

# Pre-construction Meeting Authorization Form



Date:

Development Name:

Phase:

✓ **N/A**

- ☐ ☐ Verification of recorded plan scanned and filed in Town permanent files.
- ☐ ☐ Town of Middletown approved construction plans and specifications signed and sealed by a Professional Engineer registered in the State of Delaware. Minimum of six (6) sets.
- ☐ ☐ Town of Middletown approved landscape plans signed and sealed by a Landscape Architect registered in the State of Delaware. Minimum of six (6) sets.
- ☐ ☐ Town of Middletown approved Stormwater Management report signed and sealed by a Professional Engineer registered in the State of Delaware. Minimum of three (3) copies.
- ☐ ☐ Developer has paid all plan review and filing fees.
- ☐ ☐ Receipt of approval letter from the Town of Middletown consultant.
- ☐ ☐ Receipt of required construction surety.
- ☐ ☐ Receipt of required Notice of Intent from DNREC.
- ☐ ☐ Receipt of DNREC sewer construction permit.
- ☐ ☐ Receipt of Office of Drinking Water "Certificate of Approval for Construction".
- ☐ ☐ Receipt of executed and recorded easement agreements (if applicable).
- ☐ ☐ Payment of traffic recoupment fees (if applicable).
- ☐ ☐ Developer has paid all outstanding taxes, fees, debt owed to the Town of Middletown.  
(Verified with Finance Director)

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The Town of Middletown is in receipt of all the required items above. The Town shall schedule a pre-construction meeting for the above referenced project and phase.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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A DNREC Wastewater Permit is required for any of the following:

- ☐ External lateral and/or main improvements and the proposed additional wastewater flow exceeds 2,000 gpd.
- ☐ External lateral and/or main improvements, the additional flow does not exceed 2,000 gpd, but the additional flow and existing flow exceed 2,000 gpd, with no previous permit.
- ☐ External lateral and/or main improvements, the additional flow does not exceed 2,000 gpd, and the existing use already exceeds 2,000 gpd, with no previous permit.

An Office of Drinking Water "Certificate of Approval for Construction" shall be required for any of the following:

- ☐ Construction of a new Public Water System (PWS), or the alteration of an existing Public Water System (PWS) for all services greater than or equal to 2 inches.

NOTES: