

City of Wilmington



MICHAEL S. PURZYCKI
Mayor

PLAN REVIEW INTAKE CHECKLIST

WILMINGTON DEPARTMENT OF PUBLIC WORKS

I. SEDIMENT & STORMWATER REVIEWS

- If property is under 5,000 square feet - 2 copies of plans and a request for waiver of S&S requirement - contact information
- If property is between 5,001 square feet & 1 acre - 2 copies plan with a standard plan application
- If it is 1.1 acres and above - Stormwater Assessment Study (SAS) Report

II. SEWER REVIEWS

- 3 copies of Utility/Sewer Plan and transmittal

III. DEMOLITION REVIEWS

- 1-page narrative about the property and DNREC Submissions (if applicable to property)
- Plot Plan
- Demolition sign-off sheet

IV. WATER REVIEWS

- 3 copies of signed and sealed plans from Engineer/Designer professional with owner's Certification and transmittal

V. TRANSPORTATION REVIEWS

- 1 copy of signed & sealed plan from Engineer/Designer professional and transmittal

VI. TREE REVIEWS

- 1 copy of signed and sealed plan from Engineer/Designer professional and transmittal

Note: All submissions should include electronic copy, contact information for Design Engineer and Owner

General Rule

No project should be accepted by the Department and inputted into OnBase unless all necessary base intake documents listed above are submitted to the Department at the same time.