AECOM
248 Chapman Road
Suite 101
Newark, DE 19702
USA
aecom.com

February 19, 2026

Antonina Tantillo, MPA, City Administrator
City of New Castle
220 Delaware Street
New Castle, Delaware 19720

RE: 1004 Gray Street Subdivision

Dear Ms. Tantillo:

AECOM is in receipt of the above-mentioned subdivision plan, entitled *Subdivision Plan for Project Known as 1004 Gray Street*, prepared by Woodin+Associates, dated October 23, 2025. As noted in Note 5. under Plan Data and General Notes, the purpose of the plan is to combine two existing lots of record into one parcel, and subdivide said parcel into six lots to construct six semi-detached dwellings. In review of the subdivision plan, we have the following comments:

Procedural/Administrative

1. The Preliminary Plat was approved by the Planning Commission on November 24, 2025 conditioned on the items in AECOM's review letter dated November 18, 2025 being addressed. Any outstanding items from said previous review will be addressed herein.
2. The plan should be labelled as a Final Plat per the City's Subdivision Regulations.
3. If approved by the Planning Commission, the Final Plat should be forwarded to the City Council for their approval by ordinance. Once approved by the City Council, the Final Plat shall be recorded with the Recorder of Deeds upon satisfactory completion of any conditions imposed by the City Council. Approval by ordinance is necessary per Section 213-7.C.(3) of the Subdivision Regulations since the Final Plat is establishing new *public facilities* by way of the new sidewalks, curbing and pavement restoration.
4. Prior to seeking Final Plat approval from the City Council, the applicant should demonstrate that approval has been granted for the following plans from the following agencies:

    - Sediment and Stormwater Plan - County Conservation District
    - Sanitary Sewer Plans - New Castle County Public Works
    - Water Service Plans - Municipal Services Commission
    - Sidewalk and Road Restoration Plans - City of New Castle

5. Per the City Building Official, the sidewalk and road restoration plans must be completed to the City's satisfaction prior to the issuance of Occupancy Permits for any of the proposed dwellings. As such, note 17 can be removed.

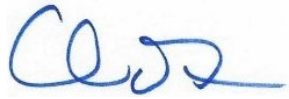
Planning/Technical

1. Note 16 should be revised to state, *The City of New Castle Board of Adjustment approved the following variances on September 23, 2025*. AECOM recommends that the list of variances be reformatted for ease of understanding.
2. The 20-foot building restriction lines on Lots 1 and 6 should be removed as they were reduced by the Board of Adjustment. The same is true for the 7.5-foot side yard setback on Lot 2 and the *Building Restriction Line* label in the rear of Lots 3 and 4.
3. The Building Restriction Line(s) as indicated in the legend should be graphically indicated on the plan as approved by the Board of Adjustment or otherwise.
4. The Final Plat is intended to be a record of the subdivision of land. The references to the public improvements such as the sidewalk, curbing, stop sign, etc., need not be shown on the final/record plan. The applicant should coordinate with AECOM regarding items that can be removed from the Final Plat.
5. Appropriate signature blocks for City approval should be provided on the Final Plat. These can be provided by AECOM.

If you have any questions or need additional information, please let me know.

Sincerely,

AECOM Technical Services, Inc.



Christopher J. Rogers, AICP
Principal Planner

Cc: Lisa R. Hatfield
Jeff Bergstrom, Building Official
Jayme Baer, P.E., Woodin+Associates