



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/>