

Taxes Current_____

Violations_____

Paid (Check #)_____

Minor Lot Line Adjustment Requirements

Name: _____

Submitted (to be checked by applicant)	Requirement	Received (to be checked by staff)
	Revised deed description(s)	
	Prepared on an 11"x17" sheet or larger	
	Sealed plan prepared by a registered land surveyor or licensed engineer	
	<u>Letters of No Objection, including but not limited to (if applicable):</u> 1. Kent Conservation District 2. Delaware Department of Transportation 3. Kent County Public Works (private street (See 187-53, Item A(4)), if applicable	
	<u>Required Title Block Information:</u> 1. Identify Scale (1" = 100' or larger) 2. Date of preparation 3. Owners of record 4. Name and contact information of surveyor or engineer	
	<u>Required Data Column Information:</u> 1. Kent County Property Identification Number, specify 'all' or 'part of' 2. Zoning classification 3. Total number of lots 4. Setbacks (private street setbacks pertain only to lots being served by that street) 5. Total acreage within boundaries 6. Total acreage within streets	

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	7. Total acreage within each lot prior to adjustment	
	8. Total acreage within each lot after adjustment	
	9. Amount of area affected by the lot line adjustment	
	10. Total acreage within other boundaries (specify)	
	11. Impervious coverage permitted	
	12. Density (number of lots per gross acre)	
	13. Number of permanent monuments found and placed (locate and describe on plan), at least one monument from the point of beginning is required	
	14. Type of utilities (i.e. water and wastewater)	
	15. Relation to the Growth Zone (Inside or Outside)	
	16. FEMA Map Panel Number, effective date and impact to the property	
	17. Easements	
	18. Present use	
	19. Proposed use	
	20. Name and address of all owners of record	
	<u>Required on Plan:</u>	
	1. Location of existing property lines	
	2. Streets (existing right-of-way width, road name, road number, and classification)	
	3. Layout and dimensions of all easements	
	4. Buildings and structures, noting type (on entire site)	
	5. Location of well and/or septic, if applicable	
	6. Water courses, lakes, ponds and all ditches	
	7. Boundaries of land being combined in solid heavy outline	
	8. Two coordinates of two boundary corners based on the Delaware State Plane Coordinate System (1983)	
	9. Other significant natural or man-made features (wetlands, woodlands, etc.)	

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	10. Delineation of 100-Year Flood Plain as delineated on the Federal Flood Plain Boundary Map	
	11. Zoning district boundary lines of proposed minor lot line adjustment	
	12. Current owners names, present zoning classification, and deed references for adjacent properties	
	13. Overall layout of proposed lot line adjustment(s)	
	14. Lot dimensions (bearings, distances, and arc data)	
	15. Lot acreage(s)	
	16. Required and dimensioned setbacks along all lot lines	
	17. Locating dimension to nearest intersection from a known point	
	18. Accurate Location Map with north arrow – outline original parcel & darken lots being combined	
	19. Accurate wetlands location map with north arrow	
	20. Accurate north arrow on the plan	
	21. Proposed property line being deleted from lot line adjustment as a DASHED LINE	
	22. Identify at least one monument from the point of beginning	
	23. All owner's certification with signature line(s)	
	24. Engineer's or Land Surveyor's certification with signature line	
	25. All applicable notes (including, but not limited to, wetlands; AICUZ; unbuildable parcels; ditches, ponds, lakes, and streams; and agricultural use) SEE NOTES LISTED BELOW	

Additional Information:

1. Parcels created that do not meet the minimum requirements for building lots must be incorporated into an adjacent property. Such incorporation must be indicated on the plan and the following note shall be added to the plan:

"The approval of this subdivision plan does not constitute a separate building lot but is intended to be combined with an adjacent property;"

2. A set of deed restrictions and/or perpetual maintenance agreement that clarifies and controls the operation and maintenance of any private facilities (private streets, access easements, etc.). See Section 187-58, Item J.
3. Please provide an area measuring 2" x 3" on the plan for the Kent County approval stamp.
4. Once all comments have been addressed and any necessary letters of no objection have been received, the Planning office will stamp the final signed and sealed plans "**APPROVED**" in blue ink rather than the usual signature block stamp in red ink. The plan will not be recorded by the Deeds office with only the "**APPROVED**" stamp on the plan.
5. The appropriate deed(s) shall be prepared, executed, and submitted to the Planning office prior to recordation.
6. Once the deed(s) has been submitted, the Planning office may affix the signature block stamp in red ink and sign the plans.
7. Both the plans and the deed(s) shall be recorded simultaneously. Ideally, the plan should be recorded first, followed by the deed(s) in which the plot book and page of the plan should be written in.
8. If the minor lot line adjustment is approved by the Department, the plan will be signed by the Director of Planning Services or designee and returned to the applicant for recordation. One (1) copy of the approved plan will be kept on file in the Department.
9. A final record plan must be submitted to the Department within ninety (90) days after sketch plan approval or the sketch plan is no longer valid.
10. This checklist is meant as a guideline to complete the required items for minor lot line adjustment plan submission. Any additional information that the Department deems pertinent to this minor lot line adjustment plan may also be required. In addition, it is the responsibility of the surveyor/engineer to assure all requirements of Chapters 187 and 205 are satisfied on the submitted plans.