

Plan Recordation Authorization Form



Date:

Development Name:

Phase:

✓ **N/A**

- ☐ ☐ Developer has paid all plan review and filing fees.
- ☐ ☐ Receipt of approval letter from the Town of Middletown consultant.
- ☐ ☐ Receipt of DelDOT Letter of No Objection.
- ☐ ☐ Receipt of final Traffic Impact Study unless project is part of an approved Traffic Improvement District.
- ☐ ☐ Receipt of payment for required traffic recoupment fees (if applicable).
- ☐ ☐ Receipt of approval letter from the State of Delaware Fire Marshal.
- ☐ ☐ Receipt of PLUS comments with required written response to the comments from the Design Engineer/Developer.
- ☐ ☐ All record plan notes and signature blocks are completed.
- ☐ ☐ Receipt of executed easement agreements.
- ☐ ☐ All items required by Mayor and Council have been addressed as per meeting minutes.
- ☐ ☐ Developer has paid all outstanding taxes, fees, debt owed to the Town of Middletown.
(Verified with Finance Director)

The Town of Middletown is in receipt of all the required items above. The record plan can be signed by the Mayor for the above referenced project and phase.

SIGNATURE: _____ DATE: _____

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NOTES: