



TOWN OF CAMDEN
1783 FRIENDS WAY
CAMDEN, DE 19934
(302) 697-2299

PRELIMINARY LAYOUT CHECKLIST
SUBMISSION DEADLINE:
THIRTY (30) DAYS PRIOR TO NEXT MEETING
 (Planning Commission Meetings are held the 3rd Thursday of each Month)

Project Name:	Date of Submission:		
Project Location:			
Type of application:			
Existing use:	Proposed use:		
Existing zoning:	Proposed zoning:		
Tax map number:	Kent County:		
Number of copies needed for submission: 10	PLUS:	Commission: X	Council:
Owner:	Officers of INC or LLC if Applicable:		
Address:	Certificate of formation for INC or LLC if Applicable:		
Surveyor/Engineer:			
Address:		Phone number:	
Outstanding fees on property *		Existing violations at site*	

Project Name	Property Owner's Name and Address
Surveyor and/or Engineer's Name and Address	Date
Property Tax Map Number(s)	Scale
Site Boundary w/ Bearings and Distances	Total Site Area
Proposed Lot Areas	Front, Side, and Rear Setbacks
Horizontal Datum and Date	North Arrow
Current and Proposed Zoning of Property	Names of Adjoining Property Owners

Map Numbers of Adjoining Properties	Zoning of Adjoining Property Owners
Flood Map Panel and Zone	Wetlands Note and/or Delineation
Streams and Water Courses	Single Trees with a Diameter of 6 inches or more
Marked or Unmarked Burial Sites	Significant Existing Features and Structures
Archeological Sites	Underground Storage Tanks
Existing and Proposed Contours at 1ft Intervals	Vertical Datum and Date
Size and Location of Existing Utilities	Location and Size of Existing Storm Drains
Location of Existing Utility/Drainage Easements	Size and Location of Proposed Utilities
Location and Size of Proposed Storm Drains	Location of Proposed Utility/Drainage Easements
Existing Sidewalk/Curbing/Edge of Pavement	Proposed Sidewalk/Curbing/Edge of Pavement
Cross-Sections and Profiles of Proposed Streets	Existing and Proposed Parking
Existing and Proposed Dedicated Right-of-Way	Existing and Proposed Open Space
Proposed Building Type and Building Material	

REMARKS:
CONDITIONS:

- 1) *NO APPLICATION WILL BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, ELECTRIC, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN, ARE PAID AND IN GOOD STANDING.

- 2) THE FINAL PLAT AND OTHER DOCUMENTS AS SPECIFIED IN ARTICLE 5 OF THE LAND SUBDIVISION REGULATIONS SHALL BE PREPARED BY THE SUBDIVIDER IN ACCORDANCE WITH THE GENERAL REQUIREMENTS AND DESIGN STANDARDS

SPECIFIED IN ARTICLES 6 AND 7 OF THE LAND SUBDIVISION REQUIREMENTS AND SHALL BE SUBMITTED TO THE COMMISSION WITHIN TWELVE (12) MONTHS AFTER APPROVAL OF THE PRELIMINARY LAYOUT; OTHERWISE, SAID APPROVAL SHALL BECOME NULL AND VOID UNLESS AN EXTENSION OF TIME IS APPLIED FOR, AND GRANTED BY THE COMMISSION WITHIN THE SAID TWELVE (12) MONTH PERIOD.