



DEPARTMENT OF LAND USE  
87 READS WAY, NEW CASTLE, DE 19720  
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REV. 07/2019

<b>Project Name</b>	
<b>Application Number</b>	

**1.0 STANDARD SUBMISSION REQUIREMENTS**

- 1.1. \_\_\_ One completed copy of the Record Plan Engineering Checklist signed, sealed and dated by a Delaware P.E. /P.L.S
- 1.2. \_\_\_ One set of electronic plans submitted through ePlans in accordance with the NCC eServices Electronic Plan Review Submittal Standards.
- 1.3. \_\_\_ Compliance with Appendix 1 of the Unified Development Code (UDC); Record Plan requirements.
- 1.4. \_\_\_ Review fees as listed in Appendix 2 of the Unified Development Code. (checks payable to New Castle County).

**2.0 PLAN REQUIREMENTS**

- 2.1. \_\_\_ Delineation and labeling of all existing and proposed **easements**, including deed recording information and party responsible for maintenance.
  - 2.1.1. \_\_\_ **Drainage easements**, in accordance with UDC §40.20.242, Drainage Code § 12.04.005. Document the purpose of the easement (pipe -§12.04.001.C.5, swale -§12.04.001.B.10, residential lot drainage -§12.03.003.A.7, watercourse - §12.04.005 A. 2).
  - 2.1.2. \_\_\_ **Stormwater management easements** for access to and maintenance of stormwater management areas in accordance with Drainage Code §12.05.006.B.6, UDC §40.03.406., DSSR §7.1.4 and DSSR §11).
  - 2.1.3. \_\_\_ **Sanitary sewer easements**
- 2.2. \_\_\_ Location and labeling of water supply and groundwater monitoring wells.
- 2.3. \_\_\_ Lands for publicly maintained pump stations, and access to them from a public street, dedicated to the County.
- 2.4. \_\_\_ All Private Streets/alleys shall be delineated on their own parcel which shall be a typical right of way for the roadway.

**3.0 NOTE REQUIREMENTS**

- 3.1. \_\_\_ Provision for trespassing by the Developer for a period of at least one year after a lot is sold for purposes of completing overall site drainage and/or landscaping requirements
- 3.2. \_\_\_ A geotechnical evaluation has been performed to approximate the seasonal high water table (SHWT) elevation(s) and [the following/no] lots require further evaluation, as it pertains to their lowest proposed floor elevation prior to the issuance of a building permit[:/.]
- 3.3. \_\_\_ Document any construction limitations based on the geotechnical evaluation of the SHWT elevation(s) prior to building permit issuance. All structures proposed with lowest floor within 3-feet of the estimated SHWT shall be waterproofed (UDC §40.22.130). No lowest floor shall be constructed within 2 feet of the estimated SHWT (UDC §40.22.220).
- 3.4. \_\_\_ Means of sewage disposal:
  - 3.4.1. \_\_\_ If sewer, specify public or private, acknowledge that the County will not be committed to any capacity until an agreement has been executed between the developer and the County and provide access note for maintenance of public sewers

- 3.4.2. \_\_\_ Sewerage is subject to the approval of DNREC and the County Department of Public Works.
- 3.4.3. \_\_\_ Total sewer flows with breakdown by unit type (single family, townhouse, etc.). If there is to be no increase in sewerage flows, it is to be so noted on the plan
- 3.4.4. \_\_\_ When septic is proposed, provide the following note:

“Septic system feasibility has been satisfactorily established for each lot in this subdivision. The feasibility indicated only that, at the time of testing, there was at least one area on each lot that could meet the standards for an on-site sewage disposal system. Feasibility is not a design approval and does not imply a guarantee that such approval can be obtained. Factors such as building size and use, the number of proposed bedrooms on a residential lot, the placement on the lot, and location of water well (if applicable) will influence the final design. No building permits will be issued without review and approval of a detailed design for each lot. The lots shown on this plan have been preliminarily designed to support a maximum number of (X) bedrooms. It may be possible to construct additional bedrooms based on further engineering study.”

- 3.5. \_\_\_ Provide the following notes for a **Residential** Record Plan, as applicable:

- 3.5.1. \_\_\_ Contact the Department of Public Works to determine the fee amount for the Residential Stormwater Management Facility Maintenance Fund in accordance with the UDC Section 40.27.230.

“The Owner/Developer shall pay, to New Castle County, funds for residential storm water management facility maintenance and inspections pursuant to Section 40.27.230 of the County Code. The funds shall be used for the costs associated with inspections, long-term sediment cleanout and structural repair and reconstruction of storm water management facilities. An amount of \$XXXXXXX , as determined by the Department of Public Works, shall be funded upon the issuance of seventy-five (75) percent of the building permits for the lots in the subdivision, or phase thereof. The Department of Land Use shall withhold the issuance of any additional building permits until the Department of Land Use is furnished with satisfactory written proof that the funds have been paid to New Castle County in accordance with the requirements.”

- 3.5.2. \_\_\_ Pursuant to UDC §40.27.220, the developer shall place funds in an interest bearing escrow account equivalent to the cost of maintaining the private open space, private alleys, and common facilities for a two (2) year period. The amount shall be \$XXXXXX (\$\_\_\_ per lot X # of lots) as shown on this plan or subsequent plans.
- 3.5.3. \_\_\_ All active recreation areas and structured recreational facilities (clubhouses, pavilions, etc.) shall be completed prior to the issuance of fifty (50) percent of the total building permits within the subdivision.

- 3.6. \_\_\_ Provide the following notes for A **Non-Residential** Record Plan, as applicable:

- 3.6.1. \_\_\_ Contact the Department of Public Works to determine the fee amount for the Non-Residential Stormwater Management Facility Maintenance Fund in accordance with the NCCC Section 40.27.240. Once the fee has been determined, the following note shall be placed on the record plan:

“The Owner/Developer shall pay, to New Castle County, funds for Long Term Stormwater Maintenance and Inspection Fund pursuant to UDC §40.27.240 of the County Code. The funds shall be used for the costs associated with inspections. An amount of \$XXXXXX shall be funded prior to receiving the first Certificate of Occupancy. The Department of Land Use shall withhold the issuance of any

Certificate of Occupancy until satisfactory written proof that the funds have been paid to New Castle County is furnished in accordance with the requirements.”

In instances where no building permit is proposed as part of plan, the note shall be modified to require the fee prior to commencement of construction.

- 3.6.2. \_\_\_ The following note may be provided in lieu of specific easements for each stormwater management system on Non-Residential plans (UDC §40.20.420):

“A stormwater management access easement in favor of New Castle County, its agents and assigns is hereby created on, over, under and across the entire area of all stormwater management facilities including, stormwater conveyance systems, basins, and all components thereof, identified on the plan and all watercourses for the purpose of inspecting, evaluating and maintaining the stormwater management facilities and watercourses. The easement shall extend 15' from the outer edges of each such stormwater management facility. A general access easement is hereby created over and across the property shown on this Plan granting New Castle County, its agents and assigns the right, privilege and authority to enter upon and travel across the property to each stormwater management facility. The easements herein created shall be for pedestrian, vehicular and equipment use. If New Castle County, its agents or assigns determines that maintenance is required to a stormwater management facility, New Castle County shall provide notice of the required maintenance and the time frame in which such maintenance shall be completed to the property owner or responsible party. No notice shall be required where New Castle County performs maintenance where there is imminent threat to life, health or property. In the event New Castle County elects to maintain the stormwater management facilities, all expenses shall be assessed jointly and severally against the owners of the property shown on this Plan.”

- 3.7. \_\_\_ “Unless otherwise described by metes and bounds, or by mathematical reference to a property line, a 40’ wide permanent easement, 20’ on each side of the centerline of the pipe, shall be created where a sanitary sewer or storm sewer is designated for public use in unpaved areas and is outside of a dedicated public ROW. A 20’ wide permanent easement, 10’ on each side of the centerline of the pipe, shall be created where a sanitary sewer or storm sewer pipe is designated for public use in privately maintained paved areas, such as parking lots, private streets or driveways. If the constructed horizontal sewer main location deviates by more than 2.5’ from the design location, the project may be subject to a resubdivision plan or pipe location as determined by the Department of Public Works.”

- 3.8. \_\_\_ Provide the following note(s) for Minor Residential Subdivisions, as applicable:

3.8.1. \_\_\_ “A P.E./P.L.S. must certify that Conveyance Mitigation Areas on each lot are 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.”

3.8.2. \_\_\_ “Compliance with the Delaware Sediment and Stormwater Law shall be demonstrated, prior to building permit issuance, for each individual lot.”

- 3.9. \_\_\_ Provide the following notes for subdivisions proposing Private Streets/Alleys:

3.9.1. \_\_\_ “Maintenance of the private streets/alleys shown on the plan shall be the responsibility of the maintenance corporation.”

3.9.2. \_\_\_ “Maintenance of all storm sewer systems within private streets/alleys shall be the responsibility of the maintenance corporation.”

- 3.9.3. \_\_\_ “All private streets/alleys are to be constructed in accordance with the most current DeIDOT standards and specifications for roadway design.”
- 3.9.4. \_\_\_ “Driveways to a private street/alley shall meet DeIDOT standards.”
- 3.9.5. \_\_\_ “A third party inspector is required to be retained by owner to document that all private streets/alleys meet DeIDOT construction specifications. Third party inspector shall prepare and submit a report to Department of Land Use summarizing inspections signed and sealed by a professional engineer registered in State of Delaware.
- 3.9.6. \_\_\_ “All private street/alley signage required for safe ingress and egress to a lot shall be installed prior to the Certificate of Occupancy being issued for any building.”
- 3.9.7. \_\_\_ “Video verifying all storm sewers are in good condition shall be submitted to the Department for review and approval prior to the acceptance of the open space (residential) or issuance of a certificate of occupancy of buildings serviced by the storm sewer (multi-residential).”
- 3.9.8. \_\_\_ “The Developer is responsible for maintaining the streets/alleyways until acceptance at open space turnover/record compliance inspection.”

**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.