

**DEPARTMENT OF PLANNING SERVICES  
DIVISION OF PLANNING**

555 Bay Road  
Dover, Delaware 19901  
302-744-2471  
[planning@co.kent.de.us](mailto:planning@co.kent.de.us)



**Application for Administrative Approval  
Home Occupation, Professional Office, or  
Home Based Contractors Establishment**

Application No.: \_\_\_\_\_

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: \_\_\_\_\_

**Submission Requirements:**

- Completed application form with required signatures. All legal owner(s) must sign the application.
  - A scaled drawing or survey indicating all existing and proposed structures/features for the use, including but not limited to: roadways, environmental features, setbacks, parking, utilities, & lot dimensions.
  - Floor plans of the dwelling/structure indicating area devoted to proposed use.
  - List of conditons signed by applicant
  - Copies of any deed restrictions affecting the property (if applicable to request).
  - All fees due to the County, including taxes, must be current; no open violations or complaints.
  - Filing fee of \$200. Additional fee of \$200 will be required if Conditional Use process is required.
- Cash or Check?                      Chk# \_\_\_\_\_  
(circle one)

**Information for Applicant:**

- 1) You will be required to notify by certified mail all property owners within 200 feet of the boundaries of the subject site.
- 2) The Staff will provide this list of owners and comment forms to be mailed to each owner.
- 3) Certified mailing receipts must be retained and provided back to the Staff prior to approval of any request.
- 4) If all letters are returned to the County with No Objection, the use shall be approved.
- 5) If not all letters are returned, but those that were received have No Objection, after 30 days from the date of certified mailing the use shall be approved.
- 6) If one or more Objections are received from the adjacent property owners, the applicant has the option to withdraw their request or continue through the Conditional Use process for review by the Regional Planning Commission and Levy Court.
- 7) For details on the Conditional Use process, see the back of this application for deadlines, hearing dates, and more information.
- 8) If approved, please contact the Division of Inspections and Enforcement for any permit requirements that may apply prior to commencing operation of the use.

## 2021 - 2022 Regional Planning Commission (RPC) Deadlines and Hearing Dates

Submission Deadline	RPC Public Hearing	RPC Business Meeting	Levy Court Public Hearing
10/13/2021	12/2/2021	12/9/2021	12/21/2021
11/10/2021	1/6/2022	1/13/2022	1/25/2022
12/8/2021	2/3/2022	2/10/2022	2/22/2022
1/12/2022	3/3/2022	3/10/2022	3/22/2022
2/9/2022	4/7/2022	4/14/2022	4/26/2022
3/9/2022	5/5/2022	5/12/2022	5/24/2022
4/13/2022	6/2/2022	6/9/2022	6/28/2022
5/11/2022	7/7/2022	7/14/2022	7/19/2022
<b>No August Meetings</b>			
7/13/2022	9/1/2022	9/8/2022	9/27/2022
8/10/2022	10/6/2022	10/13/2022	10/25/2022
9/14/2022	11/3/2022	11/10/2022	11/29/2022
10/12/2022	12/1/2022	12/8/2022	12/20/2022
11/9/2022	1/5/2023	1/12/2023	1/24/2023

RPC meetings and hearings begin at 6:30 p.m. unless otherwise noted.  
Levy Court hearings begin at 7:00 p.m. unless otherwise noted.

- The Conditional Use process requires a new application to be completed. Your application will be heard at the next available hearing based on the above schedule.
- The additional \$200 fee will be due at this time as well.
- The staff will notify the same adjacent property owners about the hearing dates for this application.
- The staff will post a sign on the subject site further notifying the neighbors of the application for public hearing.
- Upon posting, any active code violation witnessed on the site must be removed prior to request moving forward.
- Applicants must be present at the Regional Planning Commission Public Hearing and the Levy Court Public Hearing to represent the application.
- Operation of the proposed use cannot begin until the Levy Court has approved the request and any conditions placed on the use have been met.

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