Please note: This form is required for all Minor Subdivision plan submissions

Please check items below as necessary: (Section & Figure Links reference the Development Coordination Manual)

- Are there 5 lots or less (including residual lands)? □ Yes, continue □ No, (see Dev Coord Gate-Keeping Checklist)
- Are public internal streets/access-ways being created? □ Yes, see Checklist above □ No, continue
- Commercial Development/Redevelopment? □ Yes, see Checklist above □ No, continue
- Copy of Initial Stage Fee Calculation Form and confirmation of online payment uploaded to PDCA
- Electronic plans & documents uploaded to PDCA for ALL submittals.

Plan Requirements (3.3.2)

□ North Arrow □ Property Corners □ Location Map □ Legend

□ Roadway Name, Maintenance Number, and Functional Classification (see Functional Classification Map)
   ➢ i.e. Bowers Beach Road – KCR 018, Minor Collector
□ Existing and proposed lot lines labeled (including any to be extinguished)
□ Accurate existing right-of-way (ROW) lines labeled and dimensioned
□ List all tax parcels that are adjacent to your project parcel

Dedication/Reservation of Right-of-Way (3.2.5.2) - verify required minimum ROW width (Figure 3.2.5-a)

- Local Road: 30 feet of ROW from physical centerline of road (Figure 3.2.5-b)
- Two-lane Arterials and Collectors: 40 feet of ROW from physical centerline of road (Figure 3.2.5-c)
- Multi-lane Arterials, Collectors, Freeways, and Expressways: 30 feet of ROW from outermost edge of through lane(s) (Figure 3.2.5-d)

- Does the existing ROW meet the minimum standards listed above? □ Yes, skip to Spacing requirements
   □ No, continue (a dedication* or reservation* is required)

- Does 17 Del. C. § 530 apply? □ No, skip to next bullet □ Yes, see Plan Notes (below) for required certification and signature. And include these reservation* notes: A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.

- Was the ROW for the State-maintained roadway previously acquired as permanent easement (A) or previously acquired in fee (B)?
  □ (A) Dedicate* additional ROW from the centerline & add this note: A(n) X-foot wide strip of right-of-way from the centerline is hereby dedicated to the State of Delaware as per this plat.
  □ (B) Dedicate* additional ROW from the existing ROW line & add this note: An additional X-feet of right-of-way is hereby dedicated to the State of Delaware as per this plat.

* ROW reservation/dedication does not apply to the residual parcel.

Spacing of driveways and entrances (Figure 1.2.1-a)

- Show and dimension location of: □ Existing and Proposed driveways □ Utility poles
  □ Distance to nearest intersection(s) □ Consider “Combined Residential Access” if possible

- Confirm all entrances (proposed vs existing) are spaced per Figure 1.2.1-a
  □ Minor Collectors & Local Roads: space entrances @ Min. 150’ O.C. or combined
  □ Minor Arterials & Major Collectors: space entrances @ Min. 250’ O.C. or combined
  □ Principal Arterials (excludes limited access): space entrances @ Min. 400’ O.C. or combined

Sight Distance/ Intersection Sight Distance Worksheet (5.4)

□ Sight distance triangles shown on plan for proposed entrances
□ Calculated distances are projected by “line-of-sight” from accurate decision point (see note 3)
□ Intersection Sight Distance Worksheet uploaded to PDCA
Minor Subdivision Checklist (continued)

Drainage Requirements [New Castle County Only] (5.7)

Title Block (3.4.2.1-A)
☐ Name of proposed residential development
☐ Name of town/hundred and county
☐ Graphic scale
☐ Original date and revision dates

☐ Name, address, and telephone number of owner and engineer/surveyor
☐ Owner’s signature (for final approval)
☐ Seal of Delaware Licensed engineer/surveyor

Data Block (3.4.2.1-B)
☐ Gross acreage of property
☐ Zoning
☐ Present use
☐ Proposed use
☐ Posted speed limit on frontage road(s)
☐ Sewer provider

☐ Water provider
☐ Tax parcel number(s)
☐ Total number of lots, existing and proposed
☐ Proximity to identified Transportation Improvement Districts (TID)

Plan Notes
The following notes shall appear on ALL Minor Subdivision Plans:

☐ All entrances shall conform to DelDOT’s Development Coordination Manual (DCM) and shall be subject to its approval.

☐ Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.

Place the following notes on the Minor Subdivision Plan IF they apply to your project:

☐ If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be required to be from an internal subdivision street.

☐ Lot X, Lot X and Lot X shall have access to _CRXXX via the 50-foot wide ingress/egress easement.

☐ Lot X and Lot X shall have a combined access to _CRXXX.

☐ Lot X shall have a single access from _CRXXX, in which the entrance shall be along the X_em property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.

☐ I/We, the undersigned, hereby certify to the ownership of the property described and shown on this plan, that the plan was made at my/our direction, and that I/we acknowledge the same to be our act and that I/we desire the plan to be recorded according to law.

I certify that Title 17, Section 530 is applicable to the property described and shown on this plan by virtue of: (check applicable section)

☐ the parcel is subdivided into no more than 2 parcels which will be continued to be used as a farm or farmland, or

☐ the subdivided parcel or parcels will be transferred to a family member or members for purposes of use as a family member or members’ principal residence or farmland.

___________________________________
Owner    Date