



DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDE.ORG

REV. 05/2022

Project Name	
Application Number	

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 & NCCC Ch 40 Appendix 1.4)
- 1.2. ___ One copy of all necessary calculations signed, sealed and dated by a Delaware P.E. /P.L.S./R.L.A. (DSSR §3.3.1, §3.4.1, & §3.8.1 & NCCC Ch 40 Appendix 1.4)
- 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./R.L.A. (NCCC Ch 40 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. (NCC Ch 40 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 NCCC, environmentally sensitive areas; project phasing; buildings and/or lot numbers, north arrow, and names of adjacent property owners. (NCC Ch 40 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) (NCC Ch 40 Appendix 1)
- 2.3. ___ Index of Sheets and Table of Contents (NCC Ch 40 Appendix 1)
- 2.4. ___ Title Block (NCC Ch 40 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 (NCC Ch 40 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/Registered Landscape Architect Certification: “I, undersigned, hereby certify that I am a registered Professional Engineer/ Professional Land Surveyor/ Registered Landscape Architect 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.” (NCC Ch 40 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.” (NCC Ch 40 Appendix 1)
- 2.8. ___ Legend for all symbols used (NCC Ch 40 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) (NCC Ch 40 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 480 sq.ft. or greater must demonstrate adequate conveyance in compliance with Chapter 12 of the NCCC; specifically, §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, §12.04.001 (i.e. adequate conveyance) and the requirements of the Delaware Sediment and Stormwater Regulations.
- 3.3. ___ North arrow (NCCC Ch 40 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 & §12.03.004)
- 3.7. ___ The minimum slope, beyond the protective slope, shall be two (2) percent in pervious areas. (NCCC §12.03.003.F & §12.03.004.C.2)
- 3.8. ___ Flow arrows as necessary to illustrate proposed drainage patterns
- 3.9. ___ 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.) (NCCC Ch 40 Article 33 & NCCC §12.03.005)
- 3.10. ___ 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. (NCCC §12.04)
- 3.11. ___ 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 a drainage area greater than five (5) acres. (NCCC §12.04.001.B)
- 3.12. ___ 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 & DSSR §5.1.3)

- 3.13. ___ Delineation of fill/cut slopes greater than 3V: 1H and assessment of impacts to adjacent properties and protected resources. (NCC §12.03.003.D)
- 3.14. ___ Complete metes and bounds of all subject parcel(s) (May be provided as an inset map on parcels greater than 2 acres) (NCCC Ch 40 Appendix 1)
- 3.15. ___ All streets with names, widths and limits of R.O.W. where necessary (NCCC Ch 40 Appendix 1)
- 3.16. ___ Dimensioned building restriction lines (NCCC Ch 40 Appendix 1)
- 3.17. ___ Label all existing structures and their uses (NCCC Ch 40 Appendix 1)
- 3.18. ___ Label all proposed structures and their intended uses (NCCC Ch 40 Appendix 1)
 - 3.18.1. ___ Dimensions locating the proposed structure to the property lines (min. 3 dimensions)
 - 3.18.2. ___ Top of foundation, basement and garage floor elevations. Also, indicate if basement is to be sewerred or not based upon elevation.
 - 3.18.3. ___ Where plumbing fixtures are installed on a floor with a finished floor elevation below the elevation of the manhole cover of the next upstream manhole in the public sewer, such fixtures shall be protected by a backwater valve installed in the building drain, or horizontal branch serving such fixtures. Plumbing fixtures installed on a floor with a finished floor elevation above the elevation of the manhole cover of the next upstream manhole in the public sewer shall not discharge through a backwater valve. These properties requiring a backwater valve in accordance with Section 715 of the IPC shall be identified.
 - 3.18.4. ___ Building foundations within 36 inches of the Seasonal High Water Table (SHWT) shall be waterproofed. The lowest floor shall be constructed a minimum of 24 inches above the SHWT. (NCCC §12.03.003.I)
- 3.19. ___ Label all existing and proposed stormwater management facilities. (NCCC Ch 40 Appendix 1)
- 3.20. ___ 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)- (NCCC Ch 40 Appendix 1)
- 3.21. ___ Septic information (type of system and date of approved site evaluation). Locate system on the plan. (UDC §40.22.330)
- 3.22. ___ All necessary details (driveway, sidewalk, curb, pavement, retaining walls, etc.) Retaining wall(s) over 4 feet of exposed height shall be designed according to the International Building Code §1807.2 and conform with the latest version of the Department’s checklist. (NCCC §12.03.003.E & §12.03.004.D)
- 3.23. ___ External grease trap location and detail for Commercial Food Establishments. (Department of Public Works’ Policy)
- 3.24. ___ Provide erosion and sediment control measures with location and details. (NCCC §12.01.004.A)
- 3.25. ___ Provide the following note on the plan: “The total land disturbance proposed by this plan is _____ square feet.”
- 3.26. ___ 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/REGISTERED LANDSCAPE ARCHITECT

I, the undersigned, hereby certify that I am a Professional Engineer / Land Surveyor / Registered Landscape Architect 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/RLA

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.