



Kent County
Department of Planning Services
Division of Planning

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CERTIFICATE OF USE REQUEST FORM

A Certificate of Use is required to obtain a Certificate of Occupancy which is necessary to operate a business in Kent County. This application must be submitted with all of the following:

- Processing fee of \$20.00 payable by cash or check to Kent County Levy Court.
- Detailed plot plan (or survey if available) showing the location of any existing or proposed structures and parking areas in relation to the property lines. (See page 3.)
- An interior floor plan of the business.
- A copy of the current or proposed lease for the property, if any.

1. Date submitted: _____

INDIVIDUAL REQUESTING THIS CERTIFICATE:

2. Name: _____
 First MI Last

3. Address: _____

City ST Zip

4. Daytime Telephone Number: (_____) _____ - _____
Email Address: _____

PROPERTY INFORMATION:

5. Map #: _____

6. Property Address: _____

City Kent County DE County ST Zip

Does this property have multiple units? Yes No If yes, specify your unit or suite #: _____

7. Property Owner's Name: _____

8. Property Owner's Address: _____

City ST Zip

9. Present Use: _____

10. Proposed Use (be specific): _____

11. Total Building Square Footage: _____

DISCLOSURES:

12. Are any renovations planned for the existing structure? Yes No

13. Are any building additions planned for the existing structure? Yes No
If yes, show the location and dimensions of the addition on your plot plan, and state the square footage of the proposed addition: _____

14. Are any new structures planned? Yes No
If yes, show the location and dimensions of the new structure on your plot plan, and state the square footage of the proposed new structure: _____

15. Are any changes to existing signage, or new signage planned? Yes No

16. Is any increase in the pavement or parking area planned? Yes No
If yes, show the location and dimensions of the new pavement or parking area on your plot plan.

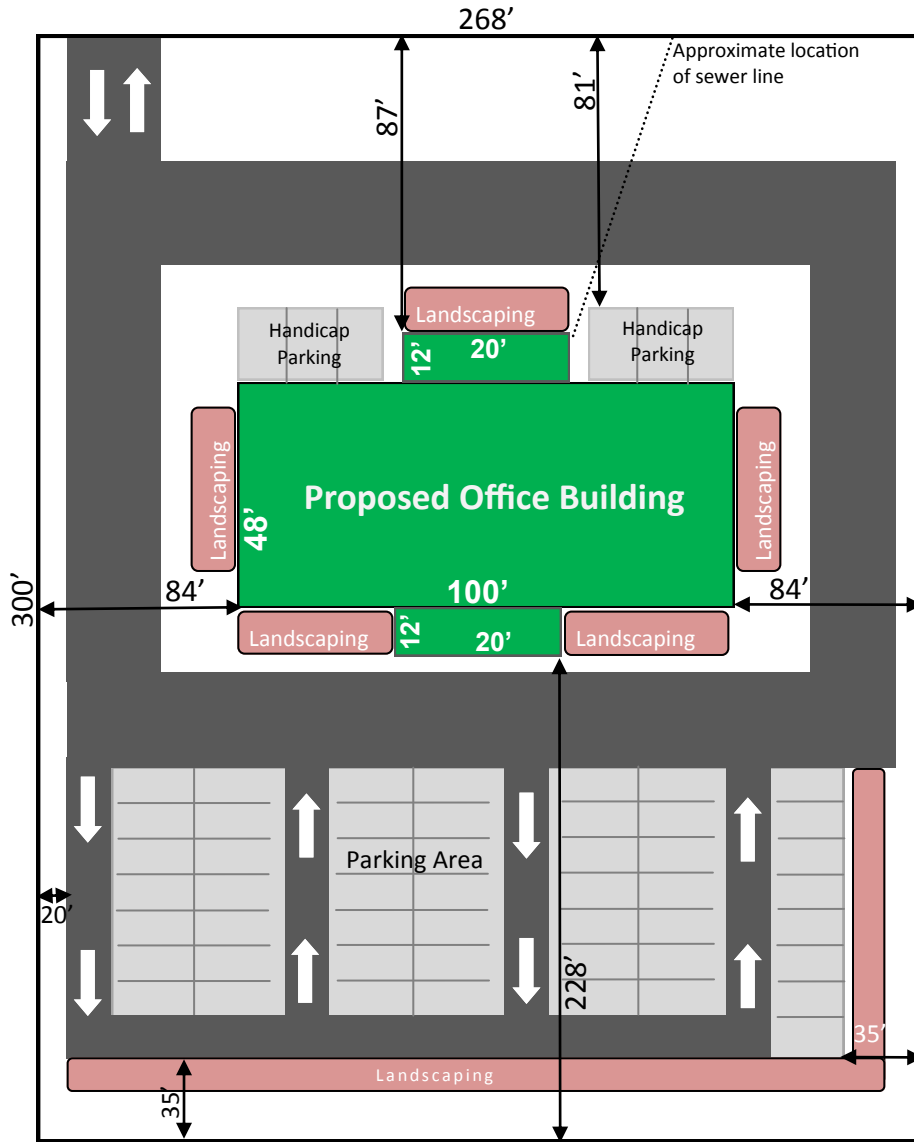
By signing below, I certify that the information provided on this Certificate of Use Request Form is true and accurate to the best of my knowledge. In addition, I acknowledge that any changes to the subject site, as indicated above, will only occur after all necessary approvals have been received by the Division of Planning Services and/or the Division of Inspections & Enforcement. I further understand that the issuance of a Certificate of Use is not a Certificate of Occupancy, which may be required by the Division of Inspections & Enforcement prior to the commencement of operations within the subject site.

Signature

Date

Sample Site Layout Plan
****To Be Used Only as a Guide****

ROAD NAME



This is an example of an acceptable site plan layout to be used as a guide for creating your own plot plan. Dependent upon your site and proposed use, your plot plan may look differently than the example shown above. Please contact a Planning staff member for guidance on all applicable Code requirements prior to submission.

Please provide the following at minimum:

- Show the boundaries and measurements of the property.
- Locate all structures and/or specifically used areas on the property (such as a fenced storage area).
- Show the actual dimensions of each structure and/or marked area.
- Show the distances from all sides of all structures to the nearest property lines or the centerline of the road (clearly indicate where your measurements begin and end).
- Show all parking and loading areas, with dimensions from these areas to property lines. Label all handicap spaces.
- Show the approximate location of underground utilities, including septic system, sewer line, well, etc.
- Label all roadways and show the entrance to your property, along with all interior drive aisles with dimensions to property lines.
- If you are leasing a space within a multi-tenant building, show the entire building and clearly indicate the location and dimensions of the space/unit you are leasing.

IMPORTANT: Accurate dimensions are a must! If available, verify all dimensions with a survey or deed prior to submission.
AERIAL PHOTOGRAPHS WILL NOT BE ACCEPTED IN LIEU OF A PLOT PLAN.