



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

DATE RECEIVED: \_\_\_\_\_  
APPLICATION REVIEW FEE: \_\_\_\_\_  
ESCROW FEE: \_\_\_\_\_

## SITE PLAN APPLICATION

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

PROPOSED PROPERTY OWNER INFORMATION			
NAME(S)			
MAILING ADDRESS			
TELEPHONE		EMAIL	
APPLICANT NAME(S)		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

<b>TOWN COUNCIL USE ONLY</b>	
APPROVAL DATE: _____	DENIED DATE: _____
BY: _____, Mayor	