



# Dune Encroachment Reduction Worksheet

*For use with the Four Step Process*

7 DE Admin Code 5102 Section 3.1.1.2 through 3.1.1.2.4

**This worksheet is intended to document the steps taken to reduce or eliminate construction seaward of the Building Line.**

**Step 1** – Can the proposed structure be located completely landward of the DNREC Building Line by placing the exterior wall of the structure on the setback line established for the landward property boundary? **YES/NO**  
**If NO proceed to Step 2**

**Step 2** – By meeting the established side yard setbacks can the proposed structure be located entirely landward of the DNREC Building Line? **YES/NO**  
**If NO proceed to Step 3**

**Step 3** - The square footage of the footprint of the proposed structure must be no greater than the average square footage (living space only) of the adjacent structures within the *smallest subset of lots\**. Does this step eliminate construction over the DNREC Building Line? Please show square footages of adjacent structures below. **YES/NO**  
**If NO proceed to Step 4**

**Step 4** – Penetration over the DNREC Building Line may not exceed the average encroachment (ft.) of the adjacent structures (living space only) within the *smallest subset of lots, used in step 3\**. Please show encroachment distances of adjacent structures below.

**Complete the chart to determine the average living footprint and average encroachment values as needed.**

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Living Footprint (sqft.)</u>	<u>Encroachment (ft.)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
	<b>Total</b>	<b>:</b>	_____	_____
	<b>Average:</b>		_____	_____

**\*Smallest Subset of Lots** – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.