



### Large Projects (\$25,000 +)

#### Check List of Items Required to Be Submitted or Will Be Required Before Approval

- \_\_\_\_\_ Large Project permit application
- \_\_\_\_\_ Sussex County approvals or submission status
- \_\_\_\_\_ Sussex Conservation District approval or submission status (as necessary)
- \_\_\_\_\_ DNREC approvals (the Ocean Side of MBA - in the DNREC Build Area)
- \_\_\_\_\_ One (1) large scale paper copy of the plans
- \_\_\_\_\_ One (1) pdf of the plans and site plan
- \_\_\_\_\_ Site plan indicating
  - Set backs
  - Primary structure
  - Accessory structure
  - Driveway
  - Location of any fence on the property
- \_\_\_\_\_ Landscaping plan including description of and materials for the driveway
- \_\_\_\_\_ Description including height, design and desired location of any fence
- \_\_\_\_\_ Signed Statement of Intent to Conform
- \_\_\_\_\_ Permit fee check payable to Middlesex Beach Association
- \_\_\_\_\_ Deposit check payable to Middlesex Beach Association

These items should be delivered to Solutions Property Management, MBA Property Manager, 602 Popular St., Bethany Beach, DE (M-F, 8:00 AM – 5:00PM) or mailed to PO Box 584, Bethany Beach, DE 19930. Telephone 302-581-9060.

The complete package for the project should be delivered in its entirety. The Building Committee will begin review once the complete packet has been received. For questions, please email [buildingcommittee@middlesexbeach.org](mailto:buildingcommittee@middlesexbeach.org).

Other information can be found at the Middlesex Beach website:  
<https://middlesexbeach.org/committees/building/>