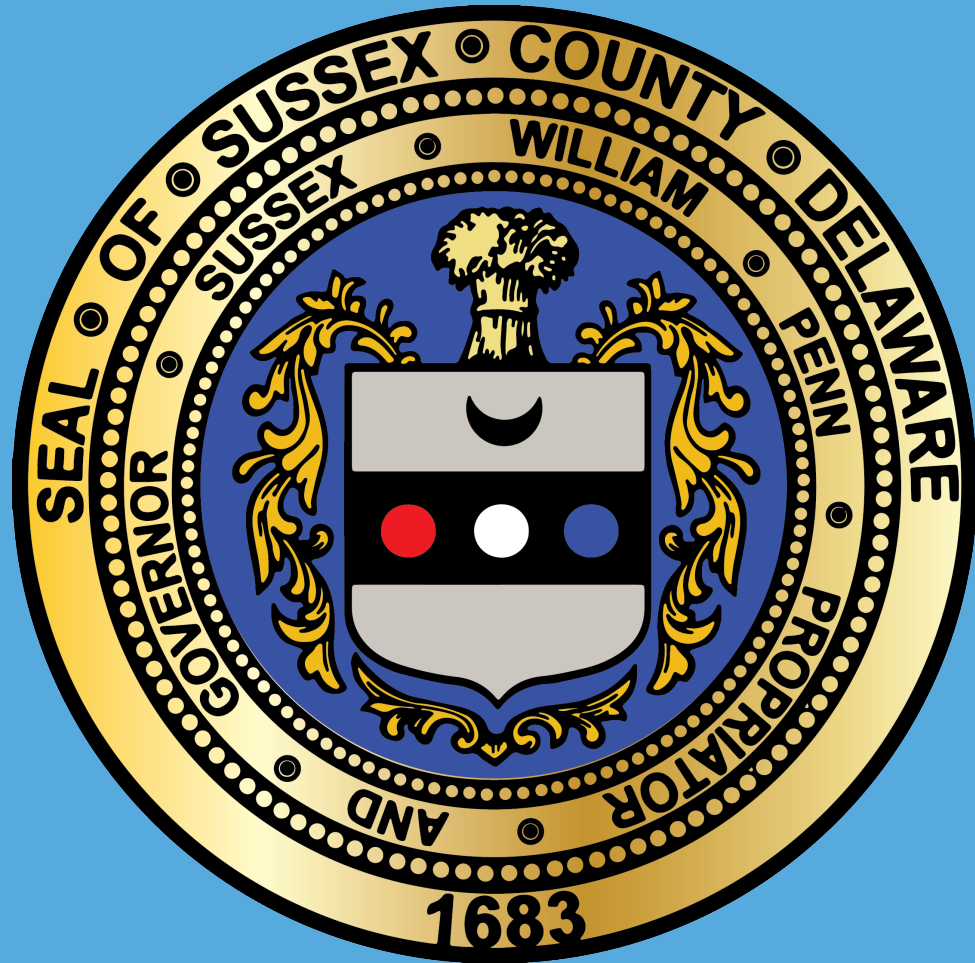


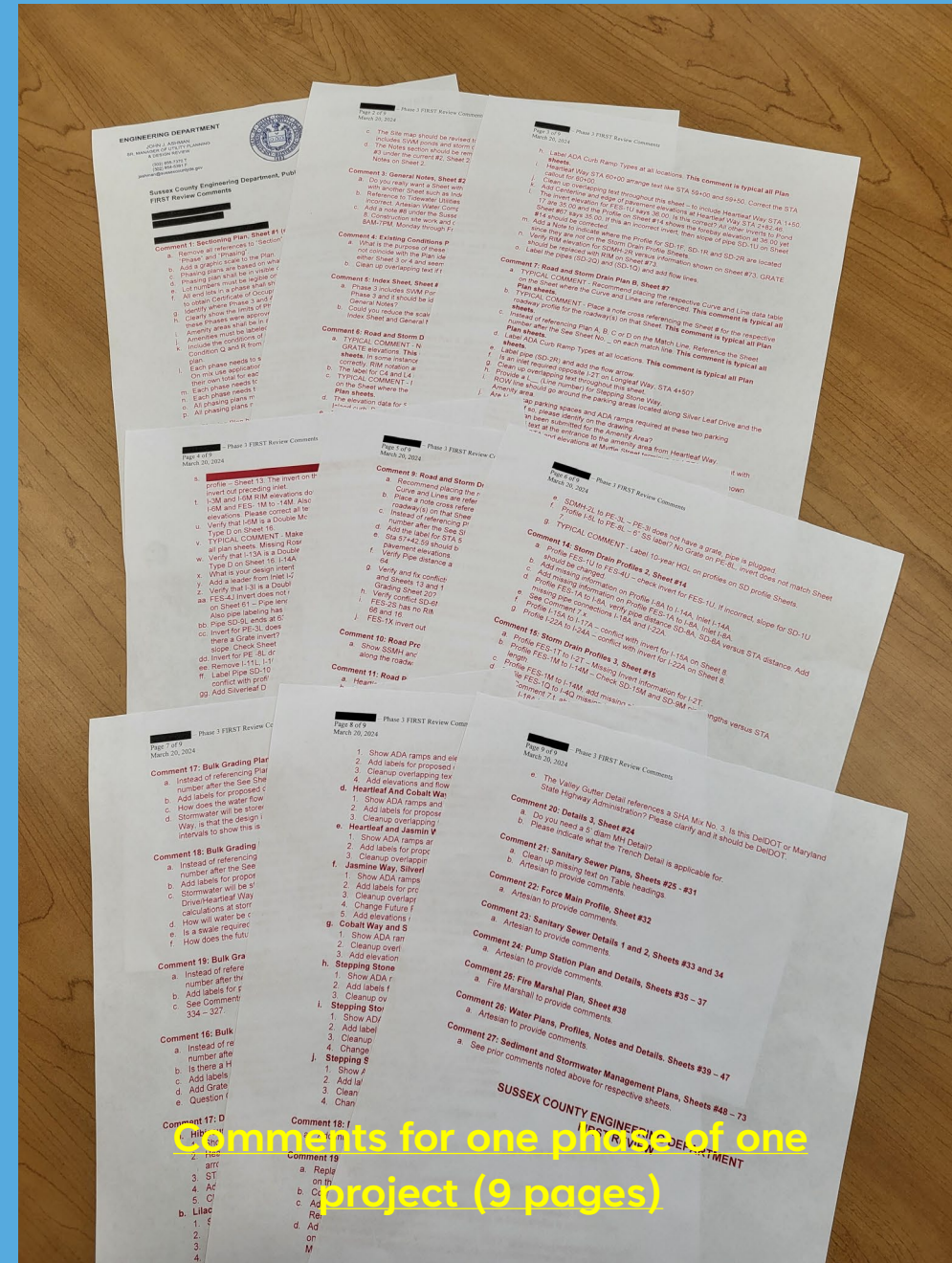
# STREAMLINING THE COUNTY ENGINEERING PLAN APPROVAL PROCESS



PLAN RESUBMITTAL FEE

# PLAN RESUBMITTAL FEE

- Introductions
- Why the New Fee
- Issues Identified
- Implementation
- Implementation/Rollout of the Process
- Revised Plan Submittal Checklist
- Additional Engineering Department News
- Questions / Comments / Open Discussion



Comments for one phase of one project (9 pages)

# WHY THE NEW FEE

The Plan Review workload and the quality of the plan submittals is creating a backlog exceeding the departments goals. This is a partial list of items identified that extend/delay plan reviews.

1. No required Sewer Service Concept Evaluation (applied for or submitted with plans)

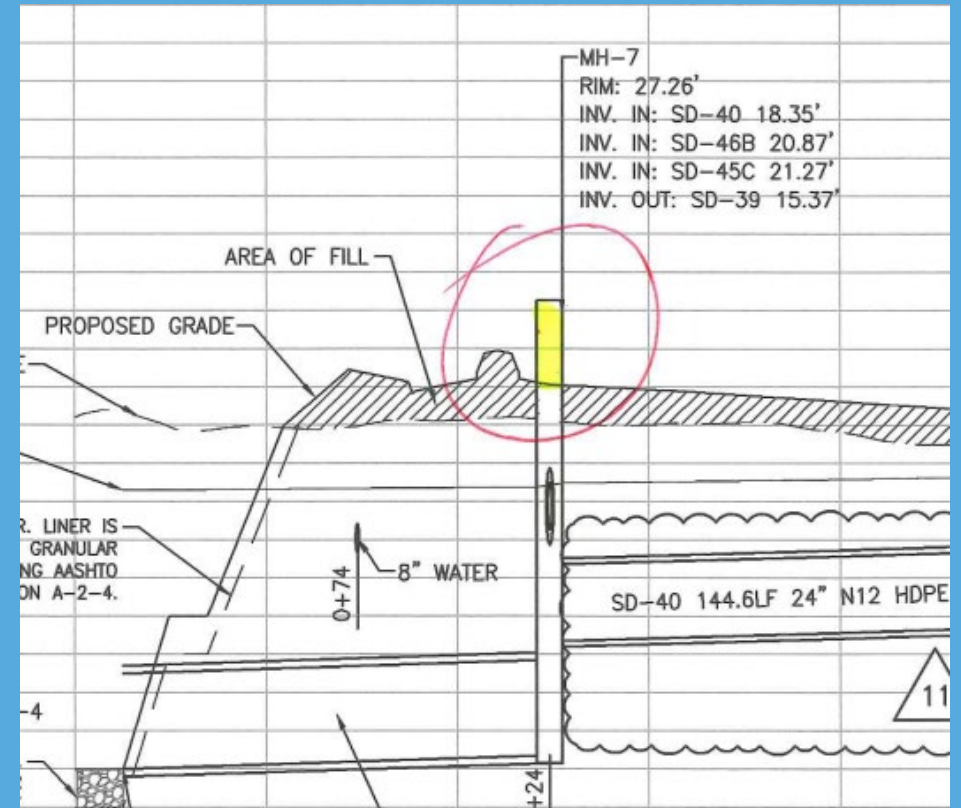
2. Insufficient Plan Submittals

- No P&Z or Town Preliminary Plan approval
- No P&Z conditions of approval submitted
- No Fire Marshal Approval
- No DeIDOT Entrance Plan
- No Stormwater Report
- No Phasing or Bulk grading plan

3. Incomplete or No Plan Submittal Checklist submitted

4. Insufficient Funds submitted with the plans

- Fees not calculated on the latest requirements





# ISSUES IDENTIFIED

## Quality of Submittal:

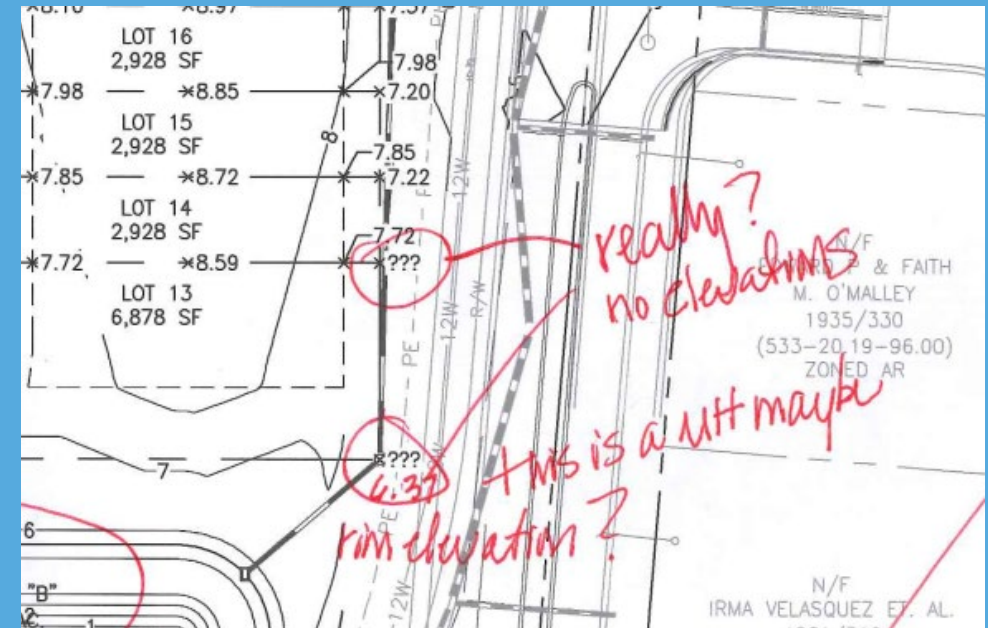
- (9) pages of comments on one project
- Manholes 2 feet above the roadway surface
- Question marks on the grades (no actual number but (?))

## Revisions, revisions, revisions:

- Ordering manholes, etc. prior to approval and then asking for changes to plans
- Not field verifying the connection point
- Not planning for future lots/phases
- Re-designs to incorporate previously undeveloped areas

## Economic Development:

- Slows Economic Development because it slows the approval process



Jordan,  
Attached please find revised plans. [REDACTED] had already ordered the Phase 2 sewer manholes prior to the last revision, so we are requesting inverts to be adjusted to the original approval.

# IMPLEMENTATION

## Engineer will submit the project with the following:

- Plan Submission Form, checklist, Sewer Service Concept Evaluation (SSCE), proper payment based on submittal.
- All engineering design submittals (drawings & associated technical reports), even drafts, to be signed & sealed by a Delaware Professional Engineer.

## Planning Technician will review submittal:

- Verifying that all the above is submitted, connection point is per the SSCE, roads meet the minimum width. If the submittal is insufficient, the engineer will be notified to retrieve the submittal and provide all information prior to submitting along with the resubmittal fee (\$300.00).
- An email will be sent to the Developer/Owner informing them of Engineering firm's failure to submit the minimum requirements.

## Engineer will resubmit & Planning Technician will again review:

- If submittal is complete, they will place in the queue for review.
- If submittal is incomplete, engineer will again be notified to retrieve the submittal and Developer/Owner again notified of failure to meet minimum submittal requirements.

# IMPLEMENTATION (CONT'D)

## ROLL OUT OF THE PROCESS

- Soft roll-out in July.
- Projects currently in the queue will hold their place but will be required to supplement the submittal with all required documents.
- New Projects submitted will be returned to engineer if found to be an insufficient submittal during the soft roll-out, project will hold place in the queue, starting August 1.
- New projects found to lack the submittal requirements will be returned to the engineers and the Developer notified of incomplete submittals, loss of queue spot and the resubmittal fee is now due, starting in September.
- New projects found to have safety issues due to acute negligence will be returned to the engineers, the Developer notified and potential notification to DAPE, starting in September.

# REVISED PLAN

# SUBMITTAL CHECKLIST

[Sussex County Engineering Plan Submission Form \(sussexcountyde.gov\)](https://www.sussexcountyde.gov)

[Standard Details | Sussex County \(sussexcountyde.gov\)](https://www.sussexcountyde.gov)

[SussexCounty\\_DesignStandards.pdf \(sussexcountyde.gov\)](https://www.sussexcountyde.gov)

## CONSTRUCTION PLAN REQUIREMENTS

Construction plan sets shall include, but are not limited to, the following:

A completed copy of this checklist is required with the Plan Submittal

### General

- A total of two (2) complete sets of plans are to be submitted (Stapled and Rolled Only).
- A Phase Identification Plan.
- A plan Cover / Title Sheet with an index of the sheets and data column included on the plans. Data Column to include, but not limited to: TM&P, zoning, proposed use and number of units
- Approval block on cover sheet for Sussex County Engineer (near bottom right corner)
- Conditional use Ordinance with conditions and stipulations, if applicable.
- Change of Zone Ordinance with conditions and stipulations, if applicable.
- A copy of the approved preliminary Site Plan, Master Plan or Record Plat stamped, signed and dated by Planning and Zoning or approval letter, if applicable.

### Chapter 110 Water & Sewer

- An approved Sewer System Concept Evaluation, Field Verification of the connection point required.
- Sanitary Sewer and/or Central Water System Plans, Profiles, Details and Specifications.

### Chapter 99 Subdivision of Land (roads, stormwater etc.)

- Private Road Construction Plans, Profiles, and Details. Include details for all structures related to regulated improvements such as but not limited to; bridges, retaining walls, etc.
- Include within the construction plans, improvements required by the Planning and Zoning Commission or Sussex County Council approvals; i.e. sidewalks, streetlighting and landscaping.
- Bulk Grading and/or Detailed Grading Plan\* (See Code 99-5 Definitions)
- The DelDOT Entrance Plan. (One set @ submission, electronic copy @ final)
- The State Fire Marshall's Office Plan. (One set @ submission, electronic copy @ final)
- The Stormwater Management Plan and the Erosion and Sediment Control Plan with digital copy of the Stormwater Management Report and calculations. Including the JMT minimum cover/minimum angle worksheet for HDPE & RCP.(PDF format only.
- Other Utility Plans including but not limited to; Water, Gas, etc

\*Bulk grading plan is required during the initial submittal, while the detailed grading will be required before bonding.

### Phasing Plan

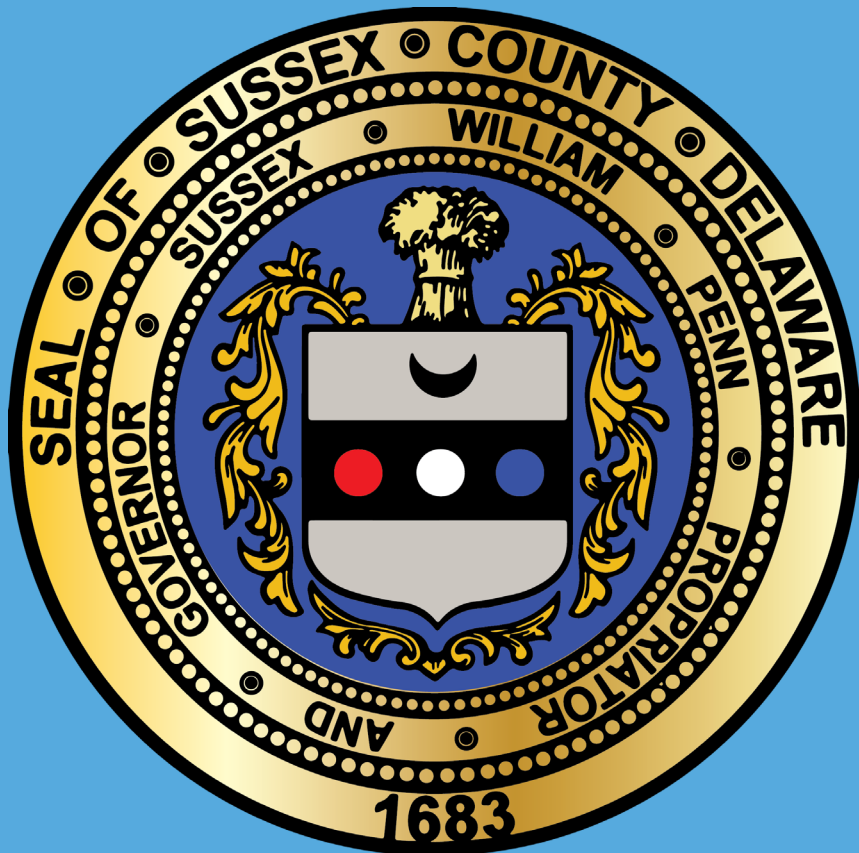
- A Phasing Plan is required with Plan Submittal and will need to be Recorded at a later date.

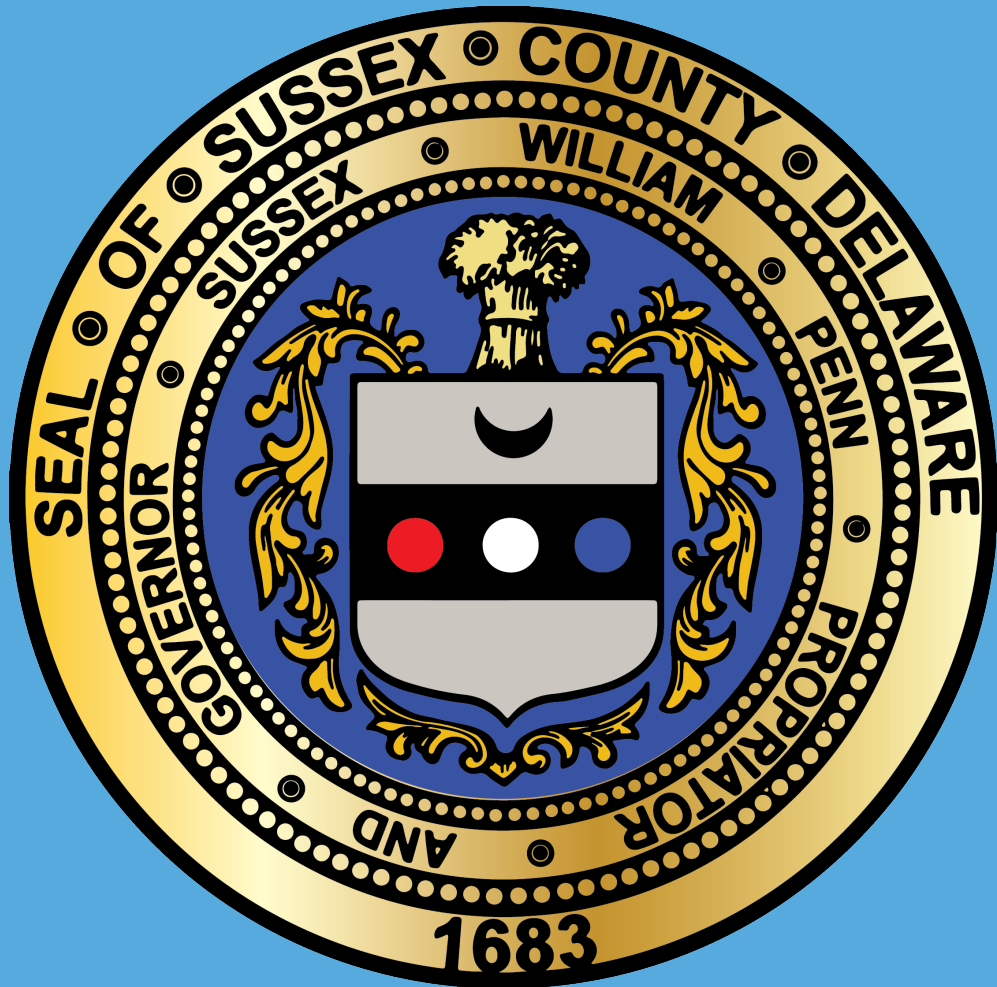
# ADDITIONAL ENGINEERING DEPARTMENT NEWS

- ❖ Management is targeting reductions in County Engineering Department plan review times.
- ❖ The Engineering Department will be rolling out a Construction Drawing Plan format to standardize submittals and expedite the review process.
- ❖ Potential change to Electronic Plan Review.
- ❖ Hydraulic submittals and review may become a more formal part of the process.



# QUESTION / COMMENTS / OPEN DISCUSSION





# THANK YOU

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