



**TOWN OF MILLVILLE**  
**11 Club House Rd.**  
**Millville, DE 19967**

**APPLICATION FOR SUBDIVISION APPROVAL**

**PLEASE SUBMIT WITH APPLICATION:**

<b>NO.</b>	<b>FEE: \$</b>
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DATE: \_\_\_\_\_

- Six (6) copies of proposed plans
- Copy of Deed
- Draft copy of HOA Covenants and Restrictions

**NOTE:** Approvals from other agencies will need to be submitted to the Town:

-State Fire Marshal	-DNREC
-Tidewater Utilities	-Sussex County Engineering
-Sussex Conservation District	-PLUS (if necessary)

APPLICANT NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONSENT OF PROPERTY OWNER(S) MUST BE ATTACHED!**

TAX MAP NO. \_\_\_\_\_ PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

DESCRIPTION OF PROPOSED SUBDIVISION/PROJECT: Add additional materials as necessary.  
 \_\_\_\_\_

**FEES**

NO.	DESCRIPTION	AMOUNT	DUE DATE
1	Initial Subdivision Application Fee	\$ 200.00	With Application
2	Additional Subdivision Review Fee as follows:  (a) For not less than two (2) nor more than eleven (11) lots, sites, or units: \$100 per lot, site or unit  (b) For each lot, site or unit in excess of eleven (11): \$450 per lot, site or unit	$\text{_____} \times \$100 = \$\text{_____}$ $\text{_____} \times \$450 = \$\text{_____}$ $\text{Total Due} = \$\text{_____}$ $\text{X } 20\% = \$\text{_____}^*$	Upon Receipt of Invoice  * Such funds will be held in an escrow account. Fees are used to cover costs incurred by the Town's planning and engineering consultants and Town Attorney to perform this review and other necessary services to assure that any project meets the requirements and best interest of the Town.
3	Remainder of the subdivision fee will be due at final plan approval.	Balance Due = \$_____**	**After Approval of Final Site Plan by Town Council.

**NOTE: (1) NO REVIEW OR APPROVAL WILL BE MADE UNTIL RECEIPT OF THE 20% ESCROW.**

**(2) ADDITIONAL FEES MAY BE REQUESTED BY THE TOWN OF THE APPLICANT SHOULD THE FUNDS PLACED IN ESCROW BE DEPLETED.**

**SUBDIVISION DEFINITION:** The division of a lot, tract or parcel of land into two or more lots, sites, units, or other divisions of land for the purpose, whether immediate or future, of sale building development; if a new street, public or private, is involved, any division of a parcel of land. Subdivision also includes development, resubdivision, and where appropriate to the context, relates to the process of subdividing or to the lands or territory divided.

TOWN OF MILLVILLE  
DEVELOPMENT REVIEW ESCROW ACCOUNTS

The Town of Millville requires an escrow account in the amount of 20%\* of the total Subdivision Review Fee to cover the review costs of proposed development, including subdivisions, site plans, and rezoning applications. Fees are used to cover cost incurred by the Town's planning and engineering consultant to perform this review and other necessary services to assure that any project meets the requirements and best interests of the Town. The cost of this review is borne by the developer/applicant and not the Town taxpayer since all development will create future financial and physical impacts to the Town.

Funds held in escrow are used to cover costs associated with the following planning services and tasks:

- The services include the review of Concept Plans, Preliminary Plans, Final Subdivision Plans, and Site Plans for consistency with the Town's Comprehensive Plan, Subdivision Regulations, Zoning Ordinance, and other specifications and codes.
- Additional tasks conducted by our consultants may include contacting various Federal, State and County agencies to assure all requirements regarding the proposal have been met or to assist and expedite approval on behalf of the Town. Also, general questions regarding Town ordinances or standards by developers and their associates regarding the specific project are also received and fielded by our consultants on behalf of the Town.

Depending on the type of plan, the degree of complexity, unique characteristics of the project and the number of times a plan or issues associated with the project are reviewed, review fees may exceed the initial escrow amount and additional fees may be required to be deposited with the Town to replenish the required escrow amount.

\*No review or approval will be made until receipt of the 20% escrow.

**I (We) hereby apply to the TOWN OF MILLVILLE, for a Subdivision Approval on the property described above. I (We) certify that all the information and attached documentation provided by me (us) in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the Millville Administrative Official.**

\_\_\_\_\_  
**Current Owner/Applicant**

\_\_\_\_\_  
**Current Owner/Applicant**

\_\_\_\_\_  
**Current Owner/Applicant**

\_\_\_\_\_  
**Current Owner/Applicant**

**FOR TOWN COUNCIL**

**Approved/Date:**\_\_\_\_\_

\_\_\_\_\_  
**Mayor**

**Denied/Date:**\_\_\_\_\_

\_\_\_\_\_  
**Secretary**