

Date Received: _____
Application Fee: _____
Taxes Paid: _____
Violation: _____

FILE NO.: _____

Transfer Credit Calculation Form

**KENT COUNTY DEPARTMENT OF PLANNING
KENT COUNTY ADMINISTRATION COMPLEX
555 BAY ROAD
DOVER, DE 19901**

Tax Parcel Number(s) Affected: _____

I/We the undersigned, hereby certify that, to the best of my/our knowledge and belief, all information listed below and all information and statements contained in any papers or plans submitted as part of this application are true, correct and complete.

OWNER INFORMATION

Name: _____ / _____
Address: _____ / _____
_____ / _____
Phone: _____ / _____
Signature(s): _____ / _____

[LEGAL OWNER(S) MUST SIGN APPLICATION]

APPLICANT/ENGINEER/SURVEYOR INFORMATION

Name: _____ / _____
Address: _____ / _____
_____ / _____
Phone: _____ / _____
Signature(s): _____ / _____

To be completed by Planning Office:

Site Area Calculation: _____
Wetlands Area Calculation: _____
Floodplain Area Calculation: _____
Flood Plain Panel Number: _____
Legal Description (Location): _____

Levy Court District: _____ Fire District: _____ School District: _____

Has this parcel ever been part of a previous application? NO YES

If YES, include file number(s): _____

Additional Information: _____

Designated Sending Area: Priority (1.5) Secondary (1) Tertiary (.5)

Total Transfer Credits: _____

Completed By: _____

Original to be kept on file with the Department of Planning Services and a copy provided to the applicant.

Submittal Requirements

1. Current survey drawing of subject property (in the absence of a current survey, the Department shall use the tax assessment maps maintained by the County) to include:
 - a. Perimeter bearings and distances;
 - b. Site area calculation;
 - c. Wetlands area calculation (if applicable);
 - d. Flood plain delineation (if applicable); and
 - e. Other features (i.e. structures, natural features, roadways, etc.)
2. Draft Irrevocable Preservation Easement - Prior to the issuance of verification and approval of a transfer credit calculation, the Applicant shall cause to be prepared an Irrevocable Preservation Easement for the purpose of establishing a perpetual restriction upon the sending area property from which development credits are being sold or transferred. The Irrevocable Preservation Easement shall be prepared by, and at the expense of the buyer, the seller, or both, of the development rights, and shall be subject to review and approval of the Department of Planning Services.
3. *Recordation of Irrevocable Preservation Easement.* Such preservation easement shall be recorded in the Office of the Recorder of Deeds for Kent County at the time of sale of any development credits, and shall become a permanent, perpetual preservation easement on the deed of the sending property. No such preservation easement shall be recorded without the signature of the Director of Planning Services or designee.