



Size \_\_\_\_\_

Water \_\_\_\_\_

Building Height \_\_\_\_\_

Sewer \_\_\_\_\_

Attached are four (4) copies of the Site Plan as prepared by:

\_\_\_\_\_

A fee of **\$100.00** for the first review and **\$25.00** for each follow-up review is required at the time of submission. All review costs by the Town Engineer are the responsibility of the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Electric Application

Name of Customer or Business \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number (including area code) \_\_\_\_\_

### Check Appropriate Box

New Service \_\_\_\_\_ Primary Metering \_\_\_\_\_

Secondary Metering \_\_\_\_\_ Underground \_\_\_\_\_

Overhead \_\_\_\_\_ Addition to Existing Service \_\_\_\_\_

Electric Heat Connected KW \_\_\_\_\_ Amps \_\_\_\_\_

Electric Hot Water KW \_\_\_\_\_ Amps \_\_\_\_\_

Electric Air Conditioning \_\_\_\_\_

Phase \_\_\_\_\_ Number of Wires \_\_\_\_\_

Voltage Requested \_\_\_\_\_ Wye or Delta \_\_\_\_\_

Entrance Conduit Size \_\_\_\_\_ Entrance Wire Size \_\_\_\_\_

Aluminum \_\_\_\_\_ Copper \_\_\_\_\_

Total Lighting Load KW \_\_\_\_\_ Amps \_\_\_\_\_

Total 3-Phase Power Load HP \_\_\_\_\_ Amps \_\_\_\_\_

Total 1-Phase Power Load HP \_\_\_\_\_ Amps \_\_\_\_\_

Compute Total Load in Amps \_\_\_\_\_

Date Electric Service will be needed \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (including area code) \_\_\_\_\_

*(All information on this form must be filled out completely)*

## **Procedure for Approval of Site Plans (Not Requiring Public Hearings)**

- I. Site Plan Submission and Review Procedures
  - A. Pre-application meeting with staff
    1. At this meeting the applicant and/or engineer will be informed of the review procedures, site plan requirements, meeting dates, deadlines, and other information which will assist in the preparation of the site plan.
  - B. Submission of site plan for review by staff
    1. Four (4) copies (do not submit originals) of the site plan are required at this time to be distributed to:
      - Planning Staff
      - \*DAS
      - \*Town Engineer
      - Clayton Fire Company
    2. Appropriate filing fee in accordance with the adopted fee schedule.
  - C. Review by Delaware Advisory Committee (DAS)
    1. Plans must be received at least two (2) weeks prior to the DAS meeting which is the fourth Wednesday of the month.
  - D. Review by Town Engineer
    1. The Town Engineer will review all major site plans to assure all required information is included and that all design standards have been met.
    2. The Town Engineer will sign and seal the site plan when it meets all requirements.
  - E. Review by Planning Commission
    1. The Planning Commission meets the fourth Wednesday of each month. All plans must be received two (2) weeks prior to the meeting.
    2. A brief presentation of the site will be heard from the applicant. The DAS, Staff, and Town Engineer comments will be presented to the Commission for review. The Commission then takes the action of either approval, approval with conditions, or denial of the proposed plan. Approvals are usually conditioned upon compliance with some or all of the DAS and other recommendations.

F. Record Plan Submission

1. Following conditional approval by the Planning Commission, the applicant is notified of all conditions of approval and all revisions necessary for plan recordation. The applicant then submits a record check print to the staff for final review prior to record plan submission.

\*Minor site plans (under 3,500 square feet) may exclude these steps at the discretion of the Administrative Official.



7. The locations, names, and existing widths of adjacent street right-of-way and curb lines.
8. The locations, if involved, of Town of Clayton and/or County boundaries.
9. The locations and owners of record of all adjoining lands.
10. Location, width, and purpose of all existing and proposed easements, set backs, reservations, and areas dedicated to the use within or adjoining the property.
11. A complete outline of existing or proposed deed restrictions or covenants applying to the property and recital of the deed references if they are of record.
12. Existing zoning on the site and adjacent properties.
13. One location map, at a scale of 400 feet to the inch, showing the distance along all adjacent roads to the nearest intersections.
14. Record of any agreements between the applicant and the Town regarding the proposed development.

B. Existing Features

1. Location and size of existing sanitary sewers.
2. Location and size of existing storm sewers, water courses, and drainage flow.
3. Location and type of all existing topographical features which may affect proposed streets.
4. Location and size of existing water mains.
5. Parcels of land such as additional right-of-way along old roads intended to be dedicated and the conditions, if any, of such dedication or reservation.
6. Tentative grades of proposed streets to an existing street or to a point 400 feet beyond the subdivision boundaries.

C. Natural Features

1. Contour lines at vertical intervals of two (2) feet for land with average existing slope of four percent (4%) or less, and at intervals of five (5) feet for land with average existing slope greater four percent (4%).
2. Location of different soil types as indicated by the soil survey of Kent County, prepared by the Soil Conservation Service, and including locations of flood hazard areas including the 100-year flood plain boundary(ies). The soil's information shall be supplemented by soil boring and percolation test data if requested by the Town (if the site is within or near the Environmental Protection Overlay District / Floodplain Subdistrict).

3. Location of significant natural features including bodies of water, wetland, and forest areas.

D. Proposed Development

1. Existing buildings and other structures.
2. Location and width of all proposed streets and right-of-ways.
3. Location of all proposed structures except one-family detached dwellings and indication of the total number of dwelling units.
4. Location and dimensions of all lot lines.
5. Building setback lines on all lots.
6. Location of all uses not requiring structures including parks, playgrounds, and other open space areas.
7. Location and plans for any outdoor sign.
8. Location direction, power, and time of use for a proposed outdoor lighting.
9. The locations, size, and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas, and other paved areas.
10. Indication of the total amount of impervious surfaces and the development coverage.
11. Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundation. The datum to which all elevations, including existing contour elevations refer, shall be clearly indicated on the plan.
12. Plans for surface drainage of the site if requested by the Town. Such plans shall include storm water run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
13. Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the Town, or other agency will bear the financial responsibility for the construction and which improvements are intended to be dedicated to the Town.
14. Proposed grading, screening, and landscaping indicating size and height including types and locations of proposed street trees.