TOWN OF MILLVILLE
36404 Club House Road, Millville, DE 19967
TEL (302) 539-0449 FAX (302) 539-0879
www.millville.delaware.gov

DATE RECIEVED: _____
APPLICATION REVIEW FEE: _____
ESCROW FEE: _____

SITE PLAN APPROVAL APPLICATION

☐ Check if this application is a REVISION to the original site plan

CURRENT PROPERTY OWNER INFORMATION			
NAME			
MAILING ADDRESS			
TELEPHONE		EMAIL	
CONTACT PERSON & TITLE			
TELEPHONE		EMAIL	

PROPERTY INFORMATION	
TAX MAP PARCEL #	
PROPERTY LOCATION	
CURRENT ZONING DISTRICT	
CURRENT PROPERTY USE	
BRIEFLY DESCRIBE PROPOSED SITE PLAN REVISIONS	

NOTE:

1. Three (3) copies of 24x36" proposed plans are REQUIRED to be included with application and survey. Plans must contain information as required in Town Code § 155-66(E).
2. Payment of the application review fee and escrow must be submitted. Per the Town Fee Schedule, the site plan review fee for structures 7,500 sq. ft. & under is $500.00 and the escrow requirement fee is $1,500.00; for structures above 7,500 sq. ft., the review cost is $750.00 and the escrow requirement fee is $2,500.00.
3. Additional professional fees shall be charged to applicant to cover Professional Engineer and Legal fees. The final site plan will not be approved by the Town Council should any fees remain outstanding. The Town Council shall authorize and require the recording of the final plan in the Sussex County Recorder of Deeds

office within 90 days. The applicant must provide proof of recordation to the Town. If the final site plan is not filed within this period, the approval shall expire.

4. **PLEASE NOTE ALL CORRESPONDENCE OVER ESCROW ISSUES WILL BE VIA EMAIL.**

I/We hereby apply to the Town of Millville for a Site Plan Approval on the property described above and certify that all the information and attached documentation provided by me in this application is correct.

_____

Current Owner/Applicant Signature Date

TOWN COUNCIL USE ONLY

APPROVAL DATE: _____ DENIED DATE: _____

BY: _____, Mayor