

TOWN OF FREDERICA

PO BOX 294
FREDERICA
DE.19946
302-335-5417

Application Fee \$100.00

APPLICATION FOR SUBDIVISION PLOT APPROVAL

THE UNDERSIGNED APPLICANT DESIRES, BY THE FILING OF THIS NOTICE OF INTENT TO INFORM THE TOWN COUNCIL AND PLANNING COMMISSION OF HIS INTENTION TO MAKE APPLICATION FOR APPROVAL OF A SUBDIVISION PLOT IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF FREDERICA.

1. NAME OF APPLICANT : _____
 2. ADDRESS OF APPLICANT : _____

 3. TELEPHONE NO. _____ FAX NO. _____
 4. LOCATION OF PROPERTY TO BE SUBDIVIDED _____

 5. APPROXIMATE AREA (ACRES) _____
 6. PRESENT USE _____
 7. PRESENT ZONING _____
 8. PROPOSED NAME OF NEW SUBDIVISION _____
 9. NUMBER OF LOTS IN ENTIRE PLOT. _____
 10. IS SUBDIVISION PROPOSED IN PHASES ? _____
IF SO, NUMBER OF LOTS IN EACH SECTION? _____
 11. TENTATIVE DATE OF INITIAL CONSTRUCTION _____
 12. NAME & ADDRESS OF LEGAL OWNER OF PROPERTY (IF APPLICANT IS OTHER THAN OWNER)
THIS NOTICE OF INTENT MUST BE COUNTERSIGNED BY THE LEGAL OWNER TO INDICATE THAT THE APPLICANT IS ACTING WITH THE OWNER'S KNOWLEDGE AND CONSENT) _____

 13. NAME OF ENGINEER (REGISTERED PROFESSIONAL ENGINEER IN DELAWARE) _____

 14. NAME OF LEGAL REPRESENTATIVE (MEMBER OF DELAWARE BAR) _____

 15. DATE WHEN PRELIMINARY SKETCH WILL BE READY FOR INFORMAL REVIEW BY APPLICANT'S ENGINEER WITH TOWN ADEMINESTERATOR _____
- APPLICATION FOR SUBDIVISION

16. IN ANY CASE WHERE AN OWNER OR APPLICANT IS A CORPORATION, INFORMATION MUST BE INCLUDED REGARDING THE STATE AND DATE OF INCORPORATION AND THE NAMES AND ADDRESSES OF THE CORPORATE OFFICERS:

STATE OF INCORPORATION	DATE
NAME OF PRESIDENT	ADDRESS
NAME OF VICE-PRESIDENT	ADDRESS
NAME OF SECRETARY	ADDRESS
NAME OF TREASURER	ADDRESS
OTHER	ADDRESS

APPLICATION FOR SUBDIVISION

THIS FORMAL STATEMENT OF NOTICE OF INTENT CONSTITUTES PART I OF THE PRESCRIBED APPLICATION. THE COMPLETE SUBDIVISION APPLICATION SHALL CONSIST OF PART I AND THE FOLLOWING.

PART 2. THE SUBDIVISION PLOT PLAN, TO BE DEVELOPED FROM PRELIMINARY SKETCH PLANS.

PART 3. CONSTRUCTION IMPROVEMENT PLANS (FOR THE SECTION TO BE RECORDED).

PART 4. REPORTS OF THE APPLICANT'S ENGINEER AND ESTIMATES OF COST.

(A) SUBDIVISION PLOT PLAN REPORT

(B) CONSTRUCTION IMPROVEMENTS REPORT

INFORMATION REQUIRED FOR THE PREPARATION OF A LEGAL DESCRIPTION OF THE STREETS AND OTHER AREAS TO BE DEDICATED TO PUBLIC USE. THIS INFORMATION FOR THE PART TO BE RECORDED SHALL ACCOMPANY THE CONSTRUCTION IMPROVEMENT PLANS.

NOTE: NO PLAT, PLOT OR PLAN OF LAND SHALL BE RECEIVED FOR FILING OR RECORDING BY THE RECORDER OF DEEDS IN AND FOR KENT COUNTY UNLESS AND UNTIL SUCH PLAT, PLOT OR PLAN SHALL HAVE BEEN APPROVED BY THE TOWN BODY SO AUTHORIZED TO GRANT SUCH APPROVALS AND THE FACT OF SUCH APPROVAL SHALL HAVE BEEN ENDORSED IN WRITING UPON SUCH PLAN. AT OR PRIOR TO TIME OF RECORDATION BY THE RECORDER OF DEEDS, THE SUBDIVISION PLAN SHALL BE PROVIDED TO THE TOWN OF FREDERICA .

RESPECTFULLY SUBMITTED:

APPLICANT (IF INDIVIDUAL)

IF APPLICANT IS A CORPORATION :
ATTEST:

(SEAL)
SECRETARY

NAME OF CORPORATION

SIGNATURE OF PRESIDENT

APPLICATION FOR SUBDIVISION

TO BE COUNTERSIGNED BY 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 TOWN OF FREDERICA IS ACTING WITH MY KNOWLEDGE AND CONSENT. I FURTHERMORE AGREE THAT I AM FINANCIALLY RESPONSIBLE FOR ALL ENGINEERING AND ATTORNEY FEES THAT MAY BE RELATIVE TO THE REVIEW OF THIS APPLICATION AND/OR THAT MAY RESULT FROM ANY LITIGATION BROUGHT AGAINST THE TOWN OF FREDERICA RELATIVE TO THIS SUBDIVISION.

SIGNATURE OF OWNER

DATE

THE UNDERSIGNED HEREBY DECLARES THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT (IF INDIVIDUAL)

NAME & TITLE OF OFFICER (IF CORPORATION)

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____
AD 200__.

NOTARY PUBLIC

The Town of Frederica requires an escrow account in the amount of \$2500 to cover the review costs of proposed development, rezoning and annexation applications. Fees are used to cover costs incurred by the Town's planning and engineering consultants to perform this review and other necessary services to assure that any project meets the requirements and best interests of the Town. The cost of this review is borne by the developer/applicant, and not the Town tax payer, since all development will create future financial and physical impacts to the Town.

Funds held in escrow are used to cover costs associated with the following planning services and tasks:

The services include the review of Annexations, Concept Plans, Preliminary Plans, Final Subdivision Plans, and Site Plans for consistency with the Town's Comprehensive Plan, Subdivision Regulations, Zoning Ordinance, and other specifications and codes.

For annexation applications, provided services include working with the Town's Attorney to draft annexation agreements to assure that the interests of the Town are protected and to assure construction of any public improvements necessitated by the annexation. The consultant performs the required Plan of Service for any annexation request for submission to the State Office of Planning Coordination as required by Delaware Law. This includes contact with various agencies and service providers such as Conectiv, Kent County, and Frederica Fire Company to determine if existing or proposed infrastructure is or will be available to serve the annexation and proposed development.

Additional tasks conducted by our consultants may include contacting various Federal, State and County agencies to assure all requirements regarding the proposal have been met or to assist and expedite approval on behalf of the Town. Also general questions regarding Town ordinances or standards by developers and their associates regarding the specific project are also received and fielded by our consultants on behalf of the Town.

Depending on the type of plan, the degree of complexity, unique characteristics of the project, and number of times a plan or issues associated with the project are reviewed, review fees may exceed the initial escrow amount and additional fees may be required to replenish the required escrow amount.