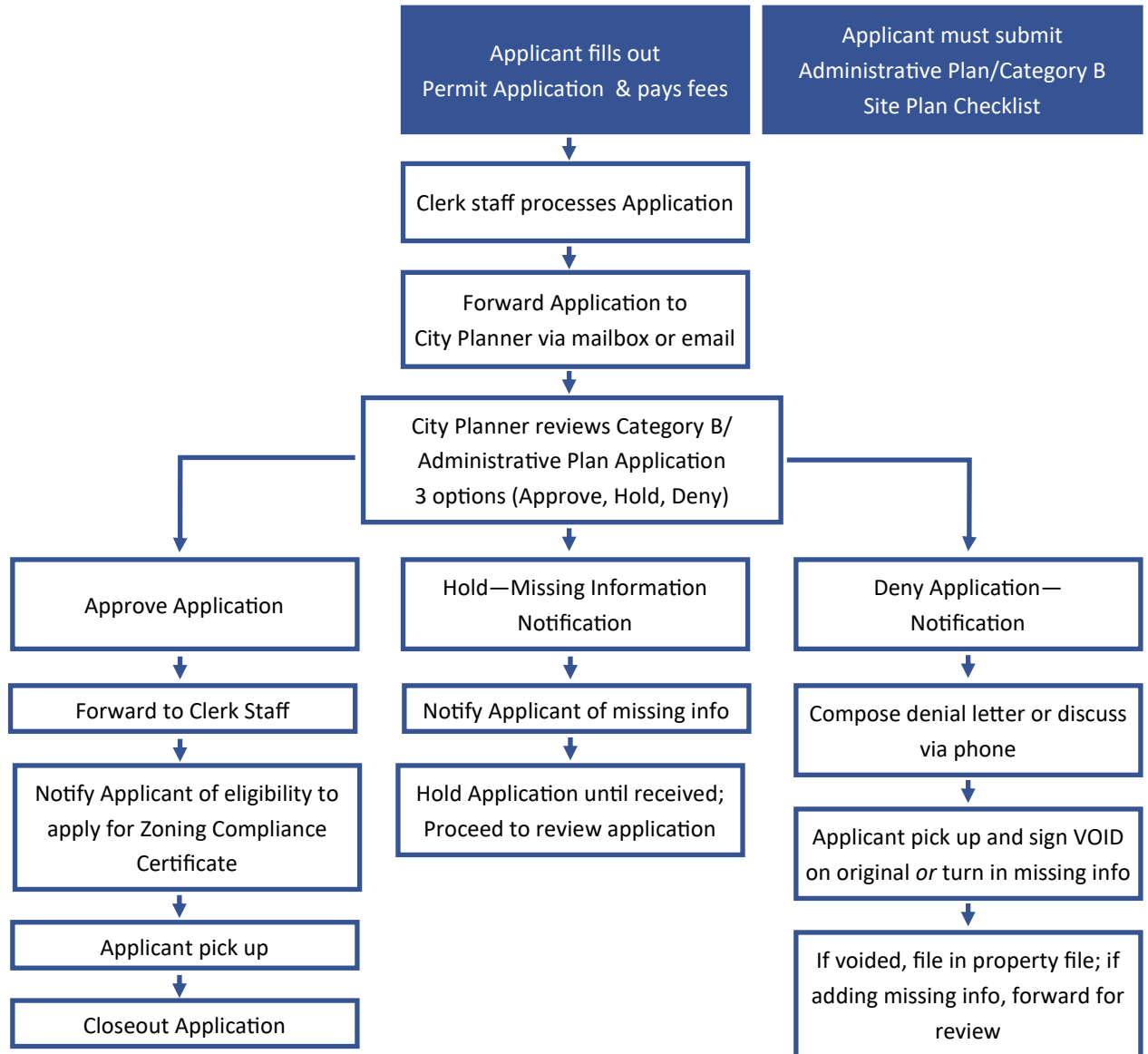
- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing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