



DATA SHEET FOR MINOR SUBDIVISION PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF July 5, 2023

PLANNING COMMISSION MEETING OF July 17, 2023

Plan Title: Lands of Rojan Meadows, LLC: Minor Subdivision, SB-23-02

Plan Type: Minor Subdivision Plan

Applicant/Owners: Rojan Meadows, LLC

Properties Location: South Side of North Little Creek Road, across from terminus of Nicholas Drive

Property Addresses: 1542 North Little Creek Road
1554 North Little Creek Road

Tax Parcels: ED-05-068.20-01-57.00-000, ED-05-068.20-01-58.00-000

Total Area of Parcels: 35,592 SF +/- (0.817 acres +/-)
(Previous parcels: 8,901 SF and 26,691 SF)

Parcels to be Created:

Lot 1 (Proposed):	8,890 SF +/-
Lot 2 (Proposed):	8,890 SF +/-
Lot 3 (Proposed):	8,901 SF +/-
Lot 4 (Proposed):	8,901 SF +/-
Total	35,582 SF +/-

Present Zoning: RG-1 (General Residence Zone)

Proposed Zoning: RG-1 (General Residence Zone)

Current Use: Undeveloped (previous structures demolished)

Proposed Uses: Residential (one-family detached dwelling units)

Waiver Request: Eliminate Upright Curbing for Shared Driveway

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: July 7, 2023

**City of
Dover
Planning
Office**

APPLICATION: Lands of Rojan Meadows at 1542 & 1554 North Little Creek Road: Minor Subdivision

FILE #: SB-23-02

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP

PHONE #: (302) 736-7196

I. PLAN SUMMARY

This Application is the review of a Minor Subdivision Plan to subdivide two (2) existing properties consisting overall of 35,592 SF +/- (0.817 acres +/-) into four (4) new properties for development of one-family detached dwellings. From west to east, Lots 1 & 2 are proposed to be 8,890 SF each, and Lots 3 & 4 are proposed to consist of 8,901 SF each. An easement is proposed with a drive-aisle across the southern portion of all four properties for vehicle access from Rojan Road (proposed street), with no access from North Little Creek Road. The parcels subject to this Minor Subdivision Application lay on the south side of North Little Creek Road, across from the southern terminus of Nicholas Drive. The two (2) subject properties are zoned RG-1 (General Residence Zone) and are currently undeveloped. The owner of record for the two (2) subject properties is Rojan Meadows, LLC. Current Property Addresses: 1542 & 1554 North Little Creek Road. Tax Parcel Numbers: ED-05-068.20-01-57.00-000 and ED-05-068.20-01-58.00-000. Council District 2.

II. PROJECT DESCRIPTION – Minor Subdivision

This Minor Subdivision Plan proposes to subdivide the two (2) existing lots into four (4) new lots. The two existing parcels all have frontage along North Little Creek Road. See the following Table for summary of the lots.

Site	Existing Acreage	Proposed Acreage	Description
Lot 1	8,901 SF	8,890 SF	Existing Lot: Adjust Parcel Size
Lot 2	26,691 SF	8,890 SF	Existing Lot: Reduced Parcel Size and Subdivide
Lot 3		8,901 SF	New Parcel to be created
Lot 4		8,901 SF	New Parcel to be created
TOTAL	35,592 SF	35,582 SF*	<i>*Need to recheck lot sizes.</i>

As noted in the Summary Table, the two (2) existing lots are currently vacant (undeveloped) with the previous structures having been demolished. All existing or proposed new lots have frontages

on North Little Creek Road; however, the main points of access to the properties will be a private drive/driveway that extends east from Rojan Road. Rojan Road is a proposed street in the Rojan Meadows PND Subdivision that is under construction. There is a driveway in an easement across the rear of the proposed Lots.

III. SUBDIVISION REGULATIONS REVIEW

The procedures for subdivision of land are found in the *Land Subdivision Regulations, (Dover Code of Ordinances, Appendix A)*. Planning Staff confirms this application as a Minor Subdivision. Therefore, the Planning Commission may find the application is subject to one public hearing and review for action by the Planning Commission followed by the administrative process to complete the Final Plat for recordation.

In order to subdivide the properties, the plan review must ensure that the subdivision does not create any non-conformities with the bulk standards of the *Zoning Ordinance*. These bulk standards include minimum lot size, front yard setbacks, side yard setbacks, rear yard setbacks, lot coverage, etc. See also discussion below under Zoning Review.

IV. ZONING REVIEW

RG-1 Zoning District

The property is zoned RG-1 (General Residence Zone) and is subject to the regulations of *Zoning Ordinance*, Article 3 §2 and Article 4 §4.2. The use of each proposed lot a one-family detached dwelling-unit (single-family home) is a permitted use in the RG-1 Zone. The following Table highlights some of the lot design standards for the RG-1 zone:

Minimum Required	RG-1 (General Residence Zone)
	One-Family Detached Dwelling Unit
Lot area (sq. ft.)	6,000
Lot width (ft.)	50
Lot depth (ft.)	100
Front yard	15
Minimum side yard (ft.)	5
Rear yard (ft.)	30
Off-street parking spaces/DU	1
Maximum Permitted	
Building Height:	
Stories	2 ½
Feet	35
Lot Coverage	45%

All four (4) proposed new lots for development appear to comply with the bulk standards of the RG-1 zone for one-family detached dwelling units (single family homes). Any proposed development of the lots will be evaluated again for compliance with RG-1 zoning district and the bulk standards as provided in Article 4, Section §4.2 of the *Zoning Ordinance* upon submittal of Building Permits for construction of each dwelling.

Infill Standards

The *Zoning Ordinance* Article 5 §1.12 provides standards which apply to the development of infill lots which are lots which lie within a developed area. Specifically, these standards require that all such lots provide a sidewalk along the public street frontage, added landscaping, and additional requirements for the design of the primary façade. These lots include sidewalks along the street frontage of North Little Creek Road. The added requirements for landscaping and the primary façade will be evaluated when development of the lots occurs.

V. SITE CONSIDERATIONS

Site Access

While each of the four lots has frontage on North Little Creek Road, no direct access will be taken from this street. Instead, a private drive leading across the rear portion of each lot is proposed. The drive is placed within an easement area of 40 feet that also include utility services and drainage. The details of this easement must be defined as multiple parties are involved. A note on the plan indicates that the private drive will be maintained by the Rojan Meadows HOA.

Waiver Request: Elimination of Upright Curbing for Shared Driveway

The *Zoning Ordinance* requires that parking lots and street include upright curbing. Driveways for one family residences do not require upright curbing. The provisions are unclear as to the requirements for a private drive serving multiple lots. The applicant has submitted a written Waiver Request for consideration by the City Planner to eliminate the upright curbing along the shared driveway citing needs for managing stormwater drainage in the area.

Sidewalk

There is proposed sidewalk along the North Little Creek Road frontage of the entire series of lots and also a proposed sidewalk along the east side of Rojan Road (west side of Lot 1). These sidewalks are proposed for construction with Rojan Meadows PND Subdivision.

VI. TREE AND LANDSCAPE PLANTING

The tree preservation, tree planting and landscaping requirements are subject principally to the regulations found in *Zoning Ordinance*, Article 5 Sections 15 and 16. The tree planting requirements are a rate of one tree per 3,00 SF of development area. Based on the development area of 35,592 SF the project to develop these four lots would require the planting twelve (12) trees. The Plan indicated one existing tree (on Lot 2) and the concept to plant twelve (12) trees as part of the construction of dwellings on the Lots. This would entail planting of at least three (3) trees per lot.

VII. ACTIVE RECREATION REQUIREMENTS

Zoning Ordinance, Article 5 §10 requires the reservation of open space, recreation, and other public facilities as a condition of approval for one-family dwelling residential developments requiring land subdivision approval by the City of Dover Planning Commission. The applicant is required to provide 275 SF of Active Recreation Area per dwelling unit or one-half acre, whichever is greater. Since the proposed subdivision is less than 5 acres and 10 dwelling units there is an exemption. The developer may instead make a cash donation in lieu of the requirements for providing dedicated land area for an Active Recreation Area. The amount of the donation shall be the equivalent of ten percent of the appraised value of gross land area. The

donation will be deposited in a separate account (City's Parkland Reserve Fund) to be used for parks, playgrounds, or recreational purposes.

Planning Staff also notes that as this project is adjacent to and owned by the developer of the Rojan Meadows PND Subdivision, the compliance with the Active Recreation Area requirements may also be potentially met by the Active Recreation Area already proposed by that subdivision if its provided area can satisfy the requirements for four (4) additional lots. These Lots would also have to be part of the Rojan Meadows HOA. Additional research is needed to confirm compliance in this manner; the applicant has indicated this as the preferred approach to compliance with the Active Recreation Areas requirements.

VII. CITY AND STATE CODE REQUIREMENTS

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with this agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) In the Data Column: Item #11: Continue to list full name of the zoning district as RG-1 (General Residence Zone)
- 2) Sheet 1:
 - a. For References to Lots 1-4, clarification or secondary identifier may be necessary to distinguish these Lots 1-4 from existing Lots 1-4 already part of the Rojan Meadows Subdivision. A suggestion is referring to them at Lots 1A- 4A.
 - b. Add references to existing recorded documents of Rojan Meadows and the process for amending them to include these Lots.
 - c. In Private Drive Section detail, clarify arrow and label "to residence". The arrow appears to mean drainage but may be confused with the position of the residence/house.
 - d. Check total size of existing and proposed lots. The tallies given total to 35,592 SF (existing) and 35,582SF (proposed).
 - e. In purpose statement (box" clarify that there will be a resulting total of 4 lots.
 - f. Clarify label of "existing easement for alley."
 - g. Clarify if the shared property line between Lot 1 and Lot 2 is being adjusted with this plan.
 - h. Label tax parcel numbers of adjacent Open Space Lot.
 - i. Revise label of Rojan Road and Alley A as "to be dedicated to public use." These streets/alleys are not maintained by the City of Dover until constructed to City standards and formally accepted for dedication.
- 3) Check existing design of curbing and sidewalk along Rojan Road as other existing/proposed curb cuts planned to serve Lot 1 will need to be revised and the new location of the shared driveway curb cut established to include accessible ramps.
- 4) Sheet 2:
 - a. This appears to be the Construction Plan. There may be additional details required.
 - b. The Standard Water/Wastewater Notes and Requirements appear to repeat some of the Notes listed in the Water Utility notes columns. Revise.
 - c. Clarify if there are a separate set of notes for the Wastewater services design as it is a

- different provider than the Water services.
- d. Confirm placement of the water and sanitary sewer laterals as this is not the standard placement.
- 5) Add notation regarding the requirements for infill development standards (sidewalks, landscaping, and primary entry feature or porch).
 - 4) Active Recreation: Clarify the option used to provide Active Recreation Area compliance: Cash-in-Lieu of Recreation Area Construction or participation with Rojan Meadows PND Subdivision Active Recreation Area. *The applicant notes that participation with the Rojan Meadows PND Subdivision is the selected method of compliance.*
 - 5) The Final Plan set must include notes documenting any action taken by the Planning Commission and must list any additional conditions of approval.
 - 6) The Record Plan Sheet must document and identify any existing and proposed easements for cross access, utilities, drainage, etc. associated with the subdivision of these lots.
 - 7) The Final Record Plat submission must include requirements described in *Dover Code of Ordinances*, Appendix A: Land Subdivision Regulations, Article IV, C. Plat, and any additional requirements of the Planning Commission.
 - 8) The formal Record Plan will need to be recorded upon completion of the approval process with any corrections identified by the reviewing agencies.

VIII. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

The *Land Subdivision Regulations*, Article I. Purpose, indicates that the regulations are adopted in order to promote and protect the public health, safety, convenience, and general welfare; ensure the orderly growth and development of the City, the conservation, protection and proper use of land, and adequate provision for housing, recreation, circulation, utilities, and services; and safeguard the City from undue future expenditure for the maintenance of streets and public spaces.

- 1) This Minor Subdivision Plan creates four (4) lots out of the existing two (2) parcels. The two (2) existing lots are currently vacant, as the previous residential have been demolished. The Subdivision Plan generally appears to comply with the *Land Subdivision Regulations* and bulk standards of the RG-1 Zone.
- 2) Waiver Request: Elimination of Upright Curbing for Shared Driveway: Planning Staff grants approval of the waiver request to eliminate the upright curbing of the shared driveway in order to address sheet flow drainage in this area. This will also have an appearance of a residential driveway or alley format.
- 3) Private Driveway Serving Four Lots: Planning Staff notes that the development of a private driveway to serve four lots is unusual but does not appear to be specifically prohibited. This format will require specific notations on the Record Plan (and Deeds) to establish the

easement and the future care and maintenance responsibilities. Adjustments to the design may be necessary to include a turnaround, add traffic control measures, etc. In the alternative, the developer could consider an alternative design that would establish this as right-of-way for a wide alley to interconnect with Alley A of the Rojan Meadows PND Subdivision.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. The Recommended Additional Considerations to Meet Code Objectives are offered for consideration by the Planning Commission.

IX. ADVISORY COMMENTS TO THE APPLICANT:

- 1) In the event, that major changes and revisions to the Minor Subdivision Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies making recommendations in regard to the plan.
- 2) Following Planning Commission approval of the Minor Subdivision Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan must be submitted for final endorsement prior to recordation at the Kent County Recorder of Deeds Office.
- 3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 4) Any future development of Lots 1-4 for residential use must comply with all zoning provisions of the RG-1 (General Residence Zone). Development must also comply with the provisions regarding Infill Development as found in the *Zoning Ordinance* Article 5, Section 1.12. It is noted too that development on Lots 1-4 must connect to public water and wastewater services. For this development (like Rojan Meadows PND Subdivision), the City of Dover is the water provider and Kent County is the wastewater services provider.
- 5) The applicant shall be aware that Minor Subdivision Plan approval does not represent a site development approval, a Building Permit, and associated construction activity permits. A separate application process is required for review and approvals for development activity from the City of Dover.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JUNE 28, 2023



APPLICATION: Land of Rojan Meadows: Minor Subdivision Plan

FILE #: SB-23-02

REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater

CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater

CONTACT PHONE #: 302-736-7025

CONTACT PHONE #: jlyon@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

SANITATION

1. Every person occupying a residence or duplex and every owner of an apartment shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers.
2. Please provide the solid waste collection strategy for these lots, depending on the answer, additional requirements may be required in the private drive.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb.
3. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
 - b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

WATER

1. Due to the fact that the water will be provided to multiple properties, this shall be dedicated to the City of Dover for maintenance.
2. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
3. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
 - c. The site contractor shall contact the City of Dover Public Works Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Public Works must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
4. All water mains within the proposed subdivision must be looped. No dead end mains are permitted. The utility plan must incorporate the appropriate termination valves on the water system between construction phases.
5. The minimum water main size shall be eight-inch (8") in diameter.
6. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. All water mains shall be either cement lined Class 52 cement lined ductile iron pipe or DR 18 PVC pipe. Division valves must be provided every 800 feet.
7. Water service lines shall be shown for each residential lot meeting the following requirements: The water services shall be one-inch (1") diameter Type K copper tubing or SDR9 pipe, and installed five feet (5') to the right of the sewer lateral as viewed from the center line of the street. Curb stops shall be installed one foot (1') outside of the right-of-way for each lot. A water meter and meter pit must be installed on the domestic water service, in a non-traffic bearing location just downstream of the curb stop.
8. Fire hydrants shall be spaced no greater than 600 feet as measured along the curb. Fire hydrants shall be placed between the curb and sidewalk at intersections or centered on lot lines. Fifteen feet (15') separation must be provided between all hydrants and hydrant valves.

WASTEWATER

1. Prior to plan approval, please provide the approval letter from the Kent County Department of Public Works. This area is under the jurisdiction of Kent County.

GENERAL

1. Add the following note to the plans, "A seven and one half feet (7.5') wide easement is retained along all side and rear lot lines, to be unoccupied by building, for utilities, drainage and sanitary sewer purposes. Except where lots are divided for any reason whatsoever, said easements shall fall along the actual side and rear lot lines as conveyed. A fifteen feet (15') wide utility easement is retained along all rear lines of lots abutting the project boundary and other open spaces." A ten feet (10') wide utility easement is required along all front yard lot lines for utility installation. When a water, sewer, or storm sewer main is not located in the right of way, it shall be located within five feet (5') of the center of a twenty feet (20') wide utility easement.
2. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).
3. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed three (3) times per year during system wide flushing operations. The applicant must call the Department of Public Works directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees may be associated with each property.

GENERAL / SANITATION / WASTEWATER / STORMWATER / STREETS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JUNE 28, 2023

APPLICATION:	Land of Rojan Meadows: Minor Subdivision Plan
FILE #:	SB-23-02
REVIEWING AGENCY:	City of Dover Electric Department
CONTACT PERSON:	Shawn Burgett, Engineering Services & System Operations Superintendent
CONTACT PHONE #:	302-674-7568
CONTACT EMAIL #:	sburgett@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
- 11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.**
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 07/05/23**APPLICATION:** Land of Rojan Meadows: Minor Subdivision Plan**FILE #:** SB-23-02REVIEWING AGENCY: City of Dover, Office of the Fire MarshalCONTACT PERSON: Jason Osika, Fire MarshalPHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposal is to subdivide two existing properties into four new properties for development of one family detached dwellings. This office has no objections.
2. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

One-family and two-family residential structures, height, the number shall measure a minimum of four inches in height, *location*, the number shall be placed on the house above or to the left or right of the front entrance, *color*, the number shall be contrasting to the background color, *Arabic numerals*, all numbers shall be Arabic numerals.

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color*, numbers shall be contrasting to the background color, *Arabic numerals*, all numbers used shall be Arabic numerals.

Commercial, industrial and office buildings, height, the numbers shall measure a minimum of 12 inches in height, *location generally,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

property line or driveway, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

color; each building, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

Arabic numerals, all numbers used shall be Arabic numerals,

Shopping centers. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
(City of Dover Code of Ordinances, 98-344)

3. Project to be completed per approved Site Plan.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. It was confirmed that the front of the residences will be on N Little Creek Rd. If this changes, additional comments would apply regarding the rear private drive.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



=====

APPLICATION: Land of Rojan Meadows: Minor Subdivision Plan

FILE#: SB-23-02

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Michael Vandevander

PHONE#: 302-760-2141

=====

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

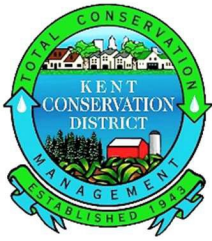
CITY & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. A pre-submittal meeting with DelDOT is required to further discuss the project.
2. Right of way dedication along N. Little Creek Rd will need to be discussed.
3. No Entrances will be given off North Little Creek Rd to the proposed lots. Access to proposed lots will be from Rojan Road maintained by the City of Dover.



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
JULY 2023**

APPLICATION: Land of Rojan Meadows: Minor Subdivision Plan

FILE #: SB-23-02

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Kate Owens

PHONE: (302) 608 – 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. This is a revision to the approved sediment and stormwater management plan. A revised sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place.
2. A re-review fee is due at the time of plan submittal to the District's office.

ADVISORY COMMENTS TO THE APPLICANT:

A letter of no objection to recordation will be provided once the revised Sediment and Stormwater Management Plan has been approved.

SITWORKS

ENGINEERING

June 2, 2023

City of Dover
Planning Department
P.O. Box 475
Dover, DE 19903-0475

Attn: Dawn Melson-Williams, AICP

**RE: Lands of Rojan Meadows, LLC
Minor Subdivision Plan – Cover Letter
Tax Map No: ED-05-068.20-01-5700 & 5800
1554 N Little Creek Road**

Dear Ms. Melson-Williams:

On behalf of our client, Rojan Meadows, LLC; we request a waiver from the requirement found under the Zoning Ordinance, Article 6, Section 3.6(B) to curb the private drive for the proposed lots. We propose to superelevate the private drive and allow stormwater to sheet flow off the pavement and into a grassed swale before it enters a closed system stormwater management system. Elimination of the curbing prevents the concentration of stormwater runoff from the private drive and the proposed lots and will provide the environmental benefit of improved water quality and infiltration.

Please call me if you have any questions or concerns at (302) 841-7901.



Dave Heatwole, PE | Principal
SITWORKS ENGINEERING

Z:\PROJECTS\Bay Developers - Engineering\22-149 - Rojan Meadows Stakeout\Record Documents\Dover\230602 - Minor Subdivision Submittal\5 - Curbing Waiver.docx