Predevelopment Meeting Packet

Guidance & Assistance For Development Projects

Provided by the
Town of Georgetown
Planning Department
39 The Circle
Georgetown, DE 19947
(302) 856-7391 Phone
(302) 856-6348 Fax

www.georgetowndel.com

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1. Introduction

a.) Town of Georgetown Planning Department

Welcome to the Town of Georgetown's Planning Department. We look forward to working with you throughout the review process of your project. Our objective is to provide information and guidance until you are actually up and running with your new project. Our office communicates with other agencies to ensure we are sending you in the right direction and if possible, save you time and money during the process.

The Town has worked very hard to create a plan review process that allows our department to be with the project from the first predevelopment meeting to the issuance of the certificate of occupancy. The streamlined communications between the engineer, developer and planner benefit all parties involved.

Our office has also spent time ensuring the resources you will need are accessible anytime for your convenience. We have produced several resource documents on the Town's website www.georgetowndel.com including the zoning classification of all parcels within the Town's limits and the Updated Comprehensive Plan. This should reduce some of the phone calls and inquiries to our office so we may continue reviewing applications to ensure timely responses.

We have provided this predevelopment meeting packet to assist developers, engineers, surveyors and architects with a reference document when proposing a project within the Town limits of Georgetown. Additional copies may be printed from the Town's website.

Thank you for your interest in investing within the Town of Georgetown. Together we can make Georgetown an even greater place to live, work, learn, shop and play!

b.) Meet the Staff

Jocelyn Godwin, Planning Administrator

Jocelyn is responsible for the Town's mapping (zoning, town limits, parcel) needs, monthly and annual reports, special projects, reviewing and approving building permits, reviewing and approving business license applications, assigning addresses, issuing mapping/tax work orders, as well as the Department scheduling, payroll and budgeting. Jocelyn facilitates the Board of Adjustment, Planning Commission and Predevelopment meetings.

Jamie Craddock, Planning Assistant

Jamie is responsible for the Department's purchasing, reviewing and approving building permit and business license applications, Board/Commission support (agendas and packets), posting agendas and Public Notices in the newspaper, attending and taking minutes for Predevelopment meetings, updating the web site for the department, daily cash receipt reconciliation, review of plan applications, as well as assisting the general public.

2. Development Contact List

To assist you, we have provided a list of contacts that relate to project development:

State of Delaware

Department of Transportation-Entrance 23697 Dupont Boulevard, Georgetown, DE 19947	(302) 853-1342
Department of Transportation-113 North/South Study 800 Bay Road, Dover, DE 19901	(302) 760-2080
Department of Transportation-RT 9/319 Study 800 Bay Road, Dover, DE 19901	(302) 760-2356
Department of Transportation-Utilities 23697 Dupont Boulevard, Georgetown, DE 19947	(302) 853-1340
Department of Transportation-Signage 23697 Dupont Boulevard, Georgetown, DE 19947	(302) 853-1345
Department of Transportation-Traffic Impact Study 800 Bay Road, Dover, DE 19901	(302) 760-2109
Indian River School District 252 Clayton Avenue, Frankford, DE 19955	(302) 436-1000
Office of the State Fire Marshal 22705 Park Avenue, Georgetown, DE 19947	(302) 856-5298
Office of State Planning-PLUS/Annexations 122 William Penn St., Haslet Armory, Dover, DE 19901	(302) 739-3090
Public Health Office of Drinking Water-extensions 655 Bay Road, Suite 230, Dover, DE 19901	(302) 741-8630
Public Health-Restaurant/grease traps 544 South Bedford Street, Georgetown, DE 19947	(302) 856-5355
Sussex Conservation District 23818 Shortly Road, Georgetown, DE 19947	(302) 856-7219

Sussex County

Building Code Department-Plan Review/Occupancies 2 The Circle, Georgetown, DE 19947	(302) 855-7860
Building Permit Department-Building Permits 2 The Circle, Georgetown, DE 19947	(302) 855-7720
Mapping & 911 Addressing 2 The Circle, Georgetown, DE 19947	(302) 853-5897
Planning & Zoning Department 2 The Circle, Georgetown, DE 19947	(302) 855-7878
Recorder of Deeds 2 The Circle, Georgetown, DE 19947	(302) 855-7785
Tax Department 2 The Circle, Georgetown, DE 19947	(302) 855-7760

Town of Georgetown

Finance Department 39 The Circle, Georgetown, DE 19947	(302) 856-7391
Planning Department-Reviews, Permits 39 The Circle, Georgetown, DE 19947	(302) 853-0104
Police Department 335 North Race Street, Georgetown, DE 19947	(302) 856-6613
Public Works Department-Streets, Utility Locate Info 39 The Circle, Georgetown, DE 19947	(302) 856-6045
Wastewater Treatment Department 24027 Cedar Lane, Georgetown, DE 19947	(302) 856-7377
Water Department- Utility Inspections 7 North King Street, Georgetown, DE 19947	(302) 856-9529

Miscellaneous

American Legion Ambulance Service PO Box 202, Georgetown, DE 19947	(302) 856-9222
Comcast-Cable 1111 Highway One, Lewes, DE 19958	(302) 856-4591
DE Electric Cooperative-Electric PO Box 600, Greenwood, DE 19950	(302) 349-9090
Delmarva Power-Electric PO Box 17000, Wilmington, DE 19886-7000	800-375-7117
Georgetown Fire Company, Inc. PO Box 77, Georgetown, DE 19947	(302) 856-7700
Miss Utility 7223 Parkway Drive, Suite 100, Hanover, MD 21076	800-282-8555

3. Resources Available

a.) Town of Georgetown's Website

The Town's website is located at www.georgetowndel.com and is updated frequently. Planning information available includes:

-Meeting Agendas
-Code of the Town
-Review Application
-Comprehensive Plan
-Zoning Classification by Tax Map/Parcel
-Construction Standards
-Predevelopment Meeting Packet
-Predevelopment Meeting Request

b.) State of Delaware's Websites

-The *Office of State Planning* hosts a website that has several resources including: development projects within the State, PLUS regulations, process and meeting agenda's, municipal boundaries, etc. www.state.de.us/planning
-The *Department of Natural Resources* hosts a website that has several resources including: storage tanks, air quality, environmental database, water quality, watershed, wetlands, etc. www.dnrec.state.de.us/dnrec2000
-The *Department of Agriculture* hosts a website that has several resources including: nutrient management, forest service, land preservation, etc. www.state.de.us/deptagri
-The *Department of Health and Social Services* hosts a website that has several resources including: restaurant plan reviews, clean indoor air act, water utility extensions, etc. www.dhss.delaware.gov
-The *Office of State Fire Marshal* hosts a website that has several resources including: fire regulations, plan submittals, fire safety, education, etc. www.delawarestatefiremarshal.com
-The *Department of Service for Children, Youth and their Families* hosts a website that has several resources including childcare licensing, etc. www.state.de.us/kids
-The *Office of Alcohol and Beverage Control Commission* hosts a website that has several resources including liquor license applications, regulations, etc. www.oabcc.state.de.us
-The *Department of Transportation* hosts a website that has several resources including projects such as the North/South 113 Study and the realignment of RT 9 and Sandhill Road, construction details, etc. www.deldot.net
-The *Delaware State Housing Authority* hosts a website that has several resources including Live Near Your Work program, Delaware Real Estate Data, First Time Homebuyers, funding assistance, etc. http://www2.state.de.us/dsha/default.htm

c.) Sussex County Website

Sussex County hosts a website that has several resources including: mapping, tax assessment and billing information, property owner information, zoning of parcels, meeting agendas, etc. www.sussexcountyde.gov

4. Schedule

a.) Predevelopment Meeting

Predevelopment Meetings are scheduled on a weekly basis. Each scheduled meeting slot is for one (1) hour. The meeting will consist of a brief overview of the proposed project, while the remainder of the meeting will be designated for specific questions, directions and/or guidance. The engineer/surveyor and developer are requested to attend this meeting. Department Heads, Town Engineer, Town Solicitor and/or the Town Manager may attend upon the request of the Planning Department depending on the nature of the project. Plans will not be accepted prior to the meeting for review. It is recommended that you bring a couple sketch copies for the meeting and one (1) copy of any proposed site sketch will be kept after the meeting for the property file.

b.) Meeting Due Dates

The only meeting due date is for the Board of Adjustment which is the first Wednesday of each month for the following month's meeting date.

An application is reviewed for plan requirements and site design compliance in the order in which they are received. After the staff and other Departments have completed their review, the comments will be sent to the project's designated point of contact along with directions for the next step or a notice to resubmit. Please do not continually contact the office on the status of the project, as this will only interrupt the review time for each staff member.

c.) Meeting Notifications

For the duration of the project the point of contact will be receiving all meeting notifications from our office via fax or email. Please look for these documents during the process, as this is the only method of notification you will receive.

5. Forms

All forms are available on the Town of Georgetown website located under Forms and Applications.

a.) Review Application
The Town has designed one application for all reviews. Review information will not be accepted unless the application has been completed in its entirety, signed by the legal property owner(s) and the appropriate fees paid.

b.) Predevelopment Meeting Request
The purpose of this form is to reserve a slot at the meeting as well as ensure the Town will have the appropriate people in attendance for further direction. The Meeting Request form will not be accepted unless it has been completed in its entirety.

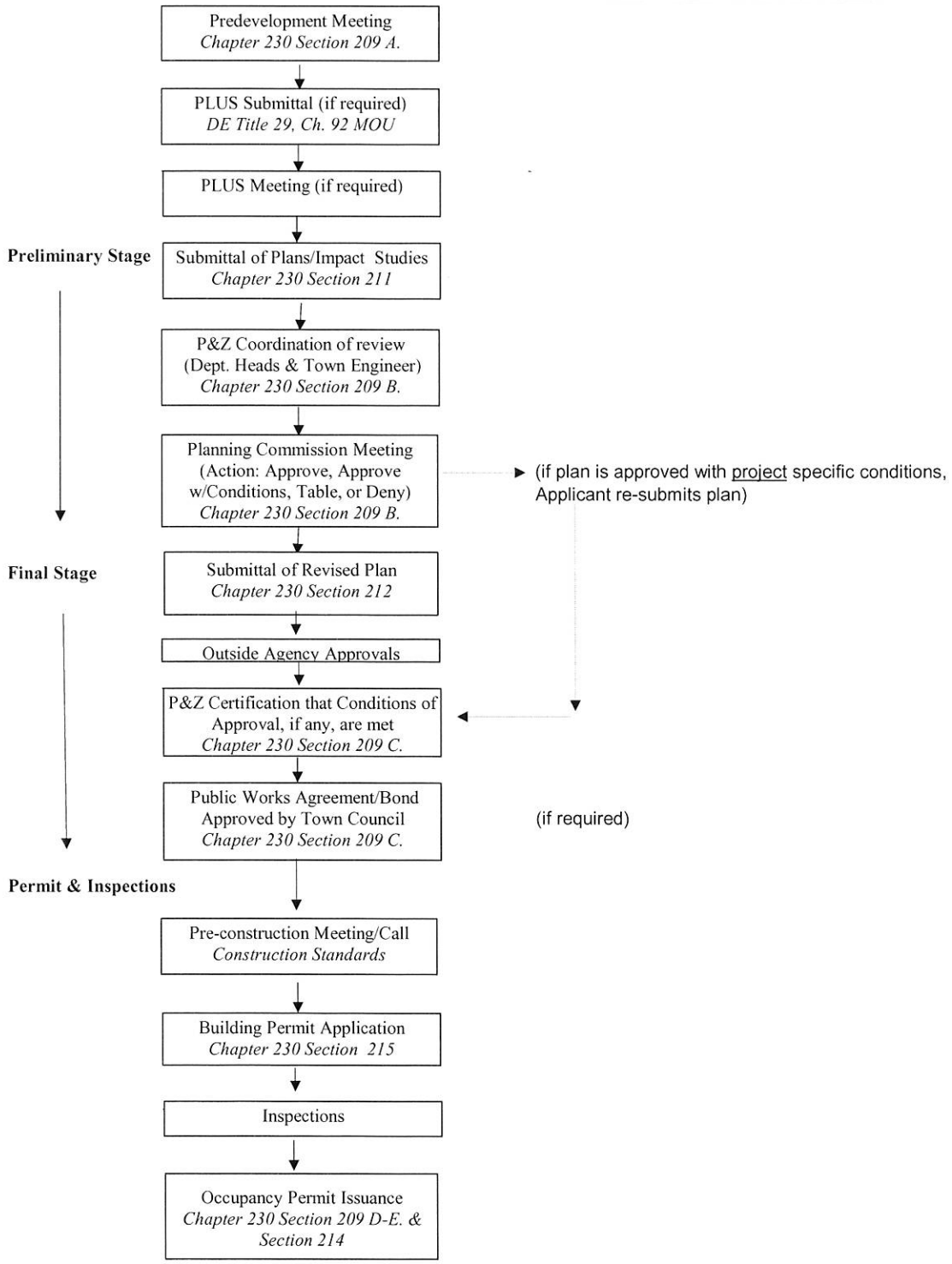
6. Review Process (Charts Attached)

All applications are thoroughly reviewed for plan requirements, Comprehensive Plan recommendations, inner connectivity (pedestrian/vehicle), design and construction standards, zoning compliance, aesthetics (all angles) and land use layout.

(a) Category I Plan Review and Approval Process
(b) Category II Plan Review
(c) Subdivision/RPC Plan Review and Approval Process-Revised Following Public Hearing
(d) Historic Sign Review and Approval Process
(e) Utility Review and Approval Process
(f) Building Permit Review and Approval Process

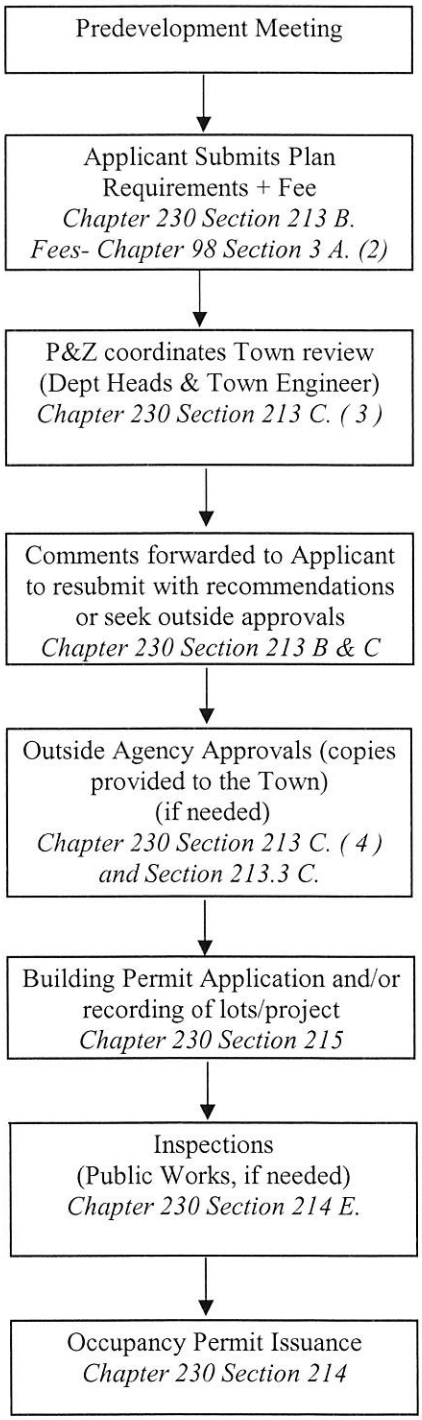
Town of Georgetown

(a) Category I Site Plan Review and Approval Process



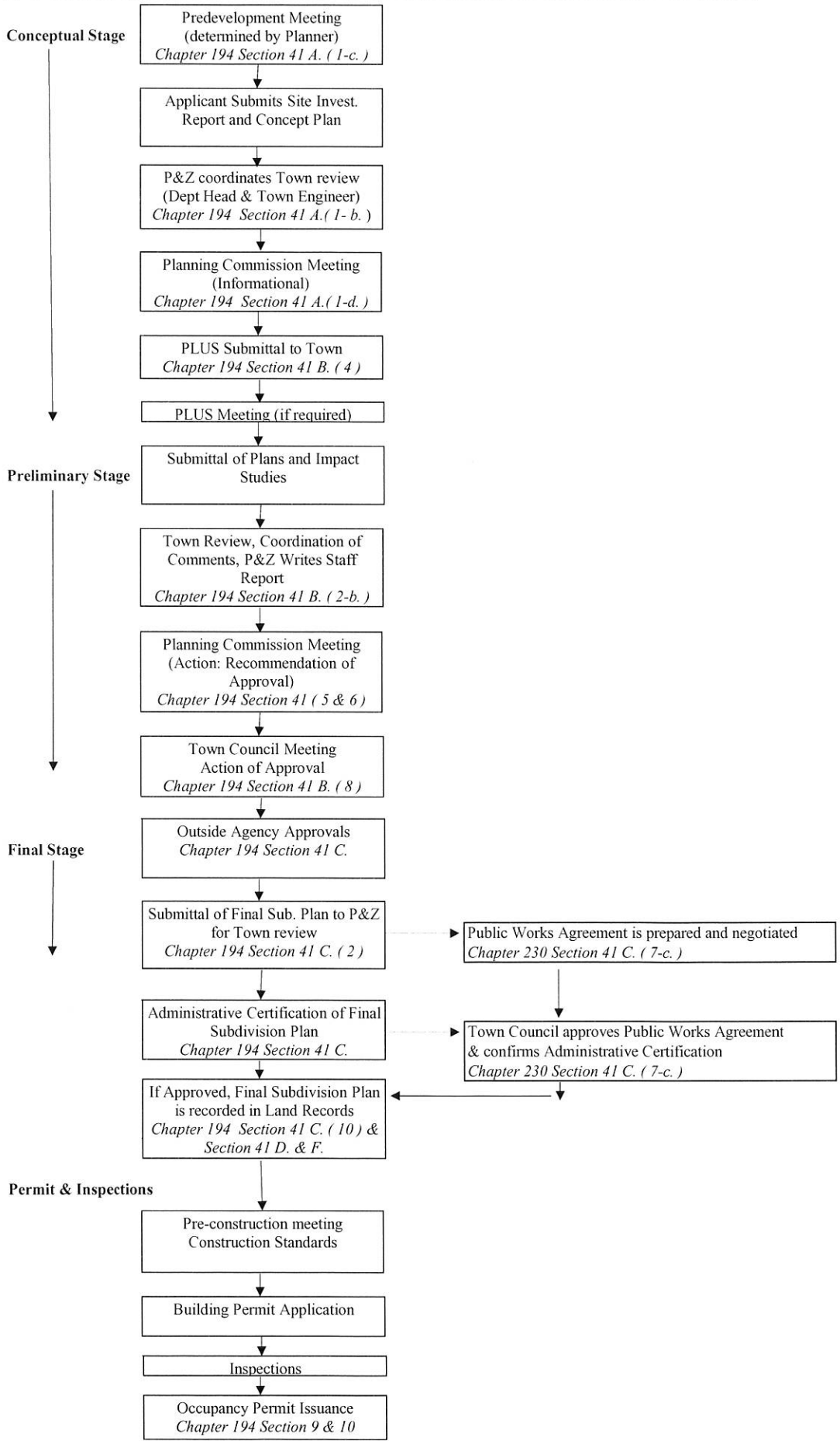
Town of Georgetown

(b) Category II Plan Review



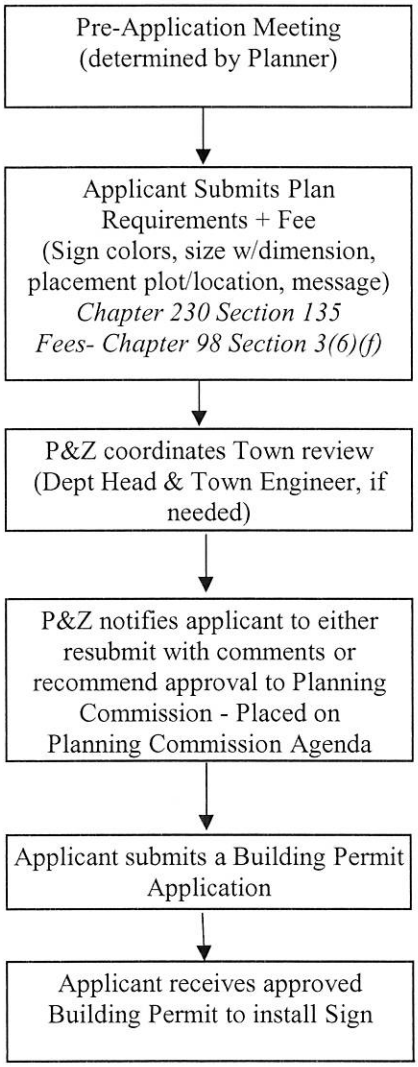
Town of Georgetown

(c) Subdivision Plan Review and Approval Process-Revised Following Public Hearing



Town of Georgetown

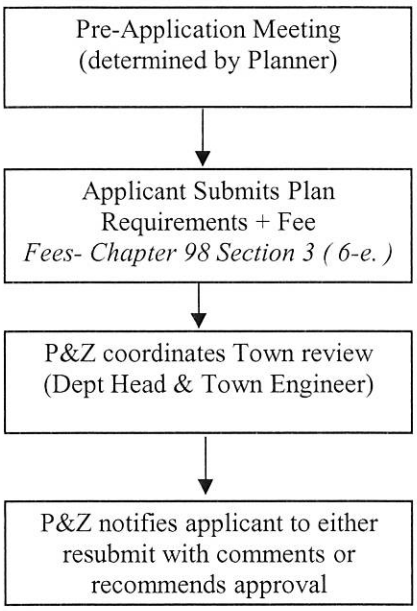
(d) Historic Sign Review and Approval Process



Town of Georgetown

(e) Utility Review and Approval Process

Note: If the property is out of Town, the applicant must first request services from the Town Council by providing a written request to the Town Manager as well as any support documentation or plans.



Refer to Construction Standards pages 23-26 Section 1. C. 1.16-1.19
Grease Trap Detail Drawing can be found in Section 2 Drawing D. 2-3

Town of Georgetown

(f) Building Permit Review and Approval Process

Applicant to prepare a plot plan (see notes located to the right for details)

↓

Submit a building permit application with all the required information
Chapter 61 Section 2 B.

↓

P&Z coordinates Town review
(time frame max 20 working days)
Chapter 61 Section 3

↓

P&Z notifies applicant
Approved or Denied
Chapter 61 Section 3

MUST SHOW EXISTING & PROPOSED

- [ ] Utilities
- [ ] Setbacks
- [ ] Driveway Location with dimensions
- [ ] Parking area with dimensions
- [ ] All structure locations with dimensions
- [ ] Interior building plans with dimensions
- [ ] Interior building plans with uses

Refer to Chapter 61 for more detailed information pertaining to the Building Permit Process

7. Frequently Asked Questions

a.) Plan Review Process

-What is the difference between a Category I and a Category II site plan review?

The intent between the two categories is to allow the Town staff to review/approve minor plans and forward major plans to the Planning Commission for review and approval. Review the listing in Chapter 230, Zoning, of the Code of the Town of Georgetown to determine which process applies to your project.

-What do I need to submit for a sign review in a Historic District?

(8) copies of the sign to include color, size, dimensions, placement, plot/location and verbiage as well as file a review application with the appropriate fee. The Planning Department has color palates that were approved by the Planning Commission for reference.

-What do I need to submit for a utility review?

(2) copies of the proposed utility design plan. It must show your proposed connections or expansion of the existing or nearest utility locations as well as file a review application with the appropriate fee. Existing utility locations may be coordinated by calling Bill Bradley, Director of Public Works, at (302) 236-2647.

-Where can I find the status of a project or what is being proposed in the Town of Georgetown?

The Town's Development Growth Report, tracking all of the projects that have submitted applications, is available to view on the Town's website. This report provides general development and contact information as well as the status of each project.

-How many copies of the submittal information are required?

The Town has one application for all projects. On this form, it will tell you how many copies of the documents are needed. The number of copies must include the application, plans and any support information you supply.

-After I submit my application, will I receive anything in writing from the person who reviewed the application on the next step?

The point of contact will be notified, in writing, each time comments are received or if the applicant is eligible for the next step in the process.

-Where can I get information on any existing water/sewer utilities near my project?

A plan room is maintained at the Town's Maintenance Building and you may make an appointment by contacting Bill Bradley, Director of Public Works, at (302) 236-2647.

b.) Fees

-What are my costs for a project?

The fees for all projects within the Town limits of Georgetown are stated in Chapter 98 of the Code of the Town of Georgetown. This will give you a basis for cost projections; however, fees are subject to change by the Town Council of Georgetown and will be posted in the Code, if changed.

-When do I pay for my sewer and water impact fees?

Sewer and Water Impact Fees are payable upon issuance of a building permit based on the number of EDU's (Equivalent Dwelling Units).

-Can I pay any fees in advance of being issued a building permit?

The Town doesn't permit advance payment of any fees.

-What are professional fees and how are they billed?

Professional fees are fees assessed by the Town Engineer or Town Solicitor for your project. Both professionals bill by the time spent on each project. Each month the Town receives a statement and will forward a professional bill to the point of contact on the review application. The point of contact must forward the bills, if they are to be paid by another party, to ensure prompt payment. Projects will not receive a Certificate of Occupancy if the project has outstanding professional fees.

c.) <u>Inspections</u>

-Who inspects the structures for Building Code compliance?

The Town of Georgetown has an agreement with Sussex County to enforce their current Building Code within the Town Limits of Georgetown.

-Who inspects the utilities and will I receive something in writing?

The Town's Public Works Department will inspect all utilities and larger projects will be inspected with the Town Engineer as well. The point of contact person will receive written comments, changes and/or approvals.

-Who ensures the site plan is built in accordance to the approvals?

The Planner or Construction Coordinator assigned to each project will complete a site visit to ensure everything was built as approved (landscaping, paving, layout, signage, etc.) prior to the issuance of a Certificate of Occupancy.

-Who issues the Certificate of Occupancy?

Sussex County Building Code Department will issue a Certificate of Compliance. A copy must be provided to our Department to initiate our site plan inspection, prior to the Town issuing a Certificate of Occupancy.

d.) <u>Predevelopment Meeting</u>

-What is the purpose of the predevelopment meeting?

The purpose of a predevelopment meeting is to provide guidance and assistance on each project to ensure everyone is aware of any potential issues and of the process in which they would file an application.

-Who needs to attend the predevelopment meeting?

The Town requests the developer/builder as well as the engineer/surveyor to attend the first meeting. It is at the discretion of the point of contact to invite other attendees on their behalf.

-What information will the applicants receive at this meeting?

The Planning Department will present one (1) copy of the Predevelopment Meeting packet. The staff will point out any known issues with each project location depending on specific outside agency projects, if known.

-How long are the meetings and how often do they take place?

Predevelopment Meetings are scheduled on a weekly basis and each project is allotted one (1) hour.

-Does the applicant need to do a presentation at these meetings and should they bring anything?

The applicant will conduct a brief overview of the proposed project and then the remainder of the meeting will be for specific questions, directions and/or guidance. It is recommended that you bring sketches, photographs or other visual depictions of the project, information on access from and impact on nearby roadways, information on anticipated parking needs, anticipated construction timing and examples of any similar projects completed.

-How do I request to be on the Predevelopment meeting agenda?

A predevelopment meeting request form must be completed and forwarded to the Planning Department. The meeting request form may be found on the Town's website. All meeting slots are filled in the order in which the requests are received. If a meeting agenda is full, the project will be placed on the next regularly scheduled meeting.

e.) <u>Process Time Frame</u>

-How long will a site plan review take?

The time frame is not able to be determined as each project has several components including the project engineer's time, outside agency submittals and approvals, ability to design and conform to the Town's Code requirements, development demands for all reviewing offices, and Town's Department review time. If the requirements, recommendations and guidelines for each process are followed, the process should be smooth and take less time.

-What are the due dates for the Planning Commission agendas?

Each plan review project will NOT have a meeting due date. Once an application is received, it will be reviewed for the plan requirements and site design compliance. After the staff and other Departments have completed the review, the comments will be sent to the project point of contact. The Planner will send written notice out to the point of contact on the next eligible step in the process or a notice to resubmit. Please do not continually contact the office on the status of the project, as this will only interrupt the review time for each staff member.

-What are the due dates for the Board of Adjustment agendas?

The Town of Georgetown's only meeting due date is the Board of Adjustment for the applicants. The Board of Adjustment due date is the first Wednesday of each month for the following month's meeting date.

f.) <u>Zoning</u>

-How do I find out what my property is zoned?

If you know the tax map & parcel number of the property, it can be found on the Town's website under Departments/Planning Department. The zoning map parcel chart is in tax map/parcel number order.

-What is a map/parcel number?

A tax map/parcel number is an assigned number to each piece of property by a deed and/or recorded plot. This is an identifying number linked to a property that is assigned by the Sussex County Mapping Department. It can be found on the property tax bills or you may search the Sussex County website.

-What am I permitted to do on my property?

All properties within the Town limits have a zoning classification. All zoning classifications are defined in Chapter 230, the Zoning Code of the Town of Georgetown, on the Town's website. Under each specific zoning, it will state the permitted uses within that zoning district. Remember, it may be permitted; however, it also needs to meet the other requirements as stated in the same Chapter (parking, setbacks, building design, etc.)

-What are my building setbacks?

Once you have determined the zoning of the property, looking further within the Zoning Code Chapter will provide the setbacks for each property. Corner lots as well as average front yard setbacks may vary as stated in the Code.

-I own a piece of property that has one map/parcel number for more than one lot; can I build on the other lots?

If your property has been recorded and assigned a separate parcel number, it may be a buildable lot. If you receive a tax bill for each parcel; it has been recorded and divided. If you have reference to a separate lot number but no parcel number has been assigned yet, you will need to request a predevelopment meeting with our office to review the property for any potential options, process and requirements.

g.) Building Permits

-What do I need a building permit for?

Just about everything. The Code of the Town of Georgetown, Chapter 61, Building Construction, covers almost everything you may wish to do to a property or structure.

-How long does a building permit review take?

Once a completed application has been filed in our office, the staff has up to ten (10) days to review. This time frame may be shorter depending on the office workload and demand.

-Do I need to get a permit from Sussex County as well?

The majority of projects are required to receive a building permit from Sussex County after the Town has issued one. If you are not sure, you may call the Sussex County Building Permit Department and ask prior to going to their office. If required, just take in the Town's building permit information for them to use.

h.) Municipal Boundaries for Georgetown

-Is my property within the Town limits of Georgetown?

If you currently are receiving property tax bills from the Town of Georgetown and Sussex County, you are in the Town Limits. You may call our office to find out if the property is within the Town limits; however, you must provide an address or the tax map/parcel number to the staff.

-Who do I call if my property is outside of the Town of Georgetown?

You would call Sussex County or the municipality you are near.

-Where can I find a map of the town limits of Georgetown?

A map is provided for viewing purposes in our office and on the Town's website.

8. Other Important Information

a.) Vertical Datum

The Vertical datum for the Town of Georgetown is on the **NGVD 88**.

b.) Airport Influence Zone

All construction within the Airport Influence Zone should be reviewed for compliance with County, State and FAA requirements. Contact the Sussex County Engineering Office for more information at (302)855-7718.

c.) Town of Georgetown Board of Adjustment

Standards for a Variance:

1. Shall not be contrary to the public interest.
2. Due to special conditions, a literal enforcement of the ordinance will result in an unnecessary HARDSHIP or EXCEPTIONAL PRACTICAL DIFFICULTY to the owner of the property.
3. Spirit of the ordinance shall be observed and substantial justice done.
4. Variance will not be a substantial detriment to the public good.
5. Variance does not substantially impair the intent and purpose of the zoning ordinance.

d.) PLUS Memorandum of Understanding

Located on the Town's website you will find the approved Memorandum of Understanding between the Town and the Office of State Planning. This MOU refers to the process in which the Town has determined applications for PLUS to be accepted. Please refer to this document to determine if you are eligible for the PLUS review.

e.) State Maintained Roadways within the Town Limits of Georgetown

Listed below you will find the roadways within the Town limits that are maintained by the State of Delaware. Every proposed project and/or property change on these roadways requires contact with the Department of Transportation for construction regulations and permits in regards to sidewalks, utilities and entrances.

Airport Road (CR87)
Bridgeville Road
The Circle (SR18)
County Seat Hwy (SR 9)
Dupont Boulevard (SR 113)
East Market Street (SR 9)
Ennis Street (CR 519)
Lewes/Georgetown Hwy (SR 9 & 404)
Little Street
North Bedford Street (SR 18)
Park Avenue (Truck RT 9)
Sand Hill Road (CR 319)
Savannah Road (CR546)
Seashore Hwy (SR 18 & 404)
South Bedford Street (CR 431)
Sussex Pines Road (CR 324)
Trap Pond Road (CR 62)
Vaughn Road (CR 520)
West Market Street (SR 9)
Zoar Road (CR 48)