



# Town of Camden

P.O. DRAWER 1002  
 CAMDEN, DELAWARE 19934  
 (302) 697-2299

## PRELIMINARY LAYOUT CHECKLIST SUBMISSION DEADLINE:

### THIRTY (30) DAYS PRIOR TO NEXT MEETING

(Planning Commission Meetings are held the 3<sup>rd</sup> 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\*

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

<b>REMARKS:</b>
<b>CONDITIONS:</b>

- 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.