



Category C Site Plan Application

Category C Site Plan can be considered for additions up to 5,000 square feet to non-residential buildings not located in the IORP District, additions up to 10,000 square feet in the IORP District, and additions to multi-family dwellings that do not increase the total number of dwelling units.

<u>Office Use Only:</u>		
Application Received Date: _____		
Application Received By: _____		
Method of Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check # _____

Project Name: _____

Project Address: _____

Tax Map/Parcel #: _____

Property Size: _____ Zoning: _____

Use of Existing Structures:

Use:	Existing:	Proposed:

Size of Proposed Addition: _____

No. of Employees: _____ No. of Shifts: _____ Hours of Operation: _____

Summary of Proposed Project: _____



File No. _____
Application Fee \$500.00

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 C Site Plans:

1. Application Fee as determined by the fee schedule adopted by the City Council.
2. Two (2) 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. Two (2) paper copies of building elevations, and one electronic copy in PDF format is required, if new construction is proposed.
4. Two (2) 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 C Site Plan submittal.
6. Provide Electric Loading Sheet.
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



File No. _____
 Application Fee \$500.00

Category C Site Plan Requirements

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 C Site Plan Procedures

- A. 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.

Town of Smyrna Code of Ordinance Appendix A: Section 7.6.b.v.1-14 Contents of Category C Site Plan Submittals	In Compliance	Not In Compliance
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		



File No. _____
Application Fee \$500.00

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		

_____ **Application Complete**

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

Application Reviewed By: _____