ATTACHMENT #1

City of Dover Annexation Plan
Cost/Revenue Analysis (1/7/2004)
Module 2H

DEVELOPMENT PROGRAM

Module:	2H	
Location:	Chestnut Grove Road - County Road 158	
Size:	50.8 acres	
Proposed Zoning:	RM-1	Medium Density Residential
Estimated Development Site Sales Price:	Not Available	
Residential		
Existing:	0	
Buildout Potential:	199	40 single family; 28 duplexes; 131 townhouses
Total Units:	199	
Average Sales Price per Unit	$140,000	
Persons per Household:*	2.35	
Existing Population:	0	
Estimated Additional Population:	468	
Total Population:	468	
Kent County Residents:		
Other		
Existing:	0	SF retail/office/warehouse
Proposed:	0	SF professional/medical office space
Total Commercial:	0	
Electric Circuit Extension Required? Only required once per development		
For Residential (add $1,800):	$1,800	
For Commercial (add $1,800, if not already added for residential):	$0	
Estimated Development Period:	4 years	
Estimated Miles of Streets Residential	1.0300	
Estimated Miles of Streets Commercial	0.0000	

* According to the US Census Data (2000) City of Dover persons per household equals 2.35.

City of Dover Population Estimate (FY 2004 Budget)	33,829
Percent Additional Commercial Base Calculation	
Total Property Tax Paid	$6,982,470.00
Percent Commercial/Industrial	0.52
Total Commercial Property Tax Paid	$3,630,884.40
Module Appraised Value - Commercial ($110/SF)	$0.00
Taxed at $0.411 per $100	$0.00
Percent Additional Commercial Base Calculation	0.0000%

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Refer to attached notes for assumptions, calculations, and sources

All numbers are in 2004 dollars

COSTS

Service	Type	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Post Dev. Year 1	Year 6 Post Dev. Year 2	Year 7 Post Dev. Year 3	Year 8 Post Dev. Year 4	Year 9 Post Dev. Year 5	Year 10 Post Dev. Year 6	Note
Sewer & Water	Capital											1
	Operating	$5,182	$15,546	$25,909	$36,273	$41,455	$41,455	$41,455	$41,455	$41,455	$41,455	
Sanitation	Capital											2
	Operating	$3,017	$9,052	$15,087	$21,121	$24,139	$24,139	$24,139	$24,139	$24,139	$24,139	
Police	Capital											3
	Operating	$3,318	$29,130	$48,550	$71,288	$77,680	$77,680	$77,680	$77,680	$77,680	$77,680	
Fire	Capital											4
	Operating											
Planning & Inspections	Capital											5
	Operating	$1,178	$3,533	$5,889	$8,244	$9,422	$9,422	$9,422	$9,422	$9,422	$9,422	
Streets	Capital											6
	Operating				$7,163	$8,186	$8,186	$8,186	$8,186	$8,186	$8,186	
Library	Capital											7
	Operating	$994	$2,981	$4,969	$6,956	$7,950	$7,950	$7,950	$7,950	$7,950	$7,950	
Parks & Recreation	Capital											8
	Operating	$943	$2,828	$4,714	$6,599	$7,542	$7,542	$7,542	$7,542	$7,542	$7,542	
Electric	Capital	$1,800										9
	Operating	$17,654	$52,962	$88,270	$123,577	$141,231	$141,231	$141,231	$141,231	$141,231	$141,231	
General Administrative	Capital											10
	Operating	$5,745	$17,235	$28,725	$40,216	$45,961	$45,961	$45,961	$45,961	$45,961	$45,961	
TOTAL COSTS		**$39,830**	**$133,267**	**$222,112**	**$321,438**	**$363,566**	**$363,566**	**$363,566**	**$363,566**	**$363,566**	**$363,566**	

REVENUE

Revenue Source	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Post Dev. Year 1	Year 6 Post Dev. Year 2	Year 7 Post Dev. Year 3	Year 8 Post Dev. Year 4	Year 9 Post Dev. Year 5	Year 10 Post Dev. Year 6	Note
Property Tax	$14,313	$42,939	$71,565	$100,192	$114,505	$114,505	$114,505	$114,505	$114,505	$114,505	11
Transfer Tax	$104,475	$104,475	$104,475	$104,475	$21,814	$21,814	$21,814	$21,814	$21,814	$21,814	12
Municipal Street Aid Fund	$1,249	$3,747	$6,245	$8,744	$9,993	$9,993	$9,993	$9,993	$9,993	$9,993	13
Electric	$21,979	$65,937	$109,895	$153,854	$175,833	$175,833	$175,833	$175,833	$175,833	$175,833	14
Sewer/Water	$8,358	$25,074	$41,790	$58,506	$66,864	$66,864	$66,864	$66,864	$66,864	$66,864	15
Sanitation	$1,493	$4,478	$7,463	$10,448	$11,940	$11,940	$11,940	$11,940	$11,940	$11,940	16
Permits & Licenses	$59,700	$59,700	$59,700	$59,700	$5,174	$5,174	$5,174	$5,174	$5,174	$5,174	17
Wastewater Impact Fee	$94,525	$94,525	$94,525	$94,525							18
Comcast Franchise	$447	$1,340	$2,233	$3,126	$3,573	$3,573	$3,573	$3,573	$3,573	$3,573	19
Miscellaneous	$1,011	$3,034	$5,056	$7,079	$8,090	$8,090	$8,090	$8,090	$8,090	$8,090	20
TOTAL REVENUE	**$307,550**	**$405,249**	**$502,948**	**$600,647**	**$417,785**	**$417,785**	**$417,785**	**$417,785**	**$417,785**	**$417,785**	

TOTAL IMPACT

	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Post Dev. Year 1	Year 6 Post Dev. Year 2	Year 7 Post Dev. Year 3	Year 8 Post Dev. Year 4	Year 9 Post Dev. Year 5	Year 10 Post Dev. Year 6	TOTAL
Total Costs	$39,830	$133,267	$222,112	$321,438	$363,566	$363,566	$363,566	$363,566	$363,566	$363,566	$2,898,046
Total Revenue	$307,550	$405,249	$502,948	$600,647	$417,785	$417,785	$417,785	$417,785	$417,785	$417,785	$4,323,104
Net Cost/Revenue Impact	**$267,719**	**$271,981**	**$280,836**	**$279,209**	**$54,219**	**$54,219**	**$54,219**	**$54,219**	**$54,219**	**$54,219**	**$1,425,058**

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Residential Costs

1. Water/Sewer

Assumptions:

a. Developer will pay for infrastructure

b. Sewer & Water Infrastructure Betterment: Potential exists for additional costs for associated infrastructure development related to citywide utilities strategic planning, research and development.

c. Cost of service estimated 45% residential, 30% commercial, 25% institutional.

Formula:

+ Water/Wastewater		$6,627,093.00
++ Percent Residential	*	0.45
		$2,982,191.85
+++ Service Area Population	/	33,642
Per Person		$88.64
Estimated Additional Population		468
Total Residential Cost		$41,455

Sources:

+ *2003-2004 Budget*

++ *Department of Public Works*

+++ *Planning Office; Average of water population (34,874) and sewer population (32,410)*

2. Sanitation

Assumptions:

a. 19,169 tons to landfill per year

Formula:

+ Sanitation		$1,992,851.00
++ Tons to Landfill / Year	/	19,169
Cost per Ton		$103.96
++ Annual lbs/person		993
Persons/unit	*	2.35
Lbs per Unit		2,333.55
Lbs per Ton	/	2,000
Annual tons/unit		1.17
Cost per Ton	*	$103.96
Annual cost/unit		$121.30
Units	*	199
Total Residential Cost		$24,139

Sources:

+ *2003-2004 Budget*

++ *Department of Public Works*

3. Police

Assumptions

a. Additional dispatcher required with 10% population increase
b. Dispatcher costs (salary and benefits) approx. $40,000/year
c. Estimated 60% of service costs are residential; 30% commercial; 10% industrial
d. Dispatcher costs effective Development Year 1

Formulas:

Dispatcher Salary		$40,000.00
+ 60% Residential	*	0.60
		$24,000.00
10% population increase	/	3,383
Dispatcher/additional resident		$7.09
Additional Population	*	468
Cost Addional Dispatcher (Residential)		$3,318

++ Police		$9,365,435.00
+ 60% residential	*	0.60
		$5,619,261.00
City of Dover Population	/	33,829
Per Capita		$166.11
Additional Population	*	468
Total Residential Cost		$77,680

Sources:

+ *Percent residential estimated from Police Department*
++ *2003-2004 Budget*

4. Fire

a. + No additional costs. Module within existing Dover Fire service area. The addition of units and population planned for this module not anticipated to impact either operating or capital costs for service.

Sources:

+ *Fire Department*

5. Planning & Inspections

Assumptions

a. ++ Total cost 66% residential, 26% commercial, 8% industrial

Formula

+ Planning & Inspections		$1,032,715.00
++ 66% residential	*	0.66
		$681,591.90
City of Dover Population	/	33,829
Per Capita		$20.15
Additional Population	*	468
Total Residential Cost		$9,422

Sources:

+ *2003-2004 Budget*
++ *Planning Department*

6. Streets

Assumptions

a. Developer will pay for infrastructure
b. Approx. 90 miles of streets maintained by City (74.27 miles of streets and 15.29 miles of alleys)
c. Capital maintenance costs estimated at $308,700
d. New streets will not be dedicated until new development at least 80% complete

Formula

+ Streets		$1,024,013.00
++ Capital Maintenance	-	$308,700.00
		$715,313.00
+ Miles maintained	/	90
Cost per Mile		$7,947.92
+++ New Streets (miles)		1.0300
Total Annual Cost - Residential		$8,186

Sources:

+ *2003-2004 Budget*
++ *Department of Public Works*
+++ *KSK*

7. Library

Assumptions

a. Library serves 78,923 city and county residents
b. 22,616 of total served are city residents (67% of city population)
c. 67% Additional Population will join the library

Formula

+ Library		$856,472.00
++ Percent city residents served (67%)	*	0.67
		$573,836.24
++ City population served	/	22,616
Cost per city resident		$25.37
67% Additional Population	*	313
Total Annual Cost - Residential		$7,950

Sources:

+ *2003-2004 Budget*
++ *City of Dover Library*

8. Parks & Recreation

Formula

+ Parks & Recreation		$545,563.00
City of Dover Population	/	33,829
Cost per person		$16.13
Additional Population	*	468
Total Annual Cost		$7,542

Sources:

+ *2003-2004 Budget*

9. Electric

Assumptions

a. On site infrastructure paid by developer

b. City responsible for capital cost of circuit extension to development site estimated at $1,800

d. Cost of service to residential customers 24.4% of total

e. Service area population is 46,794

Formula

+ Electric		$57,917,547.00
++ Percent Residential	*	0.244
		$14,131,881.47
+++ Service Area Population	/	46,794
Cost per person		$302.00
Additional Population	*	468
Total Annual Cost		$141,231

Circuit Extension (if required)

Cost for Circuit Extension	$1,800

Sources:

+ *2003-2004 Budget*
++ *Electric Department*
+++ *Planning Department*

10. General Administrative

Assumptions

a. Total cost estimated 66% residential; 26% commercial; 8% industrial

Formula

+ General Administrative		$5,037,452.05
++ Percent residential	*	0.66
		$3,324,718.35
City of Dover Population	/	33,829
		$98.28
Additional Population	*	468
Total Annual Cost		$45,961

Sources:

+ *2003-2004 Budget*
++ *Estimated by Dover department heads during conference call with Urban Partners on 10/14/03*

11. Property Tax

Assumptions:

a. Property tax is 41.1 cents per $100 assessment (100% appraised)

Formula:

Average Sales Price per $100 Assessment		$1,400.00
+ Property Tax	*	0.411
Revenue Per Unit		$575.40
Number of Units	*	199
Total Annual Revenue - Residential		$114,505

Source:

+ *Tax Assessor's Office 9/03*

12. Transfer Tax

Assumptions:

a. Transfer tax is 1.5% of real estate transfer price

b. + Estimate 5.22% residential units re-sold per year (Avg from 1999-2002); 0.02% commercial/industrial per year

Formulas:

Development Site Sales Price		Not Available	
Transfer Tax	*	0.015	
Initial Revenue		#VALUE!	(Development Year 1)
Average Sales Price per Unit		$140,000.00	
+ Transfer Tax	*	0.015	
Revenue per Unit		$2,100.00	
Number of New Units	*	199	
Revenue Over Development Period		$417,900	
Revenue per Unit		$2,100.00	
Number of New Units	*	199	
+ Percentage Units Re-sold per Year	*	0.0522	
Total Annual Revenue - Residential		$21,814	

Source:

+ *Tax Assessor's Office 9/03*

13. Municipal Street Aid Fund

Assumptions:

a. Distribution per mile as of 7/1/03 = $5,093.31

b. Distribution per capita as of 7/1/03 = $10.15

d. New streets will not be dedicated until new development at least 80% complete

Formula:

+ Distribution per Mile		$5,093.31
++ Miles New Streets	*	1.0300
Total New Streets Distribution		$5,246.11
+ Distribution per Capita		$10.15
Additional Population	*	468
Total Per Capita Distribution		$4,746.65
Total New Streets Distribution		$5,246.11
Total Population Distribution	+	$4,746.65
Total Annual Revenue - Residential		$9,993

Source:

+ *Municipal Street Aid Fund Distribution Tabulation Fiscal Year 2004*

++ *KSK*

14. Electric

a. Service area population is 46,794

Formula

† Residential Revenue		$17,594,178.18
Service Area Population	/	46,794
Total Revenue per Person		$375.99
Additional Population	*	468
Total Annual Revenue - Residential		$175,833

Source:

† *City of Dover Electric Department*

15. Sewer & Water

Assumptions:

a. † Typical sewer/water bill per household based on 7,000 gallons/mo: $11.55 (sewer) + $16.45 (water) = $28/mo ($336/year)

b. 45% residential, 30% commercial, 25% industrial

Formula:

Average Annual Residential Bill		$336.00
Number of New Units	*	199
Total Annual Revenue - Residential		$66,864

Source:

† *2003-2004 Budget*

16. Sanitation

Assumptions:

a. Fee per unit is $5/mo ($60/year)

Formula:

† Annualized Fee per Unit		$60.00
Number of Units	*	199
Total Annual Revenue - Residential		$11,940

Source:

† *Department of Public Works*

17. Permits & Licenses

Assumptions:

a. Revenue from development permits estimated at $1,200 per unit

b. ††† 50% residential; 40% commercial; 10% industrial

Formulas:

† Est. Revenue from Permits per Unit		$1,200.00
New Units	*	199
Total Development Period Revenue - Residential		$238,800
†† Permits & Other Licenses		$748,500.00
††† Percent Residential	*	0.5
		$374,250.00
Population	/	33,829
Per Capita Revenue		$11.06
Additional Population	*	468
Total Annual Revenue - Residential		$5,174

Source:

† *Dover Tax Assessor's Office, 10/14/03*

†† *2003-2004 Budget*

††† *Dover Planning Office, 10/23/03*

18. Wastewater Impact Fee

Assumptions:

a. City fee per unit is $1,900

b. Total impact fee per unit includes additional $1,115 for the County and an $11 administrative fee

Formula:

+ Fee per Unit		$1,900.00
Number of New Units	*	199
Total Development Period Revenue		$378,100

Source:

+ *Department of Public Works*

19. Comcast Franchise

Assumptions:

a. Fee is 5% of service fee

b. 75% of households will subscribe

Formula:

+ Average Fee per Year		$336,756
+ Number of Subscribers	/	14,068
Total Fee per Subscriber		$23.94
Estimated Subscribers	*	149.25
Total Annual Revenue - Residential		$3,573

Source:

+ *Comcast Cablevision of Delmarva Subscriber Gross Receipts Statement (4/03-6/03); Dept. of Public Works*

20. Miscellaneous

Assumptions:

a. Includes revenue from Fines & Police, 911 Fees, Library, Misc. Charges, and Recreation
Police: Residential 60%; Commercial 30%; Industrial 10%

b. Library (Kent Cnty Book Reimb) revenue loss from existing units

c. 68% city residents are Library members

d. + Dover receives $1.95 per library item checked out by Kent County residents from the Kent County Book Reimbursement fund

e. + 56,307 Kent County residents are library members (excluding City of Dover library members) and check out 160,610 items per year; Each Kent County library member checks out 2.85 items/year (average); 59.5% of Kent County residents are library members

Formula:

++ Fines & Police (60% of 675,520)		$405,312.00
++ 911 Fees (60% of 61,500)	+	$36,900.00
++ Library (68% of $35,700)	+	$24,276.00
++ Misc. Charges (66% of 43,550)	+	$28,743.00
++ Recreation	+	$90,000.00
		$585,231.00
Population	/	33,829
Per Capita Revenue		$17.30
Estimated Population	*	468
Net Annual Revenue		$8,090.20
+ Kent County Book Reimbursement / Item		$1.95
Items - Kent County Library Member	*	2.85
Revenue Loss per Kent Cnty Library Member		$5.56
Kent County % Library Members	*	0.595
Revenue Loss per Kent Cnty Resident		$3.31
Net Annual Revenue		$8,090.20
Library Revenue Loss for Kent Cnty Resident(s)	-	$0.00
Total Annual Revenue - Residential		$8,090

Source:

+ *City of Dover Library*

++ *2003-2004 Budget*

ATTACHMENT #2

Plan of Services Submission Form
For Municipal Annexation

Please Submit a Plan of Services to the Office of State Planning Coordination pursuant to §101 of Title 22, Delaware Code for review and acceptance prior final legislative action on municipal annexation. The plan services shall be conducted in accordance to standards or criteria set by the Cabinet Committee on State Planning Issues.

1. Basic Data
   1.1. Municipality Name: **City of Dover**
   1.2. Municipal Office Address: **P.O. Box 475, Dover, Delaware, 19903 or 15 East Loockerman Street, Dover, Delaware, 19901**
   1.3. Municipal Office Phone Number: **Public Works: (302) 736-7025, Planning: (302) 736-7010**
   1.4. Name of Municipal Contact: **Public Works: Scott D. Koenig, P.E., Director Planning: Jim Galvin Jr. AICP, Director of Planning & Inspections or Dawn E. Melson, AICP, Planner**
   1.5. Property Name/Description: **Lands of Chestnut Grove Farm, LP**
   1.6. Name/Address of Petitioner: **Owner: Chestnut Grove Farm, LP C/o Sallie Scarborough 290 Troon Road Dover, DE 19904 and Equitable Owner: Garrison Custom Homes, Inc. C/o Jeff Garrison 49 Brenda Lane Building L Suite F Camden, DE 19934**
   1.7. Tax Parcel Identification Number: **ED-00-066.00-02-49.00-000**
   1.8. Property Address: **South side of Chestnut Grove Road (County Road #158) west of Sweetgum Drive and Kenton Road**
   1.9. Acreage: **50.8 +/- acres**
   1.10. Locator Map (attach map): **See Attachment A**
   1.11. Concept Plan (if applicable): **See Attachments B**

Attachment B is the Plan sheet required by the City of Dover Annexation process, which consists of a preliminary boundary survey and existing development on the property. Attachment B also includes a plan sheet depicting the initial redevelopment design concept for property as presented by developer. Upon annexation any site

development must be in compliance with the City of Dover Land Subdivision Regulations and the Zoning Ordinance.

2. Municipal Services

2.1 Please list the services your municipality provides:

Sewer _X__

Water _X__

Trash _X__

Police/Public Safety _X__

Fire _X__

Electric _X__

Streets _X__

Street Lighting _X__

Storm Drainage _X__

Other _Internet, Library, and Parks & Recreation facilities and programs

3. Planning Information

3.1. Developed Prior to annexation? __X__ Yes ____ No (If yes, describe) **An existing house, barn, and sheds shown on the property will be removed. Redevelopment of the site as a residential subdivision is anticipated.**

3.2. Is property within the Municipal Annexation Plan? __X__ Yes ____ No

3.3. How is the parcel depicted on the Municipal Annexation Plan?

__X__ Annexation Area _____ Short Term Annexation Area

____ Long Term Annexation Area _____ Area of Concern

____ Other (Explain):_____

3.4. What is the land use designation on the Municipal Annexation Plan?

__X__ Residential ____ Commercial ____ Industrial ____ Institutional or Community

_____ Open Space ____ Other (Please describe: __ _____

3.5. Current Use: **Agricultural Land and woodland with existing residence**

Proposed Use: **Single Family Residential – Major Subdivision consisting of 40 single family detached dwellings, 28 duplexes, and 131 townhouses. The conceptual plan has a total of 199 residential units.**

Current Zoning in County: **RS-1 Single Family Residential**

Proposed Zoning: **RM-1 Medium Density Residential**

Allowable Density under zoning: **RM-1 gross residential density of 6 dwelling units per acre**

3.6 Public Water? __X_Yes, available in vicinity Planned within 10 years ____ No

3.7 Public Sewer?__X__ Yes, available in vicinity Planned within 10 years ____ No

4. Public Service Information (Please include name and address if different from municipality)

Water System:

4.1 Name and address of water provider: **City of Dover, P.O. Box 475, Dover, Delaware 19903.**

4.2 Date of most recent water facilities plan: **Last approved plan was completed in 1985 by Whitman, Requardt & Associates. The Department of Public Works has recently signed an agreement with Whitman, Requardt & Associates to update the City of Dover's Water System Master Plan (2004-2024).**

4.3 Please attach a copy of the relevant sections of the water facilities plan. **The 1985 Water Facilities Plan does not have a specific section that would be relevant to the development of this farm. There is currently water service to the Westfield Subdivision that is located immediately east of this farm. The developer will be required to extend city service from the east side of Kenton Road to serve the proposed development. See also Attachment C. Attachment C is the Comprehensive Plan Update 2003 – Chapter 7 Public Utilities and Community Infrastructure Plan.**

4.4 If there is no water facilities plan, please describe the method the water provider uses to determine system capacities, water allocations, and capital expenditures for needed expansions. **N/A**

4.5 Current system capacity (maximum without capital expenditures): **10 MGD permitted capacity**

4.6 Current average water usage: **5 MGD (Winter average), 9 MGD (Summer maximum)**

4.7 DNREC Permit allocation: **10 MGD (Max. Withdrawal)** DNREC Permit # **(23 Different Permits)**

4.8 Estimated future water demand inside current municipal boundaries: **7 MGD (Winter average), 10 MGD (Summer maximum)**

4.9 Estimated water needed for proposed annexation area: **59,700 gallons per day (GPD) based on a consumption rate of 300 gallons per day per dwelling.**

4.10 Please attach a letter from the water service provider indicating that water service can be provided to the annexation area. **The City of Dover Director of Public Works by**

submission of this plan of services has determined there will be adequate water supply to serve the proposed annexation. It should be noted that this land is currently part of Tidewater Utilities, Inc. Certificate of Public Convenience and Necessity (CPCN) that was previously granted under a wide area franchise application. The developer, Tidewater and the City of Dover will need to negotiate the surrender of the franchised area.

Wastewater System:

4.11 Name and address of wastewater service provider: **City of Dover, P.O. Box 475, Dover, Delaware, 19903.**

4.12 Name and address of wastewater treatment operator, if different: **Kent County, Department of Public Works, Robert O'Brien Building, 414 Federal Street, Dover, Delaware, 19901**

4.13 Date of most recent wastewater facilities plan: **1999, All pump station and interceptors were analyzed. In addition, the gravity sewer system was mapped using AutoCAD.**

4.14 Please attach a copy of the relevant sections of the wastewater facilities plan. Initial here that the plan has been attached: **See Attachment D. Attachment D is the Executive Summary of the Wastewater Facilities Management Plan. There is existing sanitary sewer infrastructure in the Westfield Subdivision and the Hunter's Pointe Subdivision. The developer's engineer will be responsible for designing and building infrastructure to connect to the City's existing system so wastewater can be conveyed to Kent County for treatment.**

4.15 If there is no wastewater facilities plan, please describe the method the wastewater provider uses to determine system capacities, water allocations, and capital expenditures for needed expansions. **N/A**

4.16 Current system treatment capacity (maximum without capital expenditures): **All sanitary sewer flows are transmitted to Kent County for treatment. To our knowledge, the Kent County Wastewater Treatment Facility has the available capacity to serve the proposed development of the property.**

4.17 Current average wastewater flow: **Average daily flow for 2003 was 5.95 MGD**

4.18 DNREC Permitted discharge: **N/A** DNREC Permit # **N/A**

4.19 Are there TMDL issues or other constraints that would impact the ability of the town to obtain an additional permit allocation from DNREC? **N/A**

4.20 Estimated future wastewater demand inside current municipal boundaries
# of Approved EDUs: **Approximately 1,500 – 2,000 E.D.U.s**
# of Vacant Buildable Acres within existing town: **Estimated 6,000 – 8,000 E.D.U.s over 25 years.**

4.21 Estimated future wastewater demand for proposed annexation area: **39,800 – 59,700 gallons per day based on 199 dwelling units.**

4.22 Please attach a letter from the wastewater service provider and the wastewater treatment operator (if different) indicating that wastewater service can be provided to the annexation area, and that sufficient wastewater treatment capacity exists or is planned to accommodate this annexation area. **See Attachment E – Letter from Kent County Department of Public Works re: availability of sewer service. The City of Dover Director of Public Works by submission of this plan of services has determined**

there will be adequate wastewater service facilities to supply service to the proposed annexation.

4.23. Provider of Electricity: **The City of Dover will provide electricity once the property is annexed into the City of Dover.**

4.24. Date of Most Recent Update of Electrical Facilities Plan: **1999-2000.**

4.25. Describe needed electrical upgrades needed, if any. **The City of Dover is planning several electrical system upgrades to increase the reliability of the city's system. All upgrades to extend distribution service to the property will be the responsibility of the developer.**

4.26. If any services are to be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission please include written comments of this provider that describe the their ability to provide the necessary services for the proposed annexation. **As stated previously, this property is located in a CPCN granted to Tidewater Utilities, Inc. under a wide area franchise. Tidewater Utilities does not currently provide service to this undeveloped property. Tidewater's existing infrastructure only serves the Hunter's Point Subdivision located to the west of the proposed annexation. The City of Dover will negotiate with Tidewater Utilities, Inc. to amend the existing CPCN for this area.**

4.27 Who provides police service to the municipality? What impact will this annexation have on the ability to provide police service to the municipality? (If not municipality in question, please provide a letter verifying ability to provide police service to newly annexed area): **The City of Dover Police Department provides police service to the municipality.**

4.28 Who provides fire service to the municipality? What impact will this annexation have on the ability to provide fire service to the municipality? (Please provide a letter verifying ability to provide fire service to newly annexed area): **The Robbins Hose Fire Department provides fire service to the municipality. This proposed annexation area currently is part of the fire service area of Robbins Hose Fire Department.**

4.29 Who provides EMS services to the municipality? What impact will this annexation have on the ability to provide emergency medical services to the municipality? **A private service, ASI provides ambulance service under contract with the City.**

5. Fiscal Analysis

5.1. Does the municipality employ paid staff? __X__ Yes ____No

If yes, how many paid staff does the municipality employ? (Give number in FTEs) **351 full-time personnel**

5.2. For municipalities that provide services, does the municipality use separate enterprise funds for public services? __X__ **Yes, The Water, Sewer, and Electric Utilities are all enterprise funds.** ____ No

5.3. Municipal tax rate: **$0.411 per hundred dollars of assessed value**

5.4. Municipal tax valuation: **Properties are assessed at 100% of market value.**

5.5. Please include a copy of the municipality's current fiscal year budget. **See Attachment F – "Source and Use of Operating Funds Summary Fiscal Year 2003/04" chart from the FY2004 budget document (page 74). The entire City of Dover FY2004 Annual Operating Budget is available online on the City of Dover website at www.citvofdover.com under Information Desk (Public Documents: City of Budget 2004).**

5.6. Please provide a copy of the municipality's annexation committee report regarding this annexation. **See transmittal cover letter for summary of annexation application review process and the "Petition to Annex and Zone Property" Report.**

Certifications:

The undersigned certify that the information provided in this form is complete and accurate to the greatest extent practicable. We also certify that all required letters from other utility service providers and jurisdictions are attached.

James L. Hutchison (Mayor) Scott D. Koenig (Director of Public Works)

Kent County

Department of Public Works

Engineering Division 744-2430
Wastewater Facilities 335-6000
Facilities Management 744-2357

ROBERT W. O'BRIEN BLDG.
414 FEDERAL STREET
DOVER, DELAWARE 19901-3615
(HANDICAPPED ACCESSIBLE)

December 18, 2003

Dawn E. Melson, AICP
City of Dover
P.O. Box 475
Dover, DE 19903-0475

RE: Request for letter on Utility Services
Lands of Chestnut Grove Farm LP on the south side of Chestnut Grove Road, Dover
Tax Parcel Number ED00-066.00-02-49.00/000

Dear Ms. Melson:

We are in receipt of your letter dated December 17, 2003, requesting a statement with regards to availability of sewer service to the above referenced properties. You stated that the proposed zoning for the properties is RM-1. Sewer collection and local transmission service for this area including the aforementioned properties is provided by the City of Dover. The City Department of Public Works will have to certify the adequacy of said system. We suggest that the wastewater flow from the subdivision be routed into the city owned McKee Road pump station. Said pump station is currently connected to the Kent County Pump Station No. 2.

The County is in the process of constructing a parallel transmission main expanding the capacity needed to serve the City of Dover under the existing Contract User Agreement. In the future, the McKee Road pump station will be connected to this new parallel transmission main. Therefore, if the Chestnut Grove Farm subdivision will be connected to the McKee Road pump station, we have sufficient transmission and treatment capacity to serve the projected sewer flows of the proposed annexation.

Sincerely,

Hans Medlarz, P.E.
Director of Public Works

ATTACHMENT E

cc: Scott Koenig, Director of Public Works, City of Dover

V:\Public Works\Municipalities\dover\chestnutgrovefarmutil.wpd

ATTACHMENT #3

DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTURCTURE
CRANBERRY RUN

The following is a list of all public improvements which are to be accepted by the City of Dover:

Sewer Utility Infrastructure (construction value = $179,228.00):

8" PVC Sanitary Sewer Main	-	4,588 l.f.
6" PVC Sanitary Sewer Laterals	-	2,555 l.f. (73 laterals)
4" PVC Sanitary Sewer Force Main	-	1,397 l.f. (future use)
4' Diameter Sanitary Sewer Manholes	-	21 ea. (152.54 v.f.)

Water Utility Infrastructure (construction value = $160,050.00):

12" Ductile Iron Water Main	-	997 l.f.
8" Ductile Iron Water Main	-	5,565 l.f.
6" Ductile Iron Water Main	-	220 l.f.
1" Type "K" Copper Water Service Line	-	2,840 l.f. (73 services)
12" Gate Valves	-	3 ea
8" Gate Valves	-	16 ea.
6" Hydrant Valves	-	9 ea.
Fire Hydrants	-	9 ea.

Storm Water Infrastructure (construction value = $152,472.00):

Catch Basins	-	24 ea.
4' Storm Water Manholes	-	4 ea (23.9 v.f)
15" Type III Reinforced Concrete Pipe	-	621 l.f.
18" Type III Reinforced Concrete Pipe	-	1,142 l.f.
21" Type III Reinforced Concrete Pipe	-	458 l.f.
24" Type III Reinforced Concrete Pipe	-	824 l.f.
27" Type III Reinforced Concrete Pipe	-	415 l.f.
30" Type III Reinforced Concrete Pipe	-	90 l.f.

Rights-of-Way: (0.86 miles) (construction value = $573,600.00):

Cranberry Run Drive	Station 0+00 to Station 8+38	838 l.f.
Yarmouth Way	Station 0+00 to Station 2+10	210 l.f.
Falmouth Way	Station 0+00 to Station 16+47	1,647 l.f.
Chelsea Way	Station 0+00 to Station 14+80	1,480 l.f.
Somerset Circle	Station 0+00 to Station 1+06	106 l.f.
Tucket Circle	Station 0+00 to Station 2+44	244 l.f.
		4,525 l.f.

ATTACHMENT #4

Electric Rate Study Status Report
Updated January 29, 2004

The Electric Rate Study Implementation Committee found that if we implemented the recommendations of the consultants including: proposed energy rates, demand rates, 95% power factor, the 100% Demand Ratcheting, and 25KV criteria for distinguishing between small and medium commercial customers total revenue would increase 11.93% or $6,317,544 more than projected by the consultant. Keep in mind new rates were to be revenue neutral as a whole.

When analyzing why this occurred we determined that 1) Consultant appeared to not have factored in the impact of 100% ratcheting or the power factor when making the recommendations on energy and demand rates. 2) Also the consultant did not factor in the shifting of commercial customers from small to medium classes when applying the 25KV criteria.

Based on our analysis to date the committee recommends the following:

1. Accepting the consultant's recommendations for residential rate structure. The committee recommends increasing the rate from $.0880 to .0890. Our calculations indicated that without this slight adjustment, the rate would not cover cost of service and provide needed revenue.

2. Accepting the proposed energy rates and customer service charges proposed by consultant for all rates except primary (see #6 below).

3. Not accepting the consultant's recommendation for 25KV peak demand as the criteria for determining whether a customer is a small or medium commercial customer, this caused too much rate shifting resulting in higher cost to customers that were not anticipated by the consultant. The committee proposes keeping the current criteria of 3,500 kwh for two consecutive months.

4. Accepting the consultant's recommendation for 95% power factor and 100% ratcheting for demand customers (medium commercial, large commercial, primary, transmission and special rates) as good practices to put into place, but we recommend reducing the proposed demand rates to equalize for the increase in cost caused by the power factor and ratcheting increases.

5. Accepting the consultant's recommendation for billing demand based on a standard maximum 15-minute demand during the month. Currently, primary and special rates demands are based on a maximum 60-minute demand during the month.

6. Accepting recommendation of moving the Church rate, Agricultural Commercial Rate, and Municipal Rate customers into appropriate commercial classes, this actually caused an overall decrease in cost for these customers.

Areas needing additional review:

1. We are continuing to analyze the impact on Primary Customers. When we applied the 95% power factor and the 100% Demand Ratcheting with modified demand rates we were able to bring the overall classes revenue up to the 4% recommended by the consultant. The problem we are having is that we found wide variations within the customers. Some customers saw increases of .604% while others were increased by 24.8%. We are currently examining ways to smooth the impact on this rate class. The study also recommended reincorporating three special rate customers back into this rate class. The large increases these customer's are experiencing because of that is being analyzed and reviewed by the committee. Until we can examine this further the committee is uncomfortable making a recommendation.

   Update 1/29/04:
   - Playtex Apparel was moved to the primary rate. Their consumption was changed to reflect their decreased usage since March of 2003.
   - Playtex Products remains at their current rate with adjustment of power factor to 95% and an additional $1 charge for demand.
   - Tilcon is under contract. Therefore, their rate was changed back to their original contractual rate.
   - Continuing to examine the possibility of increasing the general primary rate to meet the 4% increase recommended by the Rate Study.

2. Impact on the Medium Commercial class was erratic with 96 out of 1,084 customers experiencing 50 % or larger percentage increases from current bills. We are examining why these large increases are occurring. Until this issue is resolved we are uncomfortable approving a demand charge for this class of customer.

   Update 1/29/04:
   - We removed 25KW minimum charge.