

City of Lewes

Site Development Plan – Application Form

PROJECT INFORMATION

Project Name: Gibbs Commercial  
Project Location: 209 Monroe Ave., Lewes, DE 19958  
Tax Map Reference(s): 335-8.12-8.00  
Submission Date: 11/14/2022  
Date of Revision: \_\_\_\_\_

PROPERTY OWNER(S) INFORMATION

Name(s): Gibbs Company, Inc. (Robert Gibbs)  
Address: P.O. Box 585, Georgetown, DE 19947  
Phone #: 302-856-0016 Email: rgibbs@morrisjames.com

APPLICANT INFORMATION

Name: Gibbs Company, Inc. (Robert Gibbs)  
Address: P.O. Box 585, Georgetown, DE 19947  
Phone #: 302-856-0016 Email: rgibbs@morrisjames.com

ENGINEER/SURVEYOR INFORMATION

Name: Davis, Bowen, & Friedel, Inc. (Clifton D. Mumford, P.E.)  
Address: 1 Park Ave., Milford, DE 19963  
Phone #: 3024241441 Email: cdm@dbfinc.com

APPLICANT AUTHORIZATION

I hereby certify that the drawings and other materials that accompany this checklist have met the requirements of the checklist, and the accompanying electronic copy is an exact duplicate of the hard copy submission.

APPLICANT SIGNATURE  DATE 11/14/2022  
GIBBS COMPANY, INC

PROPERTY OWNER AUTHORIZATION *(if different than applicant)*

I (we are) the owner(s) of the property that is the subject of this application and hereby consent to the site plan review of the project described herein.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT REVIEW BACKGROUND

<p>Brief Project Description -                  A 12,000 SF commercial building with 9,000 SF of micro retail spaces and a 2 story restaurant with 6,000 SF of floor area. Off-street parking will be provided on-site with sidewalks and a connection to the junction breakwater shared-use path along Freeman Highway. Landscaping will be provided in the parking islands and in front of the buildings.</p>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do new structures collectively consist of 5,000 square feet or greater in floor area?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do additions to existing structures involve 5,000 square feet or greater of additional floor area?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is the amount of proposed impervious surface equal to or greater than 5,000 square feet and constitute 15% or more of the existing impervious surface area?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are any nonresidential structures or impervious areas, consisting of 2,500 square feet or greater, adjacent (within 50 feet) to any existing residential structures or residential zones?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the Project also require review under Article II, Minor Subdivision or Article III, Major Subdivision of land?

**SITE DEVELOPMENT PLAN REQUIREMENTS**

Please attach the proposed site plan and related materials to be reviewed. Site plans and related materials must be legible, drawn to scale, and must include the following (*either initialize to acknowledge the inclusion of each item or attach a written explanation supporting the item's exclusion*):

Applicant	Staff	Site Development Plan requirements
<b>General Items</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title block (showing project name, registered engineer, date prepared, revisions, and engineering stamp).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All parcel lines including lot(s) and block(s) numbers on the property and on any adjacent property within 50 feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale identification and graphic scale. Use ten, 20, 30 or 40 feet to the inch, except when the property has a maximum dimension over 900 feet, a scale of 50 feet to the inch may be used.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sufficient description of information to define precisely the boundaries of the site, and total acreage of the site. All distances shall be given in feet and tenths of a foot. All angles shall be given to the nearest ten seconds or closer. The error of closure shall not exceed one in 10,000.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale dimensions. Ten, 20, 30 or 40 feet to the inch, except when the property has a maximum dimension over 900 feet, a scale of 50 feet to the inch may be used.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow, scale and graphic scale.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two location maps, one at a scale of 1,200 feet to the inch, and one at a scale of 400 feet to the inch, showing the distance along all adjacent roads to the nearest intersections.
<b>Existing Conditions</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The locations and owners of record of all adjoining lands.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing buildings or structures with notes regarding plans to retain or remove each as part of the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The locations, names and existing widths of internal and adjacent street rights-of-way, curblines and sidewalks.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing easements, major public utility lines, and any other encumbrances that may impact development.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing tanks (surface or buried)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contour lines at vertical intervals of one-foot intervals, unless waived by the Building Official as clearly unnecessary to review the project or proposal in which case two feet for land with an average existing slope of four percent or less, and at intervals of five feet for land with an average existing slope greater than four percent.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of different soil types, as indicated by the soil survey of Sussex County, prepared by the Natural Resources Conservation Service, and including locations of flood hazard areas as identified in the FEMA Flood Insurance Maps. The soils information shall be supplemented by soil boring and percolation test data, if requested by the city.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of significant natural features, including bodies of water, wetlands, and forest areas.
<b>Zoning Compliance Information (provide as narrative or table)</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoning on the site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed uses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Area (required and provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tabulations of lot area(s), density, gross square footage of buildings, buildings height, parking layout, open space, and proposed parking compared to zone requirements and/or limitations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building setbacks (required and proposed) for each building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot frontage (required and provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Front, Side and Rear Yards (required and provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Height (required and provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking Spaces (required and provided)

N/A

N/A

N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loading spaces (required and provided)
<input type="checkbox"/>	<input type="checkbox"/>	Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any condominium development or other property wherein common ownership agreements exist or as otherwise required by this ordinance.
<b>Proposed Development</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All proposed building and structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all lot and setback lines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all uses not requiring structures, including parks, playgrounds and other open space areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and width of all proposed streets and rights-of-way.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Trip Generation (ADT) using ITE Trip Generation method. If a Traffic Impact Study is required include a copy with the application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indication of the total amount of impervious surfaces and the development coverage.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plans for surface drainage of the site. On Final Plan such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed grading, screening and other landscaping, including types and locations of proposed street trees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and plans for any outdoor signs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location, direction, power and time of use for any proposed outdoor lighting.
<input type="checkbox"/>	<input type="checkbox"/>	Development in stages. If the site development plan indicates more than one stage of the development, supplementary material shall be included to clearly describe the proposed timing and extent (on the development plan).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Miscellaneous information. Other information deemed by the Planning Commission to be necessary to determine conformity with the intent of this ordinance.
<b>Final Site Development Plan – In addition to items listed above</b>		
<input type="checkbox"/>	<input type="checkbox"/>	The number of dwelling units to be included in each type of housing: single-family dwellings, two-family dwellings, townhouses, apartments of three stories and under, apartments over three stories and mobile homes.
<input type="checkbox"/>	<input type="checkbox"/>	The location, with respect to each other and to lot lines and height, of all proposed buildings and structures, accessory and main, or major excavations. The locations should be drawn to scale, and full dimensioning is required.
<input type="checkbox"/>	<input type="checkbox"/>	The location, height and material of all fences, walls, screen plantings and landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	The location and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project.
<input type="checkbox"/>	<input type="checkbox"/>	The location, character, size, height and orientation of proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	The location of all wetlands (both state and federal) shall be indicated by legal description with bearings and distances with each flag point numbered. A signed and dated statement by an experienced qualified professional shall be provided verifying the accuracy of the delineation. If the site contains no wetlands, then the plan must contain

<input type="checkbox"/>	<input type="checkbox"/>	the appropriate statement from the same professional. Building lots containing wetlands shall be identified by a notation stating that "construction activities within these sites may require a permit from the United States Army Corps. of Engineers or the State of Delaware."