

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



BOARD OF ADJUSTMENT
Application for Public Hearing

Application No.: _____

Map #: _____ 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: _____

State Details of Expansion being Requested, up to 25% (Example: 500 sq. ft. building addition equal to 20% of current use):

State Exceptional Practical Difficulty based on the following 4 criteria:

1. The proposed extension or enlargement does not change to less restricted and more intense use.
2. The extension or enlargement does not exceed 25% of the gross square footage in use at the time of the creation of the nonconformity.
3. The extension or enlargement will not violate the height or coverage regulations for the district.
4. The enlargement or extension would not adversely affect adjacent properties, traffic patterns or the surrounding neighborhood.

2022 Board of Adjustment (BOA) Deadlines and Hearing Dates

BOA meetings begin at 6:30 p.m. unless otherwise noted.

Submission Deadline	BOA Hearing Date
1/3/2022	2/17/2022
2/7/2022	3/17/2022
3/7/2022	4/21/2022
4/4/2022	5/19/2022
5/2/2022	6/16/2022
6/6/2022	7/21/2022
7/5/2022	8/18/2022
8/1/2022	9/15/2022
9/6/2022	10/20/2022
10/3/2022	11/17/2022
11/7/2022	12/15/2022
12/5/2022	1/19/2023

Submission Requirements prior to deadline:

- 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 on the subject site.
- 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:

1 to 3 Variances:	\$250.00	Code Interpretation or Administrative Appeal:	\$300.00
4 to 6 Variances:	\$350.00	Variance Modification (within 1 year of approval):	\$50.00
7 to 9 Variances:	\$400.00		
10 or more Variances:	\$450.00	Total Fee: \$ _____	Cash or Check? Chk# _____
			(circle one)

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 a 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 BOA Public Hearing to represent the application.
- 6) Building Permits cannot be issued or an additional application cannot be submitted until approved by the BOA.

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