



Large Projects (\$25,000 +)

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

- Large Project permit application
- Sussex County approvals or submission status
- Sussex Conservation District approval or submission status (as necessary)
- DNREC approvals (Ocean Side of MBA)
- One (1) large scale paper copy of the plans and One (1) pdf of the plans and site plan.
These **must** include: elevations from the highest point of the MBA road contiguous to the property including any improvements or protrusions above the peak of roof; location of all HVAC units, generators, and above-ground propane tanks; stairs; decks
- Site plan (one large scale paper copy and one pdf) indicating:
Set backs, Primary structure, Accessory structure, Driveway, Location of any fence on the property
- Landscaping plan including walkways and description of and materials for the driveway and its subsurface
- 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 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.

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