

Taxes Current \_\_\_\_\_

Violations \_\_\_\_\_

Paid (Check #) \_\_\_\_\_

### Minor Subdivision Plan Requirements

Name: \_\_\_\_\_

Submitted (to be checked by applicant)	Requirement	Received (to be checked by staff)
	Approved site evaluations from DNREC or LONO from Public Works	
	Legal documents, if applicable: 1. Deed Restrictions 2. Homeowners Maintenance Agreement	
	Prepared on an 11"x17" sheet or larger	
	Sealed plan prepared by a registered land surveyor or licensed engineer	
	<b><u>Required Letters of No Objection including, but not limited to (if applicable):</u></b>  1. Kent Conservation District 2. Delaware Department of Transportation 3. Kent County Public Works (private street (See 187-53, Item A(4)), if applicable 4. Department of Agriculture (AP-10/PDR)	
	<b><u>Required Title Block Information:</u></b>  1. Identify Scale (1" = 100' or larger) 2. Date of preparation 3. Owners of record 4. Name and contact information of surveyor or engineer	
	<b><u>Required Data Column Information:</u></b>  1. Kent County Property Identification Number, specify 'all' or 'part of' 2. Zoning classification 3. Total number of lots	

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	4. Setbacks (private street setbacks pertain only to lots being served by that street)	
	5. Total acreage prior to subdivision	
	6. Total acreage within streets	
	7. Total acreage within each lot	
	8. Total acreage within other boundaries (specify)	
	9. Residual area	
	10. Residual frontage	
	11. Impervious coverage permitted	
	12. Density (number of lots per gross acre)	
	13. Number of permanent monuments found and placed (locate and describe on plan), at least one monument from the point of beginning is required	
	14. Type of utilities (i.e. water and wastewater)	
	15. Relation to the Growth Zone (Inside or Outside)	
	16. FEMA Map Panel Number, effective date and impact to the property	
	17. Easements	
	18. Present use	
	19. Proposed use	
	20. Name and address of all owners of record	
	<b><u>Required on Plan:</u></b>	
	1. Location of existing property lines	
	2. Streets (existing right-of-way width, road name, road number, and classification)	
	3. Layout and dimensions of all easements	
	4. Buildings and structures, noting type (on entire site)	
	5. Location of well and/or septic, if applicable	
	6. Water courses, lakes, ponds and all ditches	
	7. Wetlands Delineation if required by Director or designee including name of wetlands consultant, date of field analysis, report and required buffer on plan	
	8. Two coordinates of two boundary corners based on the Delaware State Plane Coordinate System (1983)	

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	9. Other significant natural or man-made features (wetlands, woodlands, etc.)	
	10. Delineation of 100-Year Flood Plain as delineated on the Federal Flood Plain Boundary Map	
	11. Zoning district boundary lines of proposed subdivision	
	12. Current owners names, present zoning classification, and deed references for adjacent properties	
	13. Layout and dimensions of all streets	
	14. An overall layout of proposed lots	
	15. Consecutive numbering starting with Lot #1	
	16. Lot dimensions (bearings, distances, and arc data)	
	17. Lot acreage(s)	
	18. Required and dimensioned setbacks along all lot lines	
	19. Locating dimension to nearest intersection from a known point	
	20. Accurate Location Map with north arrow – outline original parcel & darken lots being subdivided	
	21. Accurate wetlands location map with north arrow	
	22. Proposed subdivision private street name approved by Kent County GIS/911 Addressing	
	23. Accurate north arrow on the plan	
	24. Boundaries of land being subdivided in heavy outline (large parcels may use a schematic rather than surveyed drawing)	
	25. Locate entrances for created lots	
	26. Identify at least one monument from the point of beginning	
	27. A typical paving cross-section diagram and centerline profile for any proposed private street	
	28. Special features at the entrance, such as a sign or landscaping	
	29. All owner's certification with signature line(s)	

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	30. Engineer's or Land Surveyor's certification with signature line	
	31. All applicable notes (including, but not limited to, wetlands; AICUZ; unbuildable parcels; ditches, ponds, lakes, and streams; and agricultural use)  SEE ADDITIONAL INFO LISTED BELOW	

**Additional Information:**

1. This checklist is meant as a guideline to complete the required items for minor subdivision plan submission. Any additional information that the Department deems pertinent to this subdivision plan may also be required. In addition, it is the responsibility of the surveyor/engineer to assure all requirements of Chapters 187 and 205 are satisfied on the submitted plans.
2. Please provide an area measuring 2" x 3" on the plan for the Kent County approval stamp.
3. A final record plat must be submitted to the Department within ninety (90) days after sketch plan approval or the sketch plan is no longer valid.
4. If the subdivision plan is approved by the Department, the plan will be signed by the Director of Planning Services or designee and returned to the applicant for recordation. One (1) copy of the approved plan will be kept on file in the Department.
5. Individual residential on-site sewage disposal systems sited in a watershed with an established total maximum daily load (TMDL) shall be designed and installed in accordance with the nutrient load reductions prescribed by the TMDL or they shall use the best available technologies in order to achieve the required nutrient reduction targets set for the particular watershed.