

## Steps for completing and submitting a fillable form.

1. To complete the form online
  - a. Open the form you wish to submit
  - b. Complete the required fields (**highlighted in red**)
  - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
  - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
  - e. Once reviewed, you will be advised the application is being reviewed and once completed, the next steps required.
    - i. Payment of all fees is required before the approval process can begin.
  
2. To complete the form manually
  - a. Download the form you wish to submit
  - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
  - c. Sign the form.
  - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
  - e. Once reviewed, you will be advised the application is being reviewed and once completed, the next steps required.
    - i. Payment of all fees is required before the approval process can begin.
  
3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.



**City of Harrington**  
106 Dorman Street  
Harrington, DE 19952  
(302) 398-3530 Fax: (302) 398-4477

File No. \_\_\_\_\_

Account No. \_\_\_\_\_

### Category A Site Plan Application

**Office Use Only:**

Application Received Date:

Planning Commission Date:

Application Received By:

Method of Payment:

Fee Paid:

Base Fee:

Escrow:

**Concept:**

**Preliminary:**

**Final:**

Project Name:

Project Address:

Kent County Tax Map/Parcel:

Property Size:

Zoning:

Square Footage and use of all existing and proposed structures:

Square Footage:

Use:

Existing / Proposed

Square Footage:

Use:

Existing / Proposed

Square Footage:

Use:

Existing / Proposed

Square Footage:

Use:

Existing / Proposed

Cumulative Total of New Square Footage:

No. of Employees:

No. of Shifts:

Hours of Operation:

Summary of Proposed Project:

**Project Agent**

Designated Agent/ Contact Name:

Telephone No. of Agent: (W) (C)

Address:

Email:

**Current Property Owner Information**

Property Owner Name:

Address of Property Owner:

Telephone No. of Owner: (W) (C)

**Registered Engineer/Surveyor Information**

Company Name:

Contact Person:

Telephone No. : (W) (C)

Email:

---

All applications must complete and submit the following for Category A Site Plans:

- \_\_\_\_\_ 1. Application Fee as determined by the fee schedule adopted by the City Council.
- \_\_\_\_\_ 2. Five (5) paper copies of signed and sealed site plans or equivalent approved by the City Manager, and one electronic copy in PDF format if practicable.
- \_\_\_\_\_ 3. Five (5) paper copies of building elevations, and one electronic copy in PDF format if practicable, if new construction is proposed.
- \_\_\_\_\_ 4. Five (5) paper copies of existing and proposed floor plans, and one electronic copy in PDF format if practicable.
- \_\_\_\_\_ 5. Completed checklist addressing all requirements for Category A Site Plan submittal.
- \_\_\_\_\_ 6. Complete the adjoining property owner(s) form on Page 4.



**City of Harrington**  
106 Dorman Street  
Harrington, DE 19952  
(302) 398-3530 Fax: (302) 398-4477

File No. \_\_\_\_\_

Account No. \_\_\_\_\_

## **Independent Procedures Disclosure and Acknowledgement Form**

Applicant acknowledges and understands:

- 1.) I understand that the designated primary contact on this project will receive all meeting information, correspondence and will be billed for the professional services rendered from the City Engineer, and or City Solicitor as required for my application.
- 2.) I the undersigned, hereby certify that, I have supplied all of the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct.
- 3.) I also certify that this project was designed in accordance with the plan requirements, the Comprehensive Plan, Zoning Code, and Construction Design Standards of the City.
- 4.) I further certify that I or an agent on my behalf will attend all public hearings/meetings necessary for this application, and that I will answer any questions to the best of my ability to respond to the present and future needs, the health, safety, morals, convenience, order, prosperity, and general welfare of the inhabitants of Harrington.
- 5.) I understand that any incomplete applications will not move forward in the review process; however, I will be notified in writing after a thorough review has been completed by the City Staff and consultants.
- 6.) It is understood that the City of Harrington staff processes all applications in the order in which they were received. Each application will follow the process after eligibility and appropriate reviews have been completed.
- 7.) I understand that this application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the City of Harrington reviews, administers, or applies in connection with this review.
- 8.) Other agencies, including but not limited to the Kent County Soil Conservation District, the Delaware Department of Transportation, the Delaware Division of Natural Resources and Environmental Control, the Delaware Office of State Planning Coordination, and others may also have review authority over the project or development proposed in this application.

Applicant Signature

Date

Property Owner Signature

Date

Agent Signature

Date





**City of Harrington**  
 106 Dorman Street  
 Harrington, DE 19952  
 (302) 398-3530 Fax: (302) 398-4477

File No. \_\_\_\_\_

Account No. \_\_\_\_\_

### Concept - Category A Site Plan Review Checklist

Applicant's Name:

Physical Address:

Tax Map/Parcel No:

Harrington City Code §440-289 Category A Site Plan Procedures

A. Concept Stage. The purpose of the concept stage is to provide the Planning Commission with the opportunity to informally review a development proposal prior to the substantial commitment of time and expense of the applicant in preparing a site plan.

§440-290 Contents of Concept Plan Submittals	In Compliance	Not in Compliance
A. Project Concept Plan – Scaled drawing showing proposed development, project layout, proposed and existing land uses, open spaces, circulation routes and points of access, and main design features.		
1.) 24" x 36" Plan		
2.) Scale not less than 1" = 100'		
3.) Vicinity Map at scale no less than 1" = 1,000'		
4.) Master Plan (if phasing is proposed)		
5.) Adjacent Streets and Property Owners		
6.) Typical Architectural Elevations		
B. Project Area Schematic – Scaled drawing or GIS aerial photo showing main project features.		
1.) 24" x 36" Plan		
2.) Scale not less than 1" = 400' (large projects) and 1" = 200' (small projects)		
3.) Existing properties and streets within 1000' of the project.		
4.) Water and Sanitary Sewer within 400' of the project		
5.) Location of Proposed Stormwater Discharge		

C. Site Investigative Report		
1.) Site Data Summary Chart (Show on Project Concept Plan Above)		
a. Tax Map and Parcel Number		
b. Zoning Classification		
c. Allowable and Proposed Density		
d. Total Site Area		
e. Flood Zone (where applicable)		
f. Wetlands (State & Federal)		
g. Number of proposed lots		
h. Number of proposed units and types		
i. Availability of utilities		
j. Zoning Setback and Lot Size Requirements		
k. Maximum allowable building height		
l. Open Space requirements		
m. Proposed acreage and use of open space		
n. Proposed and required parking		
2.) Land use overview – Provide narrative of existing site conditions related to topography, hydric soils, drainage patterns; and provide copy of Kent County Soil Map with the property outline.		
3.) Comprehensive Land Use Plan Compliance – Provide narrative of the designated land use, and how the project will be consistent with the 2013 Plan.		
4.) Traffic Access Overview – Provide a narrative of existing roads, lanes, width, material, condition, etc. and what off-site improvements will be necessary to accommodate the project.		
a. If the project will require a DelDOT traffic study, provide summary information and study schedule.		
5.) Utility Demands and Services Overview – Provide narrative of sanitary sewer, public water, gas, electric, cable, and describe any required offsite improvements.		
a. If privately-owned and maintained facilities are proposed, provide a sample covenants clause and describe management structure.		
6.) Stormwater Management Overview – Provide narrative of types of conveyance		

and management and a summary of any off-site improvements needed.		
7.) Construction Phasing Overview – Provide narrative of the estimated and proposed time of construction.		
8.) Economic Impact – Provide narrative of anticipated construction cost of infrastructure, buildings, fees, and dedications; and anticipated transfer fees, impact fees, tax revenues, and employment opportunities.		
9.) Architectural Theme – Provide illustrations and/or narrative of overall design concepts.		
10.) Recreational Needs and Opportunities – Provide narrative.		
11.) Ability to serve letters – Provide letters from utility providers other than the City of Harrington (power, gas, communications, emergency, fire and ambulance).		
12.) Copy of letter of notification to school board for residential developments.		

\_\_\_\_\_ Application Complete

\_\_\_\_\_ Application Incomplete (Missing one or more of the required items above)

Application Reviewed By: \_\_\_\_\_



**City of Harrington**  
 106 Dorman Street  
 Harrington, DE 19952  
 (302) 398-3530 Fax: (302) 398-4477

File No. \_\_\_\_\_

Account No. \_\_\_\_\_

### **Preliminary - Category A Site Plan Review Checklist**

Applicant's Name:

Physical Address:

Tax Map/Parcel No:

Harrington City Code §440-289 Category A Site Plan Procedures

B. Preliminary. The purpose of the preliminary stage is to provide the Planning Commission with the information necessary for it to take action to approve or disapprove a site plan. The Planning Commission shall review and take action to approve or deny all Category A Site Plans.

§440-291 Contents of Preliminary Plan Submittals	In Compliance	Not in Compliance
1.) 24" x 36" Plan Sheets		
2.) Scale not less than 1" = 100'		
3.) North Arrow on Plan View & Vicinity Map		
4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect		
5.) Revision Block on each plan sheet		
6.) Vicinity Map showing geographic location and zoning boundaries.		
7.) Existing and proposed changes in the zoning classification on the site and adjacent sites.		
8.) Deed/Plat Reference of Property		
9.) Name, address, and telephone number of property owner(s), business owner(s) or contract purchaser		
10.) Kent County Tax Parcel Number		
11.) Location of property lines, ownership, and deed information for all parcels adjacent to the site		
12.) Required building and development setbacks		
13.) Legend showing all line types, patterns & symbol		
14.) Topographic contours at 0.5' intervals (unless waived by City Manager)		
15.) Grading Plan (Proposed grading indicated by 1' contours and supplemental spot elevations)		

16.) Utility Plan (existing and proposed sanitary sewer facilities, pipe sizes, types and grades, locations of connections to utility system)		
17.) Stormwater Management Plan (where applicable)		
18.) Erosion and Sediment Control Plan (where applicable)		
19.) Landscape and Lighting Plan (including locations and details of proposed signage)		
20.) Parking Plan (highlighting all on-street and offstreet parking, related driveways, type of surfacing, size, angle of stalls, width of aisles, and specific schedule showing number of parking spaces provided and required)		
21.) Architectural Elevations in color of all proposed buildings (including at least one 24" x 36" presentation board)		
22.) Scaled floor plans of all existing and proposed structures defining specific uses and square footage of each area		
23.) Preliminary street profiles and cross sections for streets and curbing (including all proposed and existing streets and easements)		
24.) Location of all existing and proposed ingress/egress points onto public roadways (include letter from DelDOT granting preliminary approval if applicable)		
25.) All existing easements (if new easements are to be granted, provide additional easement plat to be recorded in land records)		
26.) Number of construction phases proposed, if any, and with site plan showing approximate boundaries of each phase and proposed phase completion date		
27.) Lot Coverage Table (breaking down subject parcel by uses, building type, parking, etc.)		
28.) Number of proposed dwelling units by type		
29.) Dimensions of all features and structures located on property (existing and proposed)		
30.) Location and size of all open spaces (existing and proposed)		
31.) Location of all existing, proposed, and to be removed vegetation		
32.) Location, type, size, and height of all proposed and existing fencing, retaining walls, and vegetative screening.		

33.) Location, orientation, design, and size of proposed signage		
34.) Impact Studies (if required or applicable)		
35.) Copy of itemized letter to Office of State Planning Coordination addressing all PLUS comments (if applicable)		
36.) Copy of PLUS comments from the Office of State Planning Coordination (if applicable)		

\_\_\_\_\_ Application Complete

\_\_\_\_\_ Application Incomplete (Missing one or more of the required items above)

Application Reviewed By: \_\_\_\_\_



**City of Harrington**  
 106 Dorman Street  
 Harrington, DE 19952  
 (302) 398-3530 Fax: (302) 398-4477

File No. \_\_\_\_\_

Account No. \_\_\_\_\_

### Final – Category A Site Plan Review Checklist

Applicant's Name:

Physical Address:

Tax Map/Parcel No:

Harrington City Code §440-289 Category A Site Plan Procedures

C. Final Stage. The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in this section are specifically and accurately addressed to ensure that all conditions of the Planning Commission's recommendations and City Council's approval are specifically and accurately met and to finalize any and all necessary formal agreements related to the project which may include public works agreements and easement agreements, among others. \

§440-292 Contents of Final Plan Submittals	In Compliance	Not in Compliance
1.) 24" x 36" Plan Sheets		
2.) Scale not less than 1" = 100'		
3.) North Arrow on Plan View & Vicinity Map		
4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect		
5.) Revision Block on each plan sheet		
6.) Vicinity Map showing geographic location and zoning boundaries.		
7.) Existing and proposed changes in the zoning classification on the site and adjacent sites.		
8.) Deed/Plat Reference of Property		
9.) Name, address, and telephone number of property owner(s), business owner(s) or contract purchaser		
10.) Kent County Tax Parcel Number		
11.) Location of property lines, ownership, and deed information for all parcels adjacent to the site		
12.) Required building and development setbacks		
13.) Legend showing all line types, patterns & symbol		

14.) Topographic contours at 0.5' intervals (unless waived by City Manager)		
15.) Grading Plan (Proposed grading indicated by 1' contours and supplemental spot elevations)		
16.) Utility Plan (existing and proposed sanitary sewer facilities, pipe sizes, types and grades, locations of connections to utility system)		
17.) Stormwater Management Plan (where applicable)		
18.) Erosion and Sediment Control Plan (where applicable)		
19.) Landscape and Lighting Plan (including locations and details of proposed signage)		
20.) Parking Plan (highlighting all on-street and offstreet parking, related driveways, type of surfacing, size, angle of stalls, width of aisles, and specific schedule showing number of parking spaces provided and required)		
21.) Architectural Elevations in color of all proposed buildings (including at least one 24" x 36" presentation board)		
22.) Scaled floor plans of all existing and proposed structures defining specific uses and square footage of each area		
23.) Street profiles and cross sections for proposed streets and curbing (including all proposed and existing streets and easements)		
24.) Location of all existing and proposed ingress/egress points onto public roadways (include letter from DelDOT granting preliminary approval if applicable)		
25.) All existing easements (if new easements are to be granted, provide additional easement plat to be recorded in land records)		
26.) Number of construction phases proposed, if any, and with site plan showing approximate boundaries of each phase and proposed phase completion date		
27.) Lot Coverage Table (breaking down subject parcel by uses, building type, parking, etc.)		
28.) Number of proposed dwelling units by type		
29.) Dimensions of all features and structures located on property (existing and proposed)		
30.) Location and size of all open spaces (existing and proposed)		
31.) Location of all existing, proposed, and to be removed vegetation		

32.) Location, type, size, and height of all proposed and existing fencing, retaining walls, and vegetative screening.		
33.) Location, orientation, design, and size of proposed signage		
34.) Impact Studies (if required or applicable)		
35.) Copy of itemized letter to Office of State Planning Coordination addressing all PLUS comments (if applicable)		
36.) Copy of PLUS comments from the Office of State Planning Coordination (if applicable)		
37.) Submittals shall include final approvals from all other applicable local, county, state, or federal agencies.		

\_\_\_\_\_ Application Complete

\_\_\_\_\_ Application Incomplete (Missing one or more of the required items above)

Application Reviewed By: \_\_\_\_\_