

DEPARTMENT OF PLANNING SERVICES
DIVISION OF PLANNING
 555 Bay Road
 Dover, Delaware 19901
 302-744-2471
planning@co.kent.de.us



REGIONAL PLANNING COMMISSION
Application for Site Plan Review

Application No.: _____

Present Use of the Property: _____
 Proposed Use of the Property: _____
 Area of Structure for use: (sq. ft.): _____ Total Area of Parcel: (acres) _____
 Map #: _____ Zoning: _____
 Address/Location of Use: _____

APPLICANT(S):

Name(s) _____
 Address _____ City _____ State _____ Zip Code _____
 Phone No.: _____ Email: _____

LEGAL OWNER(S):

Name(s) _____
 Address _____ City _____ State _____ Zip Code _____
 Phone No.: _____ Email: _____

ADDITIONAL CONTACT:

Name(s) _____
 Address _____ City _____ State _____ Zip Code _____
 Phone No.: _____ Email: _____

ENGINEER:

Name(s) _____ Firm/Company _____
 Address _____ City _____ State _____ Zip Code _____
 Phone No.: _____ Email: _____

Submission Requirements prior to deadline:

- | | | | |
|--------------------------|--|----------------|-------------------|
| <input type="checkbox"/> | Pre-application meeting with Staff (If applicable, fee due and payable at the time of the meeting). | | |
| <input type="checkbox"/> | Completed application form with required signatures. All legal owner(s) must sign the application. | | |
| <input type="checkbox"/> | One (1) folded set of required site, grading, and landscape plan. | | |
| <input type="checkbox"/> | Completed Checklist. Plan to reflect all submission requirements per checklist. | | |
| <input type="checkbox"/> | Copies of any deed restrictions affecting the property (if applicable to request). | | |
| <input type="checkbox"/> | All fees due to the County, including taxes, must be current; no open violations or complaints. | | |
| <input type="checkbox"/> | APFO Compliance Form | | |
| <input type="checkbox"/> | School District Notification Form (for Residential Projects only) | | |
| <input type="checkbox"/> | Waiver requests must include statement of nature of request and hardship in meeting code requirement | | |
| <input type="checkbox"/> | Appropriate filing fee in accordance with the following: | | |
| | Pre-application Meeting (due and payable at time of meeting): | \$300.00 | |
| | Site Plan Application Processing fee: | \$600.00 | |
| | The following are required fees in addition to those listed above: | | |
| | Residential | \$35.00 | per dwelling unit |
| | Business, Commercial, Industrial, or other buildings: | \$100.00 | per 1,000 sq. ft. |
| | Waiver Request: | \$200.00 | |
| | Total Fee for this application: | \$ _____ | |
| | | Cash or Check? | Chk# _____ |
| | | (circle one) | |

2020 - 2021 Regional Planning Commission (RPC) Deadlines and Hearing Dates

	Submission Deadline	RPC Business Meeting	
	10/14/2020	12/10/2020	
	11/10/2020	1/14/2021	
	12/9/2020	2/11/2021	
	1/13/2021	3/11/2021	
	2/10/2021	4/8/2021	
	3/10/2021	5/13/2021	
	4/14/2021	6/10/2021	
	5/12/2021	7/8/2021	
No August Meetings			
	7/14/2021	9/9/2021	
	8/11/2021	10/14/2021	
	9/8/2021	11/10/2021	
	10/13/2021	12/9/2021	
	11/10/2021	1/13/2022	

RPC meetings and hearings begin at 6:30 p.m. unless otherwise noted.

Information for Applicant:

- 1) Site plan requests are only subject to review by the Regional Planning Meeting at the Business Meeting.
- 2) Applicants must be present at the Regional Planning Commission Business Meeting to represent the application.
- 3) Operation of the proposed use cannot begin until the RPC has approved the request and all conditions of the use have been met by receiving final approval of the plan.
- 4) The applicant may need to secure a Business Certificate of Occupancy prior to the commencement of operation. Contact the Division of Inspection and Enforcement for details.

The undersigned hereby certifies that, on behalf of this application, the information contained herein is true and correct.

Applicant(s) Signature

Date

I/We certify that I/we are the legal owner(s) of the subject property and that I/we are aware of and agree to the filing of this application and that the information contained herein is correct.

Legal Owner(s) Signature

Date