



<input type="checkbox"/> <b>Project Name:</b>
<input type="checkbox"/> <b>Application Number:</b>

## 1.0 STANDARD SUBMISSION REQUIREMENTS

- 1.1. \_\_\_ Completed checklist signed, sealed and dated by a Delaware P.E. /P.L.S. (NCCC §12.03.006)
- 1.2. \_\_\_ One copy of all necessary calculations signed, sealed and dated by a Delaware P.E. /P.L.S. (DSSR §3.3.1, 3.4.1 & 3.8.1)
- 1.3. \_\_\_ One set of plans on 24" x 36" sheets. All plans shall be signed, dated, sealed and certified by a Delaware P.E. /P.L.S. (UDC Appendix 1, DSSR §3.8.1)
- 1.4. \_\_\_ One set of electronic plans submitted through ePlans in accordance with the NCC eServices Electronic Plan Review Submittal Standards
- 1.5. \_\_\_ Review fee, payable to New Castle County. (UDC Appendix 2)

## 2.0 PLAN REQUIREMENTS (INDEX SHEET)

- 2.1. \_\_\_ Plan view of the entire site at a reasonable scale showing limits of disturbance, all protected resources in Table 40.10.010 of the UDC, environmentally sensitive areas; project phasing; buildings and/or lot numbers, north arrow, and names of adjacent property owners. (UDC Appendix 1)
- 2.2. \_\_\_ Location Map, maximum scale 1" = 800' (site delineated on a street map bearing a north arrow with street names and approximate distance from major intersection labeled) (UDC Appendix 1)
- 2.3. \_\_\_ Index of Sheets and Table of Contents (UDC Appendix 1)
- 2.4. \_\_\_ Title Block (UDC Appendix 1)
  - 2.4.1. \_\_\_ Names, mailing addresses, telephone and facsimile numbers of the owner(s) of the property, developer, engineer and applicant
  - 2.4.2. \_\_\_ Name and address of the project, including Hundred, County and State
  - 2.4.3. \_\_\_ Scale (written and graphic)
  - 2.4.4. \_\_\_ Date (including all plan revision dates and purpose of revision)
- 2.5. \_\_\_ General notes/site data (UDC Appendix 1)
  - 2.5.1. \_\_\_ Tax Parcel Number
  - 2.5.2. \_\_\_ Application Number
  - 2.5.3. \_\_\_ Topography
    - 2.5.3.1. \_\_\_ Date and source of topography
    - 2.5.3.2. \_\_\_ Field verification
    - 2.5.3.3. \_\_\_ Benchmark, location and elevation
    - 2.5.3.4. \_\_\_ Vertical Datum
  - 2.5.4. \_\_\_ Instrument Number
  - 2.5.5. \_\_\_ Current Zoning
  - 2.5.6. \_\_\_ Applicable Variances

- 2.6. \_\_\_ Professional Engineer/Land Surveyor Certification: “I, undersigned, hereby certify that I am a registered Professional Engineer/ Professional Land Surveyor in the State of Delaware and that all of the information on this plan is true and correct to the accuracy required by accepted surveying standards and practices and by the New Castle County Unified Development Code.” (UDC Appendix 1)
- 2.7. \_\_\_ Owner’s Certification: “I, undersigned, hereby certify that I am the owner of the property which is the subject of this plan and that the land use action proposed by this plan is made at my direction and that I authorize this plan to be approved pursuant to the (Record Plan [ Instrument Number ] or Site Plan [ Name ]) in accordance with the regulations of the New Castle County Unified Development Code.” (UDC Appendix 1)
- 2.8. \_\_\_ Legend for all symbols used (UDC Appendix 1)
- 2.9. \_\_\_ Description of proposed construction and use (use must be consistent with Article 4 of the Unified Development Code or applicable variances) (UDC Appendix 1).

### 3.0 PLAN REQUIREMENTS (ALL OTHER SHEETS)

- 3.1. \_\_\_ The lines and grades plan part of a building permit for new buildings or expansion of existing buildings in excess of 480 sq.ft. must demonstrate adequate conveyance in compliance with Chapter 12 of the NCCC; specifically, Section 12.04.001. For general guidance contact the Engineering Section at 395-5400.
- 3.2. \_\_\_ If the total land disturbance equals or exceeds 5,000 sq. ft. comply with Chapter 12 of the NCCC; specifically, Section 12.04.001 (i.e. adequate conveyance) and the requirements of the Delaware Sediment and Stormwater Regulations.
- 3.3. \_\_\_ North arrow (UDC Appendix 1)
- 3.4. \_\_\_ Scale (max. scale 1” = 30’, 1” = 50’ may be acceptable for Grading Plans if clearly readable)
- 3.5. \_\_\_ 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. Topography shall extend off property to sufficient distance to depict potential impacts to and from adjacent properties. Sufficient information shall be provided beyond match lines to clearly depict proposed information.
- 3.6. \_\_\_ Existing and proposed spot elevations at all high and low points and elsewhere as necessary to illustrate drainage patterns and protective slope for building (NCCC §12.03.003.A.6 & 12.03.004.A.1)
- 3.7. \_\_\_ Flow arrows as necessary to illustrate proposed drainage patterns
- 3.8. \_\_\_ Delineation of all protected resources in Table 40.10.010 of the UDC and other environmentally sensitive areas with the extent of disturbance in these areas. (A buffer of an adequate width must be provided between the limits of grading and the extent of disturbance on above areas.) (UDC Article 33, NCCC §12.03.005)
- 3.9. \_\_\_ Type, material, size, length and invert elevations at inlets and outlets of all pipes and culverts. Include detail sheet of site conditions at all points of surface water discharge from proposed land disturbing activity.
- 3.10. \_\_\_ Cross-sectional details of all open channels complete with construction specifications, consistent with proposed grading. Cross section locations every 100 feet within plan view for all proposed open channels with maximum flow depths for design storm exceeding one (1) foot. (NCCC §12.04.005)
- 3.11. \_\_\_ Delineation and labeling of all easements: drainage, stormwater, sanitary, maintenance, access, etc. including landscape buffers – document purpose and party responsible for maintenance. (NCCC §12.04.005)
- 3.12. \_\_\_ Delineation of fill/cut slopes greater than 3V: 1H and assessment of impacts to adjacent properties and protected resources. (NCC §12.03.003)
- 3.13. \_\_\_ Complete metes and bounds of all subject parcel(s) (May be provided as an inset map on parcels greater than 2 acres) (UDC Appendix 1)
- 3.14. \_\_\_ All streets with names, widths and limits of R.O.W. where necessary (UDC Appendix 1)

- 3.15. \_\_\_ Dimensioned building restriction lines (UDC Appendix 1)
- 3.16. \_\_\_ Label all existing structures and their uses (UDC Appendix 1)
- 3.17. \_\_\_ Label all proposed structures and their intended uses (UDC Appendix 1)
  - 3.17.1. \_\_\_ Dimensions locating the proposed structure to the property lines (min. 3 dimensions)
  - 3.17.2. \_\_\_ Top of foundation, basement and garage floor elevations. Also, indicate if basement is to be sewered or not based upon elevation.
  - 3.17.3. \_\_\_ Lowest sewered floor elevations must be at least 5 ft. higher than the corresponding sewer lateral invert elevation. Properties requiring a backwater valves in accordance with Section 715 of the IPC shall be identified.
  - 3.17.4. \_\_\_ Demonstrate protective slopes per Chapter 6 of the New Castle County Code (IRC Chapter 4 Section R401.3; min. 6" in 10', NCC §12.03.003 & .004)
- 3.18. \_\_\_ Label all existing and proposed stormwater management facilities.
- 3.19. \_\_\_ Sanitary sewer lateral and clean out(s), with invert elevation at main sewer line and at clean out(s) – or – design and location of septic system and alternate disposal area for all subject lots and buildings. (All laterals shall be 6" PVC with clean outs located just outside the right-of-way line) – or – (Include a copy of the approved septic permit from DNREC with the submission)- (UDC Appendix 1)
- 3.20. \_\_\_ Septic information (type of system and date of approved site evaluation). Locate system on the plan. (UDC §40.22.330)
- 3.21. \_\_\_ All necessary details (driveway, sidewalk, curb, pavement, retaining walls, etc.) (If a retaining wall is proposed over 4'0" in revealed height, the lines and grades plan must be accompanied by a structural design signed and sealed by a Delaware P.E.) – (NCCC §12.03.003)
- 3.22. \_\_\_ External grease trap location and detail for Commercial Food Establishments. (Dept. of SS Policy)
- 3.23. \_\_\_ Provide erosion and sediment control measures with location and details.
- 3.24. \_\_\_ Provide the following note on the plan: "The total land disturbance proposed by this plan is \_\_\_\_\_ square feet."
- 3.25. \_\_\_ Provide an approval box on each sheet in the same location (i.e. bottom center, center right, top left etc.)

**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 PE/PLS**

\_\_\_\_\_  
**Date**

Submission of this Checklist does not relieve the applicant from his/her responsibility to comply with all applicable regulations, codes, standards, guidelines and policies. The Department of Land Use reserves the right to revise this Checklist periodically as the need arises.