





Cumulative Total New Square Footage Gross Floor Area: \_\_\_\_\_

Cumulative Total of New Dwelling Units: \_\_\_\_\_

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 Applicants 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. Seven (7) paper copies of signed and sealed site plans or equivalent approved by the City Manager, and one electronic copy in PDF format is required.
3. Seven (7) paper copies of building elevations, and one electronic copy in PDF format is required, if new construction is proposed.
4. Seven (7) paper copies of existing and proposed floor plans, and one electronic copy in PDF format is required.
5. Completed checklist addressing all requirements for Category A Site Plan submittal.
6. Provide Electric Loading Sheet (Required for Preliminary Plans).
7. Forms and additional information/attachments should be forwarded to Rebecca Carter at rcarter@smyrna.delaware.gov or by phone 302-653-3486.
8. Questions can be submitted to Jeremy Rothwell, Senior Planner at jrothwell@smyrna.delaware.gov or by phone at 302-389-2332.



**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 do the undersigned, hereby certify that, I have supplied all 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 Town.
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 Smyrna.
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 Town of Smyrna 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 Town of Smyrna 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**



**Concept – Category A Site Plan**

**Applicant's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tax Map/Parcel No.:** \_\_\_\_\_

**Town of Smyrna Code of Ordinance Appendix A: Section 7.6.a.v.: 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.

<b>Town of Smyrna Code of Ordinance Appendix A: Section 7.6.a.v.: Contents of Concept Plan Submittals</b>	<b>In Compliance</b>	<b>Not in Compliance</b>
A. Project Concept Plan – Scaled site plan showing the layout of existing and proposed buildings, open spaces, street and pedestrian networks, and parking areas.		
1. 24" x 36" Plan		
2. Scale not less than 1" = 50'		
3. Vicinity Map at scale no less than 1" = 1,000'		
4. North arrow and written and graphic scale		
5. Address and tax map parcel number of the parcel(s)		
6. Deed and plot references for the parcel(s); listing all applicable easements on the parcel(s)		
7. Site area of the parcel(s) in square feet and acres		
8. Existing and proposed zoning district of the parcel(s)		
9. Table outlining how the development project's setbacks, lot dimensions, lot coverage, parking, etc., compare to the required zoning bulk standards		
10. Owner names, tax map parcel numbers, zoning classification, and deed references of all adjacent parcels		
11. Location, width, ownership, and accompanying deed references of all adjacent parcels		
12. Outline of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure lines and features, with accompanying labels or descriptions		
13. Topographic contours at a minimum of two-foot intervals as delineated pursuant to the state LIDAR GIS data, unless determined by the planning officer to be unnecessary based on the topography of the property		
14. Outline of all existing and proposed buildings and uses on the parcel(s), with the accompanying size and description of each building and use		



15. Outline of all existing and proposed parking and loading areas, driveways, sidewalks, crosswalks, bike or shared use paths, and other paved areas		
16. Plan view shall be shown in NAD 83 datum		
B. Proposed size and square footage of all buildings and uses, including the number of dwelling units (where applicable)		
C. Narrative of the projected impact on public infrastructure and services, including but not limited to water, sewer, electric, roads, and natural gas. The narrative should describe how the development project will hook into the public infrastructure, which will be shown on the concept plan		
D. With phased developments, the concept site plan shall include a master plan and narrative outlining how the project and any accompanying infrastructure or site improvements will be phased		
E. Concept site plans shall demonstrate the architectural theme by providing potential illustrations and/or narratives of design concepts		

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

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

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



**Preliminary – Category A Site Plan Review Checklist**

**Applicant's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tax Map/Parcel No.:** \_\_\_\_\_

**Town of Smyrna Code of Ordinance Appendix A: Section 7.6.b.v.1-14: 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.

Town of Smyrna Code of Ordinance Appendix A: Section 7.6.b.v.1-14: Contents of Preliminary Plan Submittals	In Compliance	Not in Compliance
1. 24" x 36" Plan		
2. Scale not less than 1" = 50'		
3. Vicinity Map at scale no less than 1" = 1,000'		
4. North arrow and written and graphic scale		
5. Address and tax map parcel number of the parcel(s)		
6. Deed and plot references for the parcel(s); listing all applicable easements on the parcel(s)		
7. Site area of the parcel(s) in square feet and acres		
8. Existing and proposed zoning district of the parcel(s)		
9. Table outlining how the development project's setbacks, lot dimensions, lot coverage, parking, etc., compare to the required zoning bulk standards		
10. Owner names, tax map parcel numbers, zoning classification, and deed references of all adjacent parcels		
11. Location, width, ownership, and accompanying deed references of all adjacent parcels		
12. Outline of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure lines and features, with accompanying labels or descriptions		
13. Topographic contours at a minimum of two-foot intervals as delineated pursuant to the state LIDAR GIS data, unless determined by the planning officer to be unnecessary based on the topography of the property		
14. Outline of all existing and proposed buildings and uses on the parcel(s), with the accompanying size and description of each building and use		
15. Outline of all existing and proposed parking and loading areas, driveways, sidewalks, crosswalks, bike or shared use paths, and other paved areas		
16. Plan view shall be shown in NAD 83 datum		



17. Proposed size and square footage of all buildings and uses, including the number of dwelling units (where applicable)		
18. Narrative of the projected impact on public infrastructure and services, including but not limited to water, sewer, electric, roads, and natural gas. The narrative should describe how the development project will hook into the public infrastructure, which will be shown on the concept plan		
19. With phased developments, the concept site plan shall include a master plan and narrative outlining how the project and any accompanying infrastructure or site improvements will be phased		
20. Concept site plans shall demonstrate the architectural theme by providing potential illustrations and/or narratives of design concepts		
21. Open space and recreational amenities, stormwater management and drainage facilities		
22. Name, seal, address, certification, and signature of person, firm or organization preparing the site plan		
23. Name, address, certification, and signature of the owner of record		
24. Certification of town engineer		
25. Delineation and label of all existing and proposed property lines. All distances shall be given in feet and tenths of a foot. All angles shall be given to at least the nearest ten seconds. The error of closure shall not exceed one in 10,000		
26. Topographic contours at a minimum of one-foot intervals, as delineated by a professional survey, unless determined by the planning officer to be unnecessary for the project based on the topography of the property		
27. Delineation of all proposed easements, including dimensions and an accompanying statement of purpose		
28. Delineation of wetland areas, if present. The site plan shall include a notation indicating the name of the wetland's consultant and the date of the field analysis and report		
29. Delineation of the 100-year floodplain, if present, and a notation indicating the applicable FEMA map number		
30. Landscape plan identifying existing and proposed vegetation and trees, including a table outlining the number and specie(s) of all proposed trees and vegetation		



31. Lighting plan identifying existing and proposed street lighting and parking lot lighting, including specifications for the height and model of all proposed lighting		
32. Delineation of all proposed open spaces and recreational amenities (if applicable) with an accompanying narrative of the amenities, including the square footage and site furnishing to be provided		
33. The applicable general notes outlined in appendix 6 of the Subdivision and Land Development Ordinance of the Town Code		
34. Locations delineated pursuant to a field survey of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure lines and features, with accompanying labels or descriptions		

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

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

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



**Final – Category A Site Plan Review Checklist**

**Applicant's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tax Map/Parcel No.:** \_\_\_\_\_

**Town of Smyrna Code of Ordinance Appendix A: Section 7.6.c.i-iv.: Category A Site Plan Procedures**

- C. Final Stage. The purpose of the final stage is to ensure that all submittal requirements of final site plan 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 all necessary formal agreements related to the project which may include public works agreements and easement agreements, among others.

<b>Town of Smyrna Code of Ordinance Appendix A: Section 7.6.c.i-iv.: Contents of Final Plan Submittals</b>	<b>In Compliance</b>	<b>Not in Compliance</b>
1. Open space and recreational amenities, stormwater management and drainage facilities		
2. Name, seal, address, certification, and signature of person, firm or organization preparing the site plan		
3. Name, address, certification, and signature of the owner of record		
4. Certification of town engineer		
5. Delineation and label of all existing and proposed property lines. All distances shall be given in feet and tenths of a foot. All angles shall be given to at least the nearest ten seconds. The error of closure shall not exceed one in 10,000		
6. Topographic contours at a minimum of one-foot intervals, as delineated by a professional survey, unless determined by the planning officer to be unnecessary for the project based on the topography of the property		
7. Delineation of all proposed easements, including dimensions and an accompanying statement of purpose		
8. Delineation of wetland areas, if present. The site plan shall include a notation indicating the name of the wetland's consultant and the date of the field analysis and report		
9. Delineation of the 100-year floodplain, if present, and a notation indicating the applicable FEMA map number		
10. Landscape plan identifying existing and proposed vegetation and trees, including a table outlining the number and specie(s) of all proposed trees and vegetation		
11. Lighting plan identifying existing and proposed street lighting and parking lot lighting, including specifications for the height and model of all proposed lighting		
12. Delineation of all proposed open spaces and recreational amenities (if applicable) with an accompanying narrative of		



the amenities, including the square footage and site furnishing to be provided		
13. The applicable general notes outlined in appendix 6 of the Subdivision and Land Development Ordinance of the Town Code		
14. Locations delineated pursuant to a field survey of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure lines and features, with accompanying labels or descriptions		
15. Project Concept Plan – Scaled site plan showing the layout of existing and proposed buildings, open spaces, street and pedestrian networks, and parking areas.		
16. 24" x 36" Plan		
17. Scale not less than 1" = 50'		
18. Vicinity Map at scale no less than 1" = 1,000'		
19. North arrow and written and graphic scale		
20. Address and tax map parcel number of the parcel(s)		
21. Deed and plot references for the parcel(s); listing all applicable easements on the parcel(s)		
22. Site area of the parcel(s) in square feet and acres		
23. Existing and proposed zoning district of the parcel(s)		
24. Table outlining how the development project's setbacks, lot dimensions, lot coverage, parking, etc., compare to the required zoning bulk standards		
25. Owner names, tax map parcel numbers, zoning classification, and deed references of all adjacent parcels		
26. Location, width, ownership, and accompanying deed references of all adjacent parcels		
27. Outline of all existing and proposed water, sewer, electric, stormwater, and other public or private infrastructure lines and features, with accompanying labels or descriptions		
28. Topographic contours at a minimum of two-foot intervals as delineated pursuant to the state LIDAR GIS data, unless determined by the planning officer to be unnecessary based on the topography of the property		
29. Outline of all existing and proposed buildings and uses on the parcel(s), with the accompanying size and description of each building and use		
30. Outline of all existing and proposed parking and loading areas, driveways, sidewalks, crosswalks, bike or shared use paths, and other paved areas		
31. Plan view shall be shown in NAD 83 datum		
32. Proposed size and square footage of all buildings and uses, including the number of dwelling units (where applicable)		



<p>33. Narrative of the projected impact on public infrastructure and services, including but not limited to water, sewer, electric, roads, and natural gas. The narrative should describe how the development project will hook into the public infrastructure, which will be shown on the concept plan</p>		
<p>34. With phased developments, the concept site plan shall include a master plan and narrative outlining how the project and any accompanying infrastructure or site improvements will be phased</p>		
<p>35. Concept site plans shall demonstrate the architectural theme by providing potential illustrations and/or narratives of design concepts</p>		

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

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

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