

DEPARTMENT OF PLANNING SERVICES**DIVISION OF PLANNING**

555 Bay Road
Dover, Delaware 19901
302-744-2471

planning@kentcountycle.gov

**REGIONAL PLANNING COMMISSION****Application for Public Hearing
Comp. Plan/Zoning Map Amendment**

Application No.: _____

Present Zoning of the Property: _____ Proposed Zoning of the Property: _____
Present Comp. Plan Designation: _____ Proposed Comp. Plan Designation: _____
Map #: _____ Total Acreage and Area of petition: _____
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:☐
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Pre-application meeting with Staff (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

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PLUS Comments and response, if applicable
Support Facility Report Request Form
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): \$200.00
Petition to amend the Comprehensive Plan and Zoning Map: \$1000 plus \$50 per acre or fraction thereof

Total Fee for this application: \$ _____ Cash or Check? Chk# _____

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 15 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 request.
- 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) If approved, the applicant may still need other approvals prior to commencement of operations (see reverse side for details)

2026-2027 Regional Planning Commission (RPC) Deadlines and Hearing Dates

Submission Deadline	RPC Public Hearing	RPC Business Meeting	Levy Court Public Hearing
11/12/2025	1/8/2026	1/15/2026	1/27/2026
12/10/2025	2/5/2026	2/12/2026	2/24/2026
1/14/2026	3/5/2026	3/12/2026	3/24/2026
2/11/2026	4/2/2026	4/9/2026	4/28/2026
3/11/2026	5/7/2026	5/14/2026	5/26/2026
4/8/2026	6/4/2026	6/11/2026	6/23/2026
5/13/2026	7/2/2026	7/9/2026	7/28/2026

No August Meetings

7/8/2026	9/3/2026	9/10/2026	9/22/2026
8/12/2026	10/1/2026	10/8/2026	10/27/2026
9/9/2026	11/5/2026	11/12/2026	11/17/2026
10/14/2026	12/3/2026	12/10/2026	12/15/2026
11/12/2026	1/7/2027	1/14/2027	1/26/2027
12/9/2026	2/4/2027	2/11/2027	2/23/2027

RPC meetings and hearings begin at 6:00 p.m. unless otherwise noted.

Levy Court hearings begin at 7:00 p.m. unless otherwise noted.

Additional Approvals that may be required prior to commencement of use:

- Residential projects would need to apply for applicable building permits and receive approvals from any required state agency prior to taking occupancy of the dwelling unit.
- Non-residential projects may need Conditional Use approval by the Levy Court prior to construction. Depending on the use and size of the project, this may require an engineered site plan.
- If a conditional use is not required, an engineered site plan would still be required to be approved by the Regional Planning Commission if the use exceeds 5,000 sq. ft. of total impervious coverage.
- If neither a site plan nor a conditional use is required, then a Certificate of Use will be required from the Planning Office.
- Any non-residential project will need a Business Certificate of Occupancy unless the building has already been designed to the current commercial codes. 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