

Please Return To  
**Planning & Development  
Department**  
220 South Main Street  
Newark, DE 19711  
(302) 366-7000  
[planning-dept@newark.de.us](mailto:planning-dept@newark.de.us)



**APPLICATION  
FOR  
SUBDIVISION/DEVELOPMENT  
APPROVAL**  
City of Newark

\_\_\_\_\_ **Date**

\_\_\_\_\_ **LOCATION OF PROPERTY**

**1. APPLICANT**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( ) - \_\_\_\_\_

Telephone

\_\_\_\_\_  
Email

**2. LEGAL OWNER OF PROPERTY**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( ) - \_\_\_\_\_

Telephone

\_\_\_\_\_  
Email

**3. ENGINEER/ARCHITECT/SURVEYOR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( ) - \_\_\_\_\_

Telephone

\_\_\_\_\_  
Email

**4. ZONING**

Present Zoning: \_\_\_\_\_

Is Rezoning being requested at this time:      YES      NO

**5. PROPERTY DESCRIPTION**

Approximate Area of Property: \_\_\_\_\_

Existing Use:

\_\_\_\_\_

Proposed Use and Proposed Zoning (Please cite a specific use from the use and area regulations of the district the property is located in):

\_\_\_\_\_

**6. LEGAL REPRESENTATIVE (Member of Delaware Bar)**

\_\_\_\_\_

Name

\_\_\_\_\_

Address Line 1

( ) - \_\_\_\_\_

Telephone

Email

\_\_\_\_\_

Address Line 2

\_\_\_\_\_

City

State

Zip Code

**PREVIOUS SUBDIVISION EXPERIENCE**

Where	When	Names, Titles, Addresses of Local Officials

## **7. SUBMISSION DOCUMENTS AND PROCEDURES**

All applicants interested in a subdivision should consult the Planning and Development Department for information regarding subdivision regulations and procedures. This application should be completed and returned with all submission documents to the Planning and Development Department in the Municipal Building at 220 South Main Street, Newark, Delaware.

See the Developer's Guide and [Red Tape Tips](#), for detailed procedures. Copies of the Municipal Zoning Code and Zoning Maps can be found on the City of Newark website at <https://newarkde.gov>.

Required submission documents are described in detail in Subdivision and Development Regulations, Section 27-19, Administrative Subdivision, Section 27-20 Minor Subdivision, and Section 27-21 Major Subdivision. If rezoning or annexation and subdivision are applied for simultaneously, only the subdivision-required sets of plans need to be submitted.

The Planning and Development Department will only process an application when all required documents are received. After the departmental review, the application will be placed on the Planning Commission agenda for public hearing and subsequently forwarded to City Council for final action.

FILING FEES

	Fee	Units/ acres	Total
<b>Administrative Subdivision</b>			
<i>Application Fee</i>	\$480	-	_____
<i>Recordation Fee.</i> City cost as charged by New Castle County Recorder of Deeds plus a 10% administrative fee.	*	-	-
<b>Minor Subdivision</b>			
<i>Application Fee</i>	\$4,850	-	_____
<i>Review Fee</i>			
For residential, per dwelling unit	\$60	_____	_____
For all commercial and industrial development			
...per acre or fraction thereof for the first 100 acres	\$60	_____	_____
...per acre for the remainder of the tract	\$30	_____	_____
<i>Recordation Fee.</i> City cost as charged by New Castle County Recorder of Deeds plus a 10% administrative fee.	*	-	-
<b>Major Subdivision</b>			
<i>Application Fee</i>	\$8,360	-	_____
<i>Review Fee</i>			
For residential, per dwelling unit	\$60	_____	_____
For all commercial and industrial development			
...per acre or fraction thereof for the first 100 acres	\$60	_____	_____
...per acre for the remainder of the tract	\$30	_____	_____
<i>Recordation Fee.</i> City cost as charged by New Castle County Recorder of Deeds plus a 10% administrative fee.	*	-	-
<b>Sketch Plan</b>			
Minor/resubdivision exploratory sketch plan	\$850	-	_____
Major exploratory sketch plan without rezoning	\$1,150	-	_____
Exploratory sketch plan with rezoning, rezoning with site plan, or no plan required	\$3,500	-	_____
<b>Comprehensive Development Plan Amendment</b>	\$300	-	_____
<b>Site Plan Approval</b>			
<i>Application Fee</i>	\$850	-	_____
<i>Review Fee</i>			
...per 1,000 square feet for office and commercial	\$12	_____	_____
...per dwelling unit for residential	\$12	_____	_____

**INCLUDE CHECK PAYABLE TO THE "CITY OF NEWARK" IN THE AMOUNT OF:**

\*City cost as charged by New Castle County Recorder of Deeds plus a 10% administrative fee. To be paid upon approval.

**8. SIGNATURES**

The undersigned hereby declares that the information contained in this application is true and correct to the best of his/her knowledge and belief

\_\_\_\_\_

\_\_\_\_\_

Individual Applicant

Date

**CORPORATE APPLICANT**

Name of Corporation \_\_\_\_\_

Signature of President \_\_\_\_\_

Attested by Admin/Secretary \_\_\_\_\_

\*Affix Corporate Seal\*

**9. OWNER IF OTHER THAN APPLICANT**

I hereby certify that I am the owner of this land on which the proposed subdivision is situated and that the foregoing applicant, in filing a subdivision application for approval by the City of Newark, is acting with my knowledge and consent.

Signature of Owner \_\_\_\_\_

Attested before a Notary Public \_\_\_\_\_

Date \_\_\_\_\_

**CORPORATE INFORMATION (If applicant/owner is a Corporation)**

State of Incorporation \_\_\_\_\_

Date \_\_\_\_\_

**Corporate Officers**

President \_\_\_\_\_

Name

Address

Vice President \_\_\_\_\_

Name

Address

Admin/Secretary \_\_\_\_\_

Name

Address

Treasurer \_\_\_\_\_

Name

Address

Other \_\_\_\_\_

Name

Address

**FOR INTERNAL USE ONLY**

Fees Paid: \$ \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PLANNING & DEVELOPMENT CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

### Development Intake Checklist

**Application Submission Checklist** is a list of items that must be included for an application to be accepted. This will be verified by a member of the Planning and Development Land Use Division staff upon submission of the application. If all items are not submitted, the complete submission will be returned to the applicant with information as to what items are missing.

- Completed and signed application
- Names, mailing addresses, email addresses, telephone, and fax numbers of the owner/developer and the consulting engineer.
- Planning and Development Fees
- Response letter with response to comments from any previous submission
- List of changes to plan since last submission
- Fire Marshal Plan
- Landscape Plan
- Digital copies of the plan and hard copies.
- Digital and hard copies of Renderings and Elevations
- Stormwater Assessment Study (SAS) Checklist and associated report
- Fire hydrant flow test application.
- Preliminary Sediment and Stormwater Application/checklist and plans as part of second submission (where applicable). This is determined during the SAS.
- All PWWR review fees for Major Subdivision Plan review will be provided during the departments initial review and will need to be included in the second submission.

**Application Review Checklist** is a list of items that are looked at during review. This list will be reviewed within seven days of submission by all departments to determine whether the submission is administratively complete. If the application is not administratively complete, it will be returned to the applicant with information as to what items are missing.

- Plan Requirements
  - Detailed Plan Purpose
  - City of Newark Project Number (determined at first submission and to be included in subsequent submissions)
  - Name and address of the subdivision or project including County and State
  - Plans should be signed and sealed by the owner/developer and engineer of record
  - Title including Annexation, Rezoning, “Type” of Subdivision, Special Use Permit, Comprehensive Development Plan Amendment, and Parking Waiver as appropriate
  - Sheet Index on Cover Sheet. Include all sheets in set.

- Plan and/or profile scale (1" = 30' or larger scale)
- North Arrow.
- Legend for all symbols used.
- Plan generation date (including revision dates)
- Accurate tax parcel number
- Number of apartments/bedrooms per apartment
- Any related Board of Adjustment/Variance rulings listed
- Proposed building height (stories and feet) in relation to both the zoning code and fire code requirements
- Delineate and label metes and bounds for all property lines, street locations, easements, and landscape buffers of the subject parcel(s).
- Project Benchmark. Indicate location, description, and elevation.
- Monumentation. Existing and proposed. Location of all monuments with reference to permanent structures.
- Detailed site plans should include the building location(s), square footage (existing and proposed), Gross Floor Area (usable space) of existing and proposed buildings, future additions, decks, pools, garages, etc., and drainage/storm water management areas.
- Locate and show driveways, sidewalks, building entrances, windows, balconies, and ventilation systems.
- Parking Rationale. List required and proposed parking requirements. Include ADA parking and bicycle parking and with both minimum requirements and actual provided spaces.
- Location of all ADA parking stalls and curb ramps and an ADA accessible route to the building(s) from both the right-of-way and from accessible parking stalls.
- FEMA regulated flood plain
- Wetland and flood plain buffer lines
- All existing and proposed utility owner information.
- Survey and show all existing utility poles, aerial wire, underground cables, and equipment.
- Location, material type and size of existing and proposed water lines.
- Location, material type and size of existing and proposed sanitary sewer.
- Show all additional existing or proposed miscellaneous on-site utilities/obstructions such as steam, condensate, chilled water, gas lines and drains.
- Label all proposed structures and their intended uses including existing wells, septic tanks, and cisterns.
- Location and size of dumpster pads and enclosures. Include detail of enclosure.
- Provide a blanket utility easement listed on the plan.
- Show desired electric meter location on the plan. Location will require approval.
- Show desired gas meter location on the plan.
- Show desired padmount transformer location on the plan. Location will require approval.



- Indicate grade lines, both existing and proposed.
- Dimension all building corners from property lines.
- Provide dimension if the building is near the existing utility pole line. The dimension must be from the center of the pole to the building walls.
- Wastewater flow generation summary showing existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards and peaking factor.
- Delineate the limits of any protected resource(s) on the plan. Include documentation of the source used to determine and/or delineate any protected resource(s) and the method by which the delineation is depicted on the plan.
- Type, size, length and invert elevations at inlets and outlets of all pipes and culverts
- Anticipated peak water demand for the project.
- Elevations/Renderings
  - Description of materials of construction
  - All sides visible from street views
  - Inclusion of surrounding structures to provide for context and scale relative to surrounding buildings
- Landscape Plan
  - Meeting the requirements of Chapter 32, Article XXV – Landscape Screening and Treatment.
  - Complete Landscape Plan accompanied by planting detail, including the size of the plant material.
  - Mapping of all existing tree species and diameter at breast height (DBH) of all trees 12-inch DBH or greater. All non-invasive trees with a DBH 12 inches or greater shall be designated as value trees.
  - Open Space/Recreation Area requirements as per Chapter 27, Subdivisions, Appendix VI. Parks, Playground, Recreation area requirements.
- Fire Marshal Plan
  - Fire lanes
  - Building entrances
  - Fire hydrants existing and proposed
  - Water distribution system
  - Construction type
  - Intended use
  - Building height in relation to the fire code requirements
- Other submissions
  - Site Plan Approval
    - Site Plan Approval Data table on Site Plan
    - Distinctiveness and excellent design description
  - Parking Waiver
    - Request letter