

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 (Not Requiring 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: _____

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.
 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
 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.
 Appropriate filing fee in accordance with the following:

Pre-application Meeting (due and payable at time of meeting):	\$150.00
Conditional Use - Other than the uses listed below:	\$600.00
The following don't require a preapplication meeting. Fee is in addition to that paid for the admin. process:	
Conditional Use - Home Occupation / Professional Office:	\$200.00
Conditional Use - Home-Based Contractor Establishment:	\$200.00
Conditional Use - Accessory Dwelling:	\$200.00
Conditional Use - Campground:	\$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) The Staff will notify all property owners within 200 feet of the boundaries of the subject site(s).
- 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.
- 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