

(Frequently Asked Questions)

Engineering Submission Fees

When Does the Incomplete Submission Fee Apply & When Does the Resubmission Fee Apply?

Incomplete Engineering Submission Fee - \$250.00

Upon receiving a plan submission, the Engineering Section will review the submission to ensure that all required elements are included in the submission. If any are not included, the submission will be refused. Upon receipt of a complete submission, the Incomplete Engineering Submission Fee of \$250.00 will be due.

EXAMPLE: An Exploratory Plan Submission does not include the completed Engineering submission checklist.

Engineering Resubmission Fee – \$500.00

Upon reviewing a complete plan submission, the Engineering Section finds that one or more aspects of the plan does not meet code requirements and must be revised. Upon receipt of an amended submission, the Engineering Resubmission Fee of \$500.00 will be due.

EXAMPLE: The plan submission does not fully address the requirements of the review stage and must be addressed prior to advancement.

QUESTION: Can both fees be assessed at the same time?

ANSWER: No. However, the same plan may – at different times – be subject to both fees, in particularly defective multiple submissions. Therefore, an exploratory plan may be submitted on April 1 that is incomplete and a \$250.00 Incomplete Submission Fee will be required. Resubmitted on April 15 and reviewed, the plan is found unacceptable. Upon correction and resubmission on May 5, a \$500.00 Resubmission Fee will be assessed. At each stage of the plan review process, under worst-case circumstances, a plan may be found first incomplete and then, upon completion and engineering review, later found to be unacceptable.

QUESTION: If the initial fee is less than \$500, does the resubmission fee still apply/remain

\$500?

ANSWER: Yes.

QUESTION: Do the resubmission and incomplete fees apply even in circumstances where there is no initial fee?

ANSWER: Yes. For example, the review of stormwater as-built plans is subject to both incomplete and resubmission fees.

QUESTION: Do the incomplete and resubmission fees apply to expedited plans?

ANSWER: Yes. In addition, should the applicant wish the resubmission to be expedited, the fee for expediting the plan will have to be paid again.

QUESTION: Do the incomplete and resubmission fees apply to Individual Lines & Grades?



DEPARTMENT OF LAND USE

ANSWER: No.

QUESTION: Do the incomplete and resubmission fees apply to the LDIA?

ANSWER: No.

QUESTION: How can I help to avoid incomplete submissions?

ANSWER: Carefully follow the checklist for the plan you are submitting. Checklists for Exploratory, Preliminary, Record, Lines & Grades and other plans can be found on the Engineering Page of the New Castle County website (www.nccdelu.org). If you have any question as to whether a requirement applies to your plan, call first before making your submission.

