



PLANNING & DEVELOPMENT
CITY OF NEWARK

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November 1, 2019

Mr. Christopher Duke
Becker Morgan Group, Inc.
250 South Main Street
Newark, DE 19711

Dear Mr. Duke:

The City of Newark's Subdivision Advisory Committee has reviewed the sketch plan you submitted on behalf of your client for the proposed development of Milford Run at 734 Paper Mill Road and 5/11 Possum Hollow Road. (PR#19-08-02)

We have the following comments:

Electric Department

1. Electric service is available from Possum Park road.
2. An open utility easement must be granted and listed on the print.
3. The developer must pay all costs for material and labor for the electric service to the development including transformer, underground cables, other equipment, and meters. Costs to be determined once the final design is completed.
4. The developer is responsible for trenching, backfilling, installation of 2-4" conduits for all underground high voltage cables to City standards.
5. The developer is responsible for trenching, backfilling, installation of all low voltage conduits to City standards.
6. The Developer installs all underground low voltage cables to City stands.
7. The developer must also pay for any pole rearrangements, electric service relocations, and supply and install all conduits and primary and secondary cable.
8. A 5' utility easement is required behind the right of way along all roads.

9. A suitable location approved by the Electric Department will be required for pad-mounted transformers and above ground pedestals. Adequate space for padmount transformers and above ground pedestals must be supplied and shown on the developers drawing to ensure no conflict with water and sewer lines. Electric utility equipment must be located behind the sidewalk. Concrete sidewalk to front doors must be shown on prints.
10. Electric meters must be individually located on each unit.
11. The developer must pay up to \$4,000 to repair a smart meter radio system if buildings cause interference.
12. The developer must provide a load calculation for each unit.
13. The streetlights will be supplied only if the street will be City-owned.

Parks and Recreation Department

1. Project does not appear to provide land dedicated for parks and playgrounds, recreation areas, or open space as required by Sec. 27, Appendix VI (a). A \$750/unit fee-in-lieu of open space could be appropriate in this situation but will need to be approved by City Council. At a density of about 2.4 units/acre Code requires 7% parkland/open space.
2. Subdivision plan will need to include a landscape plan and an evaluation of value trees as required in Sec. 32, Article XXV.

Police Department

1. Plan should include proposed road name and addresses as approved/provided by City of Newark Police.

Planning and Development Department

Code Enforcement Division

1. The following comments are based on 2012 ICC Codes. All contractors shall be licensed in the City. The proposed buildings must meet all applicable Building and Fire Code requirements. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings required for review prior to permits. Building Height and Area will be determined by type of construction;
2. All buildings, uses, and parking to comply with the 2009 ANSI 117.1; Accessibility Standards;

3. Compliance with LEED requirements as adopted by the City will be required;
4. Fire Marshal plan required for review. Comments based on 2012 International Fire Code, 2015 Delaware State Fire Prevention Regulations and the 2015 NFPA Life Safety Code. Complete fire protection plans must be submitted for review. Fire Lanes and Fire Department turn around shall be labeled on the plan. It appears that that the turning radius at the end of the street will not meet the standards to the most stringent piece of equipment within Aetna Hose Hook and Ladder fleet. Fire sprinklers required for all buildings. A fire hydrant shall be added to the main entrance of the complex along with the hydrant that is shown halfway down the street;

Fire Marshal

1. Fire Hydrant Locations to be confirmed...should be one at the start of the development.
2. Fire Dept Turning radius for cul-de-sac.
3. Fire Lane to continue on if applicable per DSFPR.
4. Homes to be sprinklered with NFPA 13D systems if under 3 stories.
5. Fire Sprinkler services to be shown.

Land Use Division

1. The sketch plan presented appears to meet requirements of Sec. 32-10. – RD districts (one-family semidetached residential).

Public Works and Water Resources Department

GENERAL SITE:

1. Add the project number "19-08-02" to all plan sheets.
2. The limit of disturbance (LOD) must be delineated on the plan and the area added to the Cover/Index Sheet.
3. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site. Show ADA curb ramps on the Proposed Conditions Plan.
4. Ensure all pipes and utilities are labeled with the size, type and purpose.

5. The project is located in the White Clay Creek Watershed. Add the watershed to the Site Data column.
6. Specify on the plan if the proposed street is intended to be a private or City street.
7. Specify the purpose of the 20' utility easement adjacent to SWM Area #2. What utilities are intended to be within this easement.
8. List within the Site Data the intended source of water, sanitary sewer and electric utilities.
9. Expand the Plan Purpose notes on the Lot Consolidation and Annexation Plan to describe the proposed 12 lot residential subdivision. Conversely, a Plan Purpose should be added to the Concept Sketch Plan.
10. A Letter of No Objection (LONO) will be required from DeIDOT. PWWR recommends the applicant begin the process of obtaining a LONO as soon as possible and furnish a copy to our Department. The LONO from DeIDOT shall be submitted prior to Construction Improvement Plan approval.
11. The following standard notes should be included on Major Subdivision Plan:
 - a. "All construction shall be in accordance with the latest City of Newark standards and specifications, building code, and fire code."
 - b. "As-Built Plans and Checklist shall be submitted to the City of Newark prior to issuance of Certificate of Occupancy." *There is a review process for As-built submissions, so it is recommended that the submission be done in advance of expected occupancy to avoid delays.*
 - c. "An "Approval to Construct" will be required from the Department of Public Health Office of Drinking Water. A copy of the approved permit shall be furnished to the City prior to CIP approval."
 - d. "An "Approval to Operate" from the Department of Public Health shall be provided to the City prior to the use of any domestic water or issuance of any certificate of occupancy."
 - e. "A DNREC "Construction of Wastewater Collection and Conveyance Systems" permit will be required and shall be furnished to the City prior to CIP approval." *Required for all projects generating more than 2,000 gallons per day average sewer flow.*
 - f. "A signed and sealed copy of the DNREC approved sanitary sewer as-built plans shall be furnished to the City within 30 days of DNREC approval."
 - g. "The Developer shall pay the Sewage Treatment Plant (STP) fee prior to the issuance of any building permit." *A credit will be given for any existing building that is to be removed.*
 - h. "Individual water meters will be provided for each dwelling and/or commercial unit. The developer will be responsible for the cost of the meters and the meter pits. The

City will determine the size of the meters in coordination with the developer. Meter pits shall be Mueller Thermal-Coil meter pits in accordance with the latest City of Newark Water and Wastewater Standards and Specifications.”

- i. “The Developer shall pay all water meter fees prior to the issuance of any building permit.”
- j. “The owner will be responsible for the installation of additional transmission equipment as necessary should the proposed building negatively affect the performance of the City’s wireless meter reading system.”
- k. “All water valves shall be Mueller unless otherwise approved by the City of Newark Public Works and Water Resources Department.”
- l. “All unused water and sewer services shall be terminated at the utility main or at a location determined by the Public Works and Water Resources Department.”
- m. “Any damage to the City storm sewer, water, or sanitary sewer infrastructure shall be repaired or replaced to the satisfaction of the Public Works and Water Resources Department.”
- n. “All on-site storm sewer is private. On-site manholes shall not have “NEWARK” anywhere on the lid.”
- o. “The required fire protection flow rate(s) is/are _____.” *The required flow rate(s) for each buildings sprinkler system shall be determined by the engineer/sprinkler designer and provided with Subdivision Plan submission.*

WATER & SEWER:

1. The following notes should be added to the Major Subdivision Plan:
 - a. “The developer shall paint all existing and proposed fire hydrants associated with this project to reflect the flow capacity and apply 2-inch reflective tape in accordance with the State Fire Code.”
2. A hydrant flow tests will be required to verify the flow rate and system pressure are consistent with the basis of design. Please submit a fire flow test request to PWWR.
3. All water improvements shall be in accordance with City of Newark standards.
4. The sanitary sewer connection shown on the Sketch Plan is to the New Castle County Sanitary Sewer.
 - a. The closest City sanitary sewer manholes to the project site are MH00040 on Fir Court and MH00039 at the intersection of Fir Court and Middle Road within Middle Run Meadow subdivision.
5. Provide a proposed summary of waste water flows within the Site Data on the Concept Sketch Plan and subsequent Major Subdivision Plan.

STORMWATER:

1. This project will require a detailed Sediment and Stormwater Management Plan to comply with City Code and the 2019 Delaware Sediment and Stormwater Regulations (DSSR).
2. PWWR recommends the applicant submit a completed Stormwater Assessment Study (SAS) in accordance with DNREC Sediment and Stormwater Program guidance (SAS Checklist) prior to Subdivision Plan submittal. Once the SAS is received a Project Application Meeting will be held between PWWR, project owner and the owner's engineer to discuss the stormwater management approach for the site.
3. Projects that require a detailed Sediment and Stormwater Management Plan or exceed 1 acre in disturbance also require NPDES permit coverage through submittal of a Notice of Intent (NOI). Proof of the NOI submission to DNREC will be required during the CIP phase.
4. A wetlands report is required to be submitted for major subdivisions involving new and/or additional construction in accordance with Chapter 27, Section VIII of the City Code of Ordinances. If there are no wetlands, a letter certifying no wetland are present will need to be submitted by a wetland scientist or the professional engineer of record.
5. With the first Major Subdivision Plan submission include a Preliminary Sediment and Stormwater Management submission in accordance with the Preliminary Sediment and Stormwater Plan Review Checklist.
6. The Major Subdivision Plan submittal must include stormwater conveyance piping on the plans.
7. Per the 2019 DSSR stormwater management facility maintenance and access paths must be a minimum 20' wide. Revise plan accordingly.
8. A geotechnical report in accordance with the 2019 DSSR will be required with submittal of the Preliminary Sediment and Stormwater Plans. It is recommended infiltration testing is performed prior to the Project Application Meeting so that a more meaningful conversation can be had regarding potential stormwater management facilities to be used within the subdivision.
9. This project is located within the White Clay Creek Watershed and as such must also comply with State Code Title 7 Sect 4003A. This requires management of any increase in stormwater runoff volume from predeveloped land use conditions.

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This Sketch Plan review is solely based upon the information and details provided in the submitted documents. Additional comments may be generated during any future submission or CIP phases.

I hope you find this information helpful. Should you have questions or need more information, please do not hesitate to contact me at 366-7000, extension 2040.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Gray".

Mary Ellen Gray, AICP
Planning and Development Director

MEG/tf