



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

DATE RECEIVED: 2/9/23  
 APPLICATION REVIEW FEE: \$500.00  
 ESCROW FEE: \$1,500.00

**SITE PLAN APPLICATION**

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

PROPOSED PROPERTY OWNER INFORMATION			
NAME(S)	AMANDA AND JAMIE DONAWAY		
MAILING ADDRESS	24199 INDIAN TOWN ROAD MILLSBORO DE 19966		
TELEPHONE	302-381-2534	EMAIL	jamie@donawayhomes.com
APPLICANT NAME(S)	AMANDA AND JAMIE DONAWAY	EMAIL	amanda@donawayhomes.com
CONTACT PERSON & TITLE	Amanda Donaway - Owner & Nurse Practitioner		
TELEPHONE	302-381-2534	EMAIL	amanda@donawayhomes.com
PROPERTY INFORMATION			
TAX MAP PARCEL #	134-12.00-400.00		
PROPERTY LOCATION	32412 Dukes Drive Millville DE 19967		
CURRENT ZONING DISTRICT	C-1 Town Center Commercial		
CURRENT PROPERTY USE	Residential House		
BRIEFLY DESCRIBE PROPOSED SITE PLAN REVISIONS	The owners would like to convert the existing house along with a small proposed addition to a small medical clinic for their personal business.		

**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.**