



**Town of Smyrna**

**APPLICATION FOR SITE PLAN**

I/we, the undersigned, hereby make application to the Planning and Zoning Commission of the Town of Smyrna for Site Plan approval for the premises described below:

Site plan title: \_\_\_\_\_

Site address: \_\_\_\_\_

Tax map number: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is: \_\_\_\_\_ Legal Owner \_\_\_\_\_ Engineer \_\_\_\_\_ Equitable Owner  
\_\_\_\_\_ Surveyor \_\_\_\_\_ Attorney \_\_\_\_\_ Other

If applicant is not legal owner:

Owner's name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Has this parcel ever been part of a previous application? \_\_\_\_\_ Yes \_\_\_\_\_ No

Present use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Number of parking spaces: \_\_\_\_\_ Lot width: \_\_\_\_\_

Lot area: \_\_\_\_\_ Lot size: \_\_\_\_\_

Present zoning: \_\_\_\_\_

Number of buildings/units: \_\_\_\_\_ Units per building: \_\_\_\_\_

Building height: \_\_\_\_\_

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

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**MINOR SITE PLANS (plans up to 3,500 sq. ft.):**

Attached are eight (8) copies of the Site Plan as prepared by:

\_\_\_\_\_

\$150.00 fee for the review is required at the time of submission. All review costs by the Town's Engineer are the responsibility of the applicant.

Applicant's signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Business: \_\_\_\_\_

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**MAJOR SITE PLANS (plans over 3,500 sq. ft.):**

Attached are 28 copies of the Site Plan as prepared by:

\_\_\_\_\_

\$300.00 fee for the review is required at the time of submission. All review costs by the Town's Engineer are the responsibility of the applicant.

Applicant's signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Business: \_\_\_\_\_

**Town of Smyrna, DE**

**Request for Electric Service**

**IS CUSTOMER OWNED GENERATION BEING INSTALLED AND INTERCONNECTED TO THIS ELECTRIC SERVICE? YES\_\_\_ NO\_\_\_**

**IF YES, THE APPLICANT MUST SUBMIT THE GENERATOR INTERCONNECTION APPLICATION WITH THIS REQUEST FOR ELECTRIC SERVICE APPLICATION.**

**Application Date** \_\_\_\_\_

**Use:**

**Residential ( )**

**Commercial ( )**

**Industrial ( )**

**Type of Construction:**

**Existing ( )**

**New ( )**

**Addition ( )**

Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Address Where Electric Service Is Requested \_\_\_\_\_

Date When Electric Service Is Requested \_\_\_\_\_

Electric Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Will Temporary Electric Service Be Requested? (\*) Yes ( ) No ( )

If yes, what are the electric requirements?

Single Phase ( ) Three Phase ( ) Secondary Voltage \_\_\_\_\_ Connected Load \_\_\_\_\_

(\*)All costs associated with temporary electric service installation are the responsibility of the applicant.

**Comments – Identify Service Size Requested Any Additional Requirements (For Residential Application Only)**

\_\_\_\_\_  
\_\_\_\_\_

**For Commercial or Industrial Applications Proceed to Page 4**

**Contact Information**  
**(Commercial and Industrial Customers Must Complete Remainder of Form)**

Name \_\_\_\_\_

Owner ( )                      Builder ( )                      Developer ( )

Consulting Engineer ( )                      Other \_\_\_\_\_ ( )

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Preferred Contact Method

Phone ( )      Email ( )      Mail ( )      Other \_\_\_\_\_ ( )

**Check Appropriate Box(s)**

New Service ( )                      Addition to Existing Service ( )

Primary Metering ( )                      Secondary Metering ( )

Overhead ( )                      Underground ( )

Three Phase ( )                      Single Phase ( )

**Electric Demand Information**

Electric Heat Connected kW \_\_\_\_\_ Amps \_\_\_\_\_

Electric Hot Water kW \_\_\_\_\_ Amps \_\_\_\_\_

Electric Air Conditioning kW \_\_\_\_\_ Amps \_\_\_\_\_

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

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

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

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



**Electric Easement to be Conveyed to the Town of Smyrna**

All facilities owned by the Town of Smyrna that are to be installed on the applicant’s property will require an electric easement that will be granted to the Town of Smyrna by the applicant. The required easement shall be defined by the Town’s electric engineer. All easements will be recorded as part of the approved site plan and the cost of the recordation process shall be paid for by the applicant.

**Additional Information to be Submitted**

Application must include a site plan with the location(s) of each service entrance at the building’s exterior clearly identified. The site plan shall also include a preferred location of the pad mounted transformer if applicable.

**Comments – Identify Any Special Requirements or Needs**

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**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

It is the applicant’s responsibility to ensure the required meter socket conforms to current town standards and is compatible with the Form/Class identified below.

-----**For Town of Smyrna Use Only**-----

Meter Socket Shall Conform To Form \_\_\_\_\_ Class \_\_\_\_\_

Town of Smyrna Electric Department \_\_\_\_\_

Version2.1 10/7/08

# Major Site Plan Process

1. Submit application, fee, plot plans, and engineering and legal review escrow as per fee schedule;
2. Application goes to Planning & Zoning Commission (application must be in by that month's meeting date at 4:30 p.m. in order to go to the following month's meeting);
3. Staff will submit plans to the Citizens' Hose Co. No. 1, Smyrna Police Department, Town of Smyrna Electric Department, Town of Smyrna Public Works Department, Town Engineer, Town Electrical Engineer, and the US Postal Service for comments/concerns (**\*Applicant is responsible for all engineering and review fees**);
4. Staff will forward any comments from the agencies listed above to the applicant/engineer;
5. Applicant is responsible for submitting plan to the State Fire Marshal, Kent Conservation District, Kent County Addressing for street/subdivision name approval, DelDOT, DNREC, Department of Public Health, and PLUS, if applicable, for approval;
6. Once the site plan is approved by the Planning & Zoning Commission the applicant must obtain approvals from the agencies listed above (see #5);
7. Once all final approvals are obtained, including, but not limited to Planning & Zoning staff, Citizens' Hose Co. No. 1, Smyrna Police Department, Town of Smyrna Electric Department, Town of Smyrna Public Works Department, Town Engineer, Town Electrical Engineer, and the US Postal Service, the applicant will submit:
  - a) **If the site plan is in Kent County** - seven (7) copies of the plan, with signature(s) of the owner(s), and the applicant's engineer; and with signature lines for the Town Manager and the Town Engineer; or
  - b) **If the site plan is in New Castle County** – six (6) copies of the plan – one (1) Mylar and five (5) paper – with the signature(s) of the owner(s), and the applicant's engineer; and with the signature lines for the Town Manager and the Town Engineer;
8. Staff will obtain signatures from the Town Engineer and the Town Manager and then record the plan (**\*Applicant is responsible for recordation costs**);
9. Once recorded staff will assign appropriate addressing;
10. After recordation the applicant needs to request a pre-construction meeting which will be scheduled by the Town's Engineer;
11. Applicant will submit a completed spreadsheet (provided by the Town) detailing costs for all public improvements for the Performance Bond/Construction Bond;
12. Staff will prepare the Public Works Agreements and have it to the applicant before the pre-construction meeting;
13. Applicant will bring signed and notarized Public Works Agreements, along with a check for the Public Improvements Inspection Escrow, to the pre-construction meeting;
14. Staff will prepare the Electric Agreements, which include an Electric Estimate and an Electric Layout, and mail it to the applicant. Applicant will complete the Electric Agreements and return them to the town along with a check for the Electric Estimate;

15. Applicant will supply a Performance Bond/Construction Bond as determined from the spreadsheet submitted detailing the costs for all public improvements;
16. Once the Public Works Agreement, Electric Agreement, and Performance Bond/Construction Bond are in place applicant may submit building permit application.

**Please view current fee schedule on our website:**

**<http://www.smyrna.delaware.gov/DocumentCenter/Home/View/890>**