

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
Major Subdivision

Application No.: _____

Present Use of the Property: _____
 Proposed Type of Residential Unit (circle all that apply): SFD Duplex Townhomes Multiplex Apartments
 Number of Total Units Proposed: _____ 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:

- | | | |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | Pre-application meeting with Staff (If applicable, fee due and payable at the time of the meeting). | |
| <input type="checkbox"/> | Completed application form with required signatures. All legal owner(s) must sign the application. | |
| <input type="checkbox"/> | One (1) folded set of required site, grading, and landscape plan. | |
| <input type="checkbox"/> | Completed Checklist. Plan to reflect all submission requirements per checklist. | |
| <input type="checkbox"/> | Copies of any deed restrictions affecting the property (if applicable to request). | |
| <input type="checkbox"/> | All fees due to the County, including taxes, must be current; no open violations or complaints. | |
| <input type="checkbox"/> | APFO Compliance Form | |
| <input type="checkbox"/> | PLUS Comments and Response | |
| <input type="checkbox"/> | School District Notification Form | |
| <input type="checkbox"/> | Waiver requests must include statement of nature of request and hardship in meeting code requirement | |
| <input type="checkbox"/> | Appropriate filing fee in accordance with the following: | |
| | Pre-application Meeting (due and payable at time of meeting): | \$300.00 |
| | Sketch Plan / Concept Plan (including TDR Concept Plan): | \$1,000.00 plus \$35 per lot |
| | Subdivision Preliminary Plan: | \$2,500.00 plus \$35 per lot |
| | Sketch Plan & TDR process (at Preliminary Plan stage): | \$2,500.00 |
| | 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
	10/13/2021	12/2/2021	12/9/2021
	11/10/2021	1/6/2022	1/13/2022
	12/8/2021	2/3/2022	2/10/2022
	1/12/2022	3/3/2022	3/10/2022
	2/9/2022	4/7/2022	4/14/2022
	3/9/2022	5/5/2022	5/12/2022
	4/13/2022	6/2/2022	6/9/2022
	5/11/2022	7/7/2022	7/14/2022
No August Meetings			
	7/13/2022	9/1/2022	9/8/2022
	8/10/2022	10/6/2022	10/13/2022
	9/14/2022	11/3/2022	11/10/2022
	10/12/2022	12/1/2022	12/8/2022
	11/9/2022	1/5/2023	1/12/2023

RPC meetings and hearings begin at 6:30 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 RPC Public Hearing and Business Meeting for a Preliminary Plan or Sketch Plan submittal. Levy Court Public Hearing is required for a TDR project prior to review at the RPC Business Meeting.
- 6) Construction cannot begin until the RPC has approved the preliminary plan, all conditions of approval have been satisfied, final approval by the Planning Office and Levy Court has occurred, and the plan has been recorded.
- 7) There may be other agencies at the County or State level that must approve the project prior to beginning any on-site construction.

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