SUSSEX COUNTY ENGINEERING
PLAN SUBMISSION FORM

Project Name: _____ Date: _____

Project Description: _____

Location: _____

Number of Buildable Lots/Units: _____

District: _____ Map: _____ Parcel: _____

Review Fee Amount: (Roads) $_____ (Sanitary Sewer and/or Water) $_____

Separate check for Roads and Sewer is required.
Checks are made out to "Sussex County Council."

Planning & Zoning Development Approval:

Subdivision No.:_____

RPC, Change of Zone Ordinance No.: _____ Approval Date: _____

Conditional Use Ordinance No.: _____ Approval Date: _____

Commercial Site Plan: _____ Approval Date: _____

Zoning Designation: _____ i.e.; AR-1, MR, HR

Ownership:

Sewer: Public _____ Private _____

Water: Public _____ Private _____

Roads: Public _____ Private _____

Developer's Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code_____

Phone Number: _____ Email address: _____

Design Firm: _____

Contact Name: _____ Email Address:_____

Address:_____

Contact Phone Number: _____

Please be advised, for all developments with onsite community sanitary sewer treatment and disposal systems, a copy of the DNREC Permit verifying capacity for the number of units proposed will be required.

Other:

_____

PLAN REVIEW FEE SCHEDULE

FEES BASED ON THE FIRST TWO REVIEWS OF PLANS SUBMITTED

FLAT FEE + UNIT FEE

PLAN REJECTION FEE **	$300.00

CHAPTER 99 – SUBDIVISION

1. FLAT FEE	$3,500.00
a. PER UNIT FEE	$55.00 EA
b. MULTI-FAMILY PER UNIT FEE (APARTMENT BUILDINGS ONLY)	$20.00 EA

CHAPTER 110 - SEWER AND WATER

SEWER

1. FLAT FEE	$3,000.00
a. PER UNIT FEE	$30.00 EA
b. MULTI-FAMILY PER UNIT FEE (APARTMENT BUILDINGS ONLY)	$10.00 EA
2. COUNTY PUMPING STATION AND FORCE MAIN REVIEW	$2,500.00 EA

WATER (SUSSEX COUNTY WATER DISTRICTS ONLY)

1. FLAT FEE	$3,000.00
a. PER UNIT FEE	$20.00 EA
b. MULTI-FAMILY PER UNIT FEE (APARTMENT BUILDINGS ONLY)	$10.00 EA

ADDITIONAL REVIEWS AFTER THE FIRST TWO REVIEWS COMPLETED:

THIRD REVIEW	60% ORIGINAL PLAN REVIEW FEE
FOURTH REVIEW	50% ORIGINAL PLAN REVIEW FEE
FIFTH REVIEW	40% ORIGINAL PLAN REVIEW FEE

ON-SITE SEWER REVIEW FEE ONLY

1. ON-SITE FLAT FEE	$1,000.00

CONSTRUCTION PHASE DESIGN MODIFICATION FEE

1. TIER 1 – TECHNICAL BULLETIN	$500.00

PLAN REVISIONS

There will be a fee of $2,000.00 for each revision after County's approval of the plans for Chapter 99 (roads) and/or Chapter 110 (sewer and water).

If plans are redesigned, plans will be charged with original submission review fees.

**** The Plan Rejection Fee will be required when a submittal does not include all items on the Plan Submission form, including the checklist. The fee will need to be provided with the next complete plan submittal.**

Adopted July 1, 2025

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.