

Single-Family Dwelling P&Z Process (Major Subdivision)

Step 1: For Applications of more than 50 units, the Applicant applies to State of Delaware Planning Office for PLUS Review. County will not accept application until this is complete.

Step 2: Applicant requests a Pre-Application Meeting with P&Z Staff to discuss subdivision design. Compliance with the Subdivision Code is discussed and suggestions for improvements are offered by Staff.

Step 3: Applicant submits Major Subdivision Application and \$500.00 application fee. Technical Advisory Comments, including comments from Delaware Department of Transportation are requested from reviewing Agencies and are added to the file if comments are received.

Step 4: Plans are reviewed by P&Z Staff for compliance with the Subdivision Code. A review letter is sent and further discussions with Applicant's engineer are entered into. Applications are checked to ensure all necessary documents and reports are available.

Step 5: A public hearing is scheduled for the Application and legal noticing is given in the press, on the site and through mailings. The agenda for the meeting is published at least 7 days prior to the meeting. If approved, the Commission may approve subject to conditions, requiring additional plans and documents to be submitted by the Applicant prior to approval of a Final Subdivision Plan.

Step 6: Agency Approvals are obtained and Applicant applies for Final Subdivision Plan Approval. The application is added to an agenda for the Planning & Zoning Commission, as an Other Business Item that does not require a public hearing.

Step 7: Final Subdivision Plan is received. All necessary signatures and stamps/seals are added prior to recordation.

Note:

- The Major Subdivision Process is for the creation of single-family lots and cannot be used for the creation of multi-family dwelling units.
- The lot sizes are determined by the underlying Zoning District
- Some Zoning Districts permit a Cluster Subdivision Option whereby lot sizes may be reduced in exchange for proposing a superior design including the provision of open space.
- Subdivisions must be recorded with the Recorder of Deeds office.

P&Z Process (Conditional Use for Multi-Family Dwellings)

Step 1: For Applications of more than 50 units, the Applicant applies to State of Delaware Planning Office for PLUS Review. Applicant also applies to Department of Transportation as a Service Level Evaluation Request to determine whether a Traffic Impact Study is required for the proposed development.

Step 2: Applicant submits Conditional Use Application and \$500.00 application fee.

Step 3: Plans are reviewed by P&Z Staff for compliance with the Zoning Code. Further discussions with Applicant's engineer are entered into. Applications are checked to ensure all necessary documents and reports are available.

Step 4: Public hearings are scheduled for the Application for both the Planning & Zoning Commission and the County Council. Legal noticing is given in the press, on the site and through mailings. The agenda for the meetings is published at least 7 days prior to each meeting. The Commission may recommend approval subject to conditions, requiring additional plans and documents to be submitted by the Applicant prior to approval of a Final Site Plan.

Step 5: After the public hearing before the Planning & Zoning Commission, a public hearing is then held before the County Council. The County Council makes a decision on the application.

Step 6: If approved, a copy of the adopted Ordinance, which includes any conditions of approval, is sent to the Applicant and added to the County website.

Step 7: Agency Approvals are obtained and Applicant applies for Final Site Plan approval. The application is added to an agenda for the Planning & Zoning Commission, as an Other Business Item that does not require a public hearing.

Note:

- There are two hearings for Conditional Use Applications, with the County Council making the final decision on whether to approve a Conditional Use.
- Conditional Use applications may be approved subject to conditions of approval.
- The Planning & Zoning Commission public hearing is held before the County Council public hearing. The Planning & Zoning Commission makes a recommendation to the County Council.

Dwelling P&Z Process (Change of Zone to Residential Planned Community RPC)

Step 1: For all RPC's the Applicant applies to State of Delaware Planning Office for PLUS Review. The County will not accept a Change of Zone application until this is complete. The Applicant also applies for DelDOT Service Level Evaluation to determine if a Traffic Impact Study is required.



Step 2: Applicant requests a Pre-Application Meeting with P&Z Staff to discuss the RPC design and any information needed. Compliance with the Subdivision Code and Zoning Code is discussed and suggestions for improvements are offered by Staff.



Step 3: Applicant submits a Change of Zone Application and \$500.00 application fee. Technical Advisory Comments are requested from Reviewing Agencies and are added to the file if comments are received.



Step 4: Plans are reviewed by P&Z Staff for compliance with the Subdivision and Zoning Code. A review letter is sent and further discussions with Applicant's engineer are entered into. Applications are checked to ensure all necessary documents and reports are available.



Step 5: Public hearings are scheduled for the Application for both the Planning & Zoning Commission and the County Council. Legal noticing is given in the press, on the site and through mailings. The agenda for the meetings is published at least 7 days prior to each meeting. The Commission may recommend approval subject to conditions, requiring additional plans and documents to be submitted by the Applicant prior to approval of a Final Site Plan.



Step 6: After the public hearing before the Planning & Zoning Commission, a public hearing is then held before the County Council. The County Council makes a decision on the application.



Step 7: Agency Approvals are obtained and Applicant applies for Final Site Plan approval. The application is added to an agenda for the Planning & Zoning Commission, as an Other Business Item that does not require a public hearing.

Note:

- The Residential Planned Community process is very similar to the Conditional Use process.
- The process enables the creation of single-family lots and multi-family dwelling units.
- RPC's require public hearings before both the Planning & Zoning Commission and the County Council.
- Conditions of approval may be added if an application is approved.
- RPC's, like subdivisions, must be recorded with the Recorder of Deeds office.

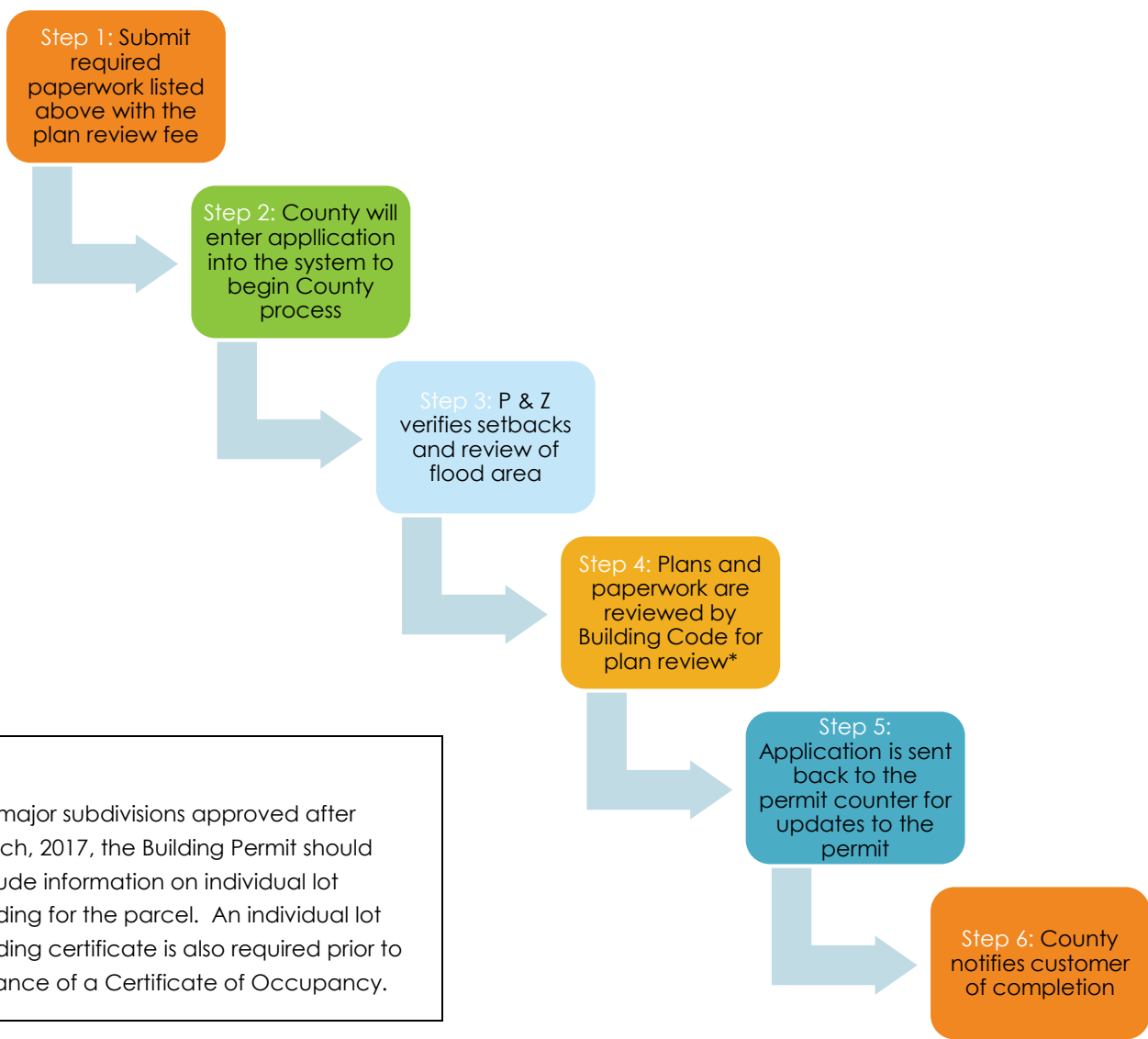
Single-Family Dwelling Permit Process (Minor and Major Subdivisions)

Required Paperwork:

- ☐ (1) Complete set of plans including:
 - Foundation plan
 - Floor plan
 - Cross section
 - Elevations
- ☐ Res-Check designed to the 2018 IEEC
- ☐ Manual J & S forms
- ☐ Single-Family Worksheet

Supplemental Paperwork:

- ☐ Septic Permit
- ☐ County Engineering Approval
- ☐ Elevation Certificate – required prior to step 3
- ☐ Beach Preservation Approval – required prior to step 3
- ☐ Town Permit/Town Letter (if within town limits)
- ☐ Sussex Conservation District Approval
- ☐ Transfer Tax Receipts
- ☐ Survey showing placement of dwelling



Note:

- For major subdivisions approved after March, 2017, the Building Permit should include information on individual lot grading for the parcel. An individual lot grading certificate is also required prior to issuance of a Certificate of Occupancy.

Failure to submit accurate paperwork to the respective Sussex County offices for processing or review, may result in a longer approval process.

* Supplemental paperwork will be required prior to issuance of a permit. All requirements vary based on scope of work and whether property is located in a flood zone, in beach preservation area, in town limits, etc.