

## 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 successfully completed, 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 B Site Plan Application**

**Office Use Only:**

Application Received Date: \_\_\_\_\_ Approval Date \_\_\_\_\_

Application Received By: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Base Fee: \_\_\_\_\_ Escrow: \_\_\_\_\_

Project Name:

Project Address:

Kent County Tax Map/Parcel:

Property Size:

Zoning:

**Square Footage and Use of all existing structures:**

Square Footage:                      Use:                      Existing / Proposed

Square Footage:                      Use:                      Existing / Proposed

Square Footage:                      Use:                      Existing / Proposed

Square Footage:                      Use:                      Existing / Proposed

Cumulative Total of Structure 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:

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

- \_\_\_\_\_ 1. Application Fee as determined by the fee schedule adopted by the City Council.
- \_\_\_\_\_ 2. Three (3) 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. Three (3) paper copies of building elevations, and one electronic copy in PDF format if practicable, if new construction is proposed (only if exterior changes are proposed).
- \_\_\_\_\_ 4. Three (3) 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 B Site Plan submittal.



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## 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



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### Category B Site Plan Review Checklist

Applicant's Name:

Physical Address:

Tax Map/Parcel No:

Harrington City Code §440-293 Category B Site Plan Procedures

A. Administrative plan review is for projects with relatively minor impact, which require less information than for Category A Site Plans, and can be reviewed and approved in a shorter time. In administrative plan review, the City Manager is the approving authority. Administrative plan review is required for Category B Site Plans as determined by §440-287, Uses Requiring Site Plans.

§440-294 Contents of Category B Site Plan Submittals	In Compliance	Not in Compliance
1.) 24" x 36" Plan Sheets		
2.) Scale not less than 1" = 40'		
3.) North Arrow on Plan View & Vicinity Map		
4.) Seal and signature of registered Delaware land surveyor or licensed engineer/architect (as appropriate)		
5.) Revision Block on each plan sheet		
6.) Vicinity Map showing geographic location and zoning boundaries.		
7.) Zoning Classification (subject parcel & adjoining properties)		
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.) Proposed Signage (if applicable)		
15.) Proposed Building Elevations (if exterior changes are proposed)		
16.) Proposed Landscaping (if applicable)		

17.) Floor Plan of existing and proposed uses (if a change of use application)		
18.) All existing and proposed driveway/parking spaces/interior roadways (if applicable)		
19.) Adjacent Street Names and Alleys (if applicable)		
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.) Sanitary sewer, public water, and storm drain locations, including the location of all tie-ins		
22.) All existing and proposed easements and rights-of-way (if applicable)		

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

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

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