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Sussex County

DELAWARE
 sussexcountyde.gov

Date Received Stamp

Taxes Current _____

Violations _____

Paid (Check #) _____

Staff Member Reviewing _____

To be filled out by staff

Minor Subdivision and Survey Plan Review Check List

PLEASE NOTE: The Planning & Zoning Department will review surveys and plans once for accuracy. Repeat submittals due to inaccuracy and/or error will result in a review fee of \$150.00 per submittal following the first submittal.

Is this the first submittal of this plan and/or survey YES _____ NO _____

Tax Parcel: _____

Name: _____

Submitted (to be checked by Applicant)	Requirement
	Minimum Information in All Cases:
	1. Identify Scale (1" = 100' or larger)
	2. Date of Preparation. Must be completed within six months
	3. Owners of record. Signature panels are required where land is to be conveyed or if there are lot lines to be adjusted.
	4. Name and contact information of surveyor or engineer. Seal of Engineer/Surveyor.
	<u>Provide Coordinate for Point of Beginning with latitude and longitude expressed in decimal degrees. Coordinates shall be referenced to the NAD83 (feet) Delaware State Plane Coordinate System.</u>
	1. Clearly state whether the Plan is a Boundary Survey, Subdivision Plan, Lot Line Adjustment Plan, Lot Consolidation Plan, or a combination thereof. A purpose note/supersedes note explaining the purposes of the plan is recommended.

	2. Sussex County Property Identification Number, specify 'all' or 'part of'
	3. Zoning District(s)
	4. Total Number of Lots Existing and Proposed and any residual lands.
	5. Setbacks and Building Restriction Lines
	6. Total acreage prior to subdivision
	7. Total acreage within each lot in both Ac. And S.F.
	8. Total acreage within other boundaries. Partial property surveys are discouraged. (In cases where a partial survey is being accepted. Please seek approval for this beforehand and clearly show an inset map that illustrates the relationship between the parent tract to other tracts along with their acreage)
	9. Existing and Proposed Parcel Frontage in Linear Feet
	10. Number of permanent monuments found and placed (located and described on plan), at least one monument from the point of beginning is required
	11. Type of utilities (i.e. water and wastewater)
	12. FEMA Map Panel Number, effective date and impact to the property. Delineation of 100-Year Flood Plain as delineated on the Federal Flood Plain Boundary Map.
	13. All Easements Existing and Proposed, with encroachments clearly shown.
	14. Existing and Present use in Site Data Column
	15. Streets (existing right-of-way width, road name, road number, and classification). Proposed subdivision private street name approved by Sussex County GIS/911 Addressing
	16. Layout and dimensions of all easements. Shared Use Maintenance Agreement for Subdivisions off of an Easement.
	17. Buildings and structures, noting type (on entire site) with encroachments identified.
	18. Wetlands delineation, if wetland located on parcel, including name of wetlands consultant, date of field analysis, report and required buffer plan
	19. Water courses, lakes, pond, and all ditches and features to facilitate crossing where known. Other significant natural or man-made features (wetlands, woodlands, and all Tax Ditches and Tax Ditch Right of Ways)
	20. Current owners' names, present zoning classification, and deed references for adjacent properties, with Tax Parcel ID shown for each.
	21. Consecutive numbering of all new lots proposed starting with Lot #1

	22. Lot dimensions (bearings, distances, and arc data)
	23. Accurate Location Map with north arrow – outline original parcel & darken lots being subdivided
	24. Locate entrances for created lots. Shared entrances must be clearly identified.
	25. Special site-specific planning designations such as whether a parcel is located in a Transportation Improvement District (TID) or a Combined Highway Corridor Overlay Zone CHCOZ.
	26. Provide an area measuring 2” x 3” on the plan for the Sussex County approval stamp.
	27. CAD file for all submittals to be emails to landsrecordsGIO@sussexcountype.gov following recordation. Please note that failure to comply with this requirement will delay processing of any map changes and/or records in the County’s database.
	Required Letters of No Objection including, but not limited to (if applicable):
	1. Sussex County Engineering Department
	2. Delaware Department of Transportation (All subdivisions and lot line adjustments)
	3. Department of Agriculture (If in Ag Preservation)
	4. Office of the State Fire Marshal

Important Information:

1. Please note that, in the case of all Subdivision Plans, A Final Record Plat must be recorded in the Office of the Recorder of Deeds within sixty (60) days of the Planning & Zoning Departments approval stamp. Failure to do so may render Subdivision Plans invalid. Applicants must then re-apply.
2. Planning approval of a proposed lot line adjustment or lot consolidation does not automatically create the new boundary lines when lots have different owners. Per Delaware State Law, a deed conveying the portion of one property to another must be recorded in order for the adjustments to be codified and finalized.
3. There may be cases where plans are found to be compliant with the requirements of this checklist but are subsequently found to contain conflicting and or anomalous information. In cases where errors and or inconsistencies are found, the County may require further corrections to be applied to the Plan, and the Plan re-recorded at the Applicant’s expense.

P&Z Stamp of Approval

