



Application Number: _____

1.0 STANDARD SUBMISSION REQUIREMENTS

- 1.1. ___ Completed checklist signed, sealed and certified by a Delaware P.E. /P.L.S. (NCCC §12.03.006)
- 1.2. ___ One copy of all necessary calculations signed, sealed and certified by a Delaware P.E. /P.L.S. (DSSR 3.8.1, NCCC §12.03.006).
- 1.3. ___ One set of 24" x 36" plans in electronic form per County Standards. All plans shall be signed, dated, sealed and certified by a Delaware P.E. /P.L.S.
- 1.4. ___ Review fee, payable to New Castle County (UDC Appendix 2) and has no outstanding County taxes and fines.

2.0 PLAN REQUIREMENTS

- 2.1. ___ Location map, maximum scale 1" = 800' (bearing a north arrow, graphic/bar scale with numbers, and streets with names). The location map should delimit, point to, and guide travel to the particular lot or group of lots that are detailed by the plan. The lot and tax parcel lines shown on the map shall be current.
- 2.2. ___ Title Block:
 - 2.2.1. ___ Name and address of the subdivision including Hundred, County, and State.
 - 2.2.2. ___ Names, mailing addresses, telephone and fax numbers of the owner/developer and the consulting engineer.
 - 2.2.3. ___ Graphic/Bar Scale with numbers plus Verbal Scale (1"= 30' or larger scale).
 - 2.2.4. ___ Date (include revision dates).
- 2.3. ___ General notes/site data:
 - 2.3.1. ___ Tax parcel number.
 - 2.3.2. ___ Instrument/Microfilm (MF) number for sites with recorded plans, or Deed Record number for sites without a recorded plan.
 - 2.3.3. ___ Vertical datum.
 - 2.3.4. ___ Acreage of lot, Zoning (with, if applicable, the Open Space subdivision type, special housing type like workforce, and any overlay such as Historic or Hometown).
 - 2.3.5. ___ Compliance with applicable variances (include copy of variance approval with associated date and reference number).
- 2.4. ___ Legend for all symbols used, including sidewalks and proposed street trees.
- 2.5. ___ North arrow for Site map (if oriented differently than the Location map).
- 2.6. ___ Professional Engineer/Land Surveyor certification block: (signed, dated, and sealed)

'I [Name] certify that I am a registered Professional [Engineer/Land Surveyor] in the State of Delaware with a background in civil engineering. To the best of my knowledge and belief, I certify that the information on this plan is true and correct to the accuracy required by accepted surveying standards and practices, the proposed construction as shown on this plan complies with applicable laws and regulations, and this plan includes all information required by the latest revision of the Residential Lines and Grades Checklist.'

- 2.7. ___ Owners certification: (signed and dated)
- ‘I [Name] certify that I am the owner of the property which is subject of this plan and that the land use action proposed by this plan is made at my direction.’
- 2.8. ___ The lines and grades plan part of a building permit for new buildings or expansion of existing buildings in excess of 480 sf must demonstrate adequate conveyance in compliance with Chapter 12 of the NCCC; specifically, Section 12.04.001(A). For general guidance contact the Engineering Section at 395-5400.
- 2.9. ___ If the total land disturbance equals or exceeds 5,000 square feet, comply with the requirements of the DSSR Section 1.4.2. If a Standard Plan (DSSR 3.7) is applicable, add all conditions, including runoff reduction practices, to the Lines and Grades Plan and provide a completed Residential Construction Application for Standard Plan Approval. Otherwise a detailed plan is required. If a Best Management Practice (BMP), Conveyance Mitigation Area or Runoff Reduction Practice, collectively referred to as a BMP, is identified on the approved General Development Plan or required by application of code, include all design and construction details and provide the following note on the plan:
- ‘A P.E./P.L.S. must certify that the Best Management Practice is installed and functioning as designed and identify any discrepancies from the regulations and/or approved plans and any design changes from the original design prior to issuance of a Certificate of Occupancy.’
- 2.10. ___ Existing and proposed contours at one (1) foot intervals, with labeling of at least every fifth contour. Two (2) foot intervals may be acceptable for areas of 15% or steeper slopes.
- 2.11. ___ Existing and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns in compliance with the NCC Drainage Code. (max. and min. slopes for pervious and impervious areas).
- 2.12. ___ Base of fill slopes greater than 3:1 are a minimum of 2-feet from the nearest property line.
- 2.13. ___ Determine and state on the plan the existence or non-existence of any protected resource(s), per Table 40.10.010 of the UDC. Delineate the limits of any protected resource(s) on the plan. Include documentation of the source used to determine and/or delineate any protected resource(s) and the method by which the delineation is depicted on the plan. Floodplains (both FEMA and non-delineated) and wetlands (both National and State) are protected resources that apply to existing parcels and all building permit applications. In addition, the document source shall be specified on the plan.
- 2.14. ___ A ten-foot buffer between the limits of grading as well as all sediment control practices and the designated resources to be protected on the approved Record Plan. (i.e. wetlands and floodplains).
- 2.15. ___ Type, size, length and invert elevations at inlets and outlets of all pipes and culverts per DelDOT standards.
- 2.16. ___ Delineate and label all easements, including landscape buffers.
- 2.17. ___ Metes and bounds for all subject parcel(s).
- 2.18. ___ Include all streets and alleys with names, widths, and limits of R.O.W.
- 2.19. ___ Delineate and either dimension or tabulate building restriction lines (front, side and rear). If a typical setback diagram is provided then it should label the front of the lot. If the recorded plan or the UDC specifies a separate setback to parking then it should be noted. Also note the maximum building height.
- 2.20. ___ Comply with Section 40.3.410 Accessory Uses, Residential of the UDC.
- 2.21. ___ Comply with Section 40.4.110 District and Bulk Standards of the UDC. Include lot type and provide and delineate the setback on the plan.
- 2.22. ___ Label all existing structures and their uses.
- 2.23. ___ Label all proposed structures and their intended uses:
- 2.23.1. ___ Dimensions (minimum 3) locating the proposed structure(s) to the property lines.

- 2.23.2. ___ Provide top of foundation wall and/or top of slab elevation(s) consistent with Grading Plan. If proposed elevation differs from the Grading Plan, a note explaining the reason for the difference must appear in bold on the plan. A revised Grading Plan may also be required.
- 2.23.3. ___ Demonstrate protective slopes per Chapter 6 of the NCCC (min. 6" in 10').
- 2.23.4. ___ State the housing/lot type from the recorded plan, if that shows more than one such type. Also state the name of the proposed house per the approved building plans, and specify the height of the house above the highest point of the grade on the lot.
- 2.24. ___ Provide all necessary details (driveways, sidewalks including those along frontage, retaining walls, etc.) - 14% max. slope for driveways.
- 2.25. ___ Proposed retaining walls shall be designed in accordance with the Department Checklist. Items to be included are the structural design and computations signed, dated, and sealed by a Delaware P.E. If a retaining wall is proposed over 4'0" in reveal height a building permit is required.
- 2.26. ___ Parking requirements for the site must be met per the recorded plan and UDC Table 40.03.110.C.
- 2.27. ___ Show the sanitary sewer lateral and clean out(s), with invert elevation at main sewer line, invert of the next upstream sanitary manhole lid, and at clean out(s) (All laterals shall be 6" PVC with clean out(s) located just outside the right-of-way)
- 2.28. ___ Where plumbing fixtures are installed on a floor with a finished floor elevation below the elevation of the manhole cover of the next upstream manhole in the public sewer, such fixtures shall be protected by a backwater valve installed in the building drain, or horizontal branch serving such fixtures. Plumbing fixtures installed on a floor with a finished floor elevation above the elevation of the manhole cover of the next upstream manhole in the public sewer shall not discharge through a backwater valve (IPC §715).
- 2.29. ___ Full construction details and design calculations for the grinder pump and force-main, if applicable. (include a copy of Special Services' approval).
- 2.30. ___ Locate the existing/proposed well and septic system in accordance with all approved DNREC permits. (show 100-ft radius between well and septic).
- 2.31. ___ Septic information (type of system and date of approved site evaluation). Locate system on the plan.
- 2.32. ___ Comply with the drainage patterns and grading concept established on the approved Grading Plan
- 2.33. ___ Provide on-lot erosion and sediment control measures and details per DNREC's E & S Handbook. (Examples are silt fence, stabilized construction entrance, stabilization, etc.).
- 2.34. ___ Show all planting materials including street trees, as depicted on the recorded plan and approved Landscape Plan per UDC Tables 40.04.111 A, B, and C. Include within the Legend symbols for the street trees and other materials, with a separate note that all required planting materials will be installed on and along the lot.
- 2.35. ___ Depict all above ground utility structures with adequate grading to allow runoff to be conveyed to the street.
- 2.36. ___ Depict all areas that convey concentrated flows with erosion control matting in accordance with the Del. E & S Handbook.

3.0 NOTE REQUIREMENTS

- 3.1. ___ 'This plan accurately reflects site conditions and the proposed development and is in compliance with the Record Plan and New Castle County Code.'
- 3.2. ___ 'This plan was prepared in compliance with the General Development Plan dated XX/XX/XXXX and approved on XX/XX/XXXX.'
- 3.3. ___ 'The total land disturbance proposed by this plan is _____ square feet.'
- 3.4. ___ Provide the most current SLD number when applicable.
- 3.5. ___ 'Erosion and sediment controls shall be installed on lot prior to any construction starting.'
- 3.6. ___ 'All land disturbance shall be on lot unless otherwise depicted on the Lines and Grades plan or an adjacent lot has an active permit. No disturbance shall occur in open space.'
- 3.7. ___ 'The Lot shall be final graded during the first optimal growing season if a bad weather grading letter is obtained.'

- 3.8. ___ 'Prior to removing on lot controls the lot shall be graded and stabilized.'
- 3.9. ___ The following note is to be provided in lieu of a wetland report, as applicable:

'[FIRM NAME] performed a field investigation (e.g. soils, vegetation etc.) on [DATE] and determined that there are no wetlands, as defined in Article 10 of the UDC, within 50 feet of the Limits of Disturbance'

4.0 CERTIFICATION OF PROFESSIONAL ENGINEER/LAND SURVEYOR

I, the undersigned, hereby certify that I am a Professional Engineer / Land Surveyor registered in the State of Delaware and it is my opinion that, to the best of my knowledge, each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines and policies.

Signature and Seal of Professional

Date

Submission of this Checklist does not relieve the applicant from the responsibility to comply with all applicable regulations, codes, standards, guidelines and policies. The Department of Land Use reserves the right to revise this checklist at any time.