

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 Public Hearing
CONDITIONAL USE WITH SITE PLAN

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:

- Pre-application meeting with Staff (If applicable, fee due and payable at the time of the meeting).
- Completed application form with required signatures. All legal owner(s) must sign the application.
- One (1) folded set of required site, grading, and landscape plan.
- Completed Checklist. Plan to reflect all submission requirements per checklist.
- 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.
- APFO Compliance Form
- School District Notification Form (for Residential Projects only)
- Waiver requests must include statement of nature of request and hardship in meeting code requirement
- Appropriate filing fee in accordance with the following:

Pre-application Meeting (due and payable at time of meeting):	\$300.00	
Conditional Use:	\$1,000.00	
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.
Telecommunication Towers, Cemeteries, or other uses with no buildings:	\$0.00	
Waiver Request:	\$200.00	

Total Fee for this application: \$ _____ Cash or Check? Chk# _____
 (circle one)

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
No August Meetings			
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.

Information for Applicant:

- 1) Applicant will notify all property owners within 200 feet of the boundaries of the subject site(s) by certified mail at least 10 days prior to first hearing. Staff will provide this owners list and copy of notice to be mailed. Certified receipts must be returned to the staff at least 3 days prior to hearing.
- 2) The Staff will place notice in local newspaper and within the County building.
- 3) The Staff will post the subject site with a sign notifying the public of the date/time and nature of the application.
- 4) Upon posting, any active code violation witnessed on the site must be removed prior to request moving forward.
- 5) Applicants must be present at the Regional Planning Commission Public Hearing and the Levy Court Public Hearing to represent the application.
- 6) Operation of the proposed use cannot begin until the Levy Court has approved the request and all conditions of the use have been met by receiving final approval of the plan.
- 7) 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