

DEPARTMENT OF PLANNING SERVICES**DIVISION OF PLANNING**

555 Bay Road

Dover, Delaware 19901

302-744-2471

planning@kentcountyde.gov**Application for Administrative Approval
Home Occupation, Professional Office, or
Home Based Contractors Establishment**

Application No.: _____

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:☐
☐

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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Floor plans of the dwelling/structure indicating area devoted to proposed use.

List of conditions signed by applicant

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.

Filing fee of \$300. Additional fee of \$250 will be required if Conditional Use process is required.

Cash or Check? Chk# _____

(circle one)

Information for Applicant:

- 1) You will be required to notify by certified mail all property owners within 200 feet of the boundaries of the subject site.
- 2) The Staff will provide this list of owners and comment forms to be mailed to each owner.
- 3) Certified mailing receipts must be retained and provided back to the Staff prior to approval of any request.
- 4) If all letters are returned to the County with No Objection, the use shall be approved.
- 5) If not all letters are returned, but those that were received have No Objection, after 30 days from the date of certified mailing the use shall be approved.
- 6) If one or more Objections are received from the adjacent property owners, the applicant has the option to withdraw their request or continue through the Conditional Use process for review by the Regional Planning Commission and Levy Court.
- 7) For details on the Conditional Use process, see the back of this application for deadlines, hearing dates, and more information.
- 8) If approved, please contact the Division of Inspections and Enforcement for any permit requirements that may apply prior to commencing operation of the use.

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.

- The Conditional Use process requires a new application to be completed. Your application will be heard at the next available hearing based on the above schedule.
- The additional \$250 fee will be due at this time as well.
- The staff will notify the same adjacent property owners about the hearing dates for this application.
- The staff will post a sign on the subject site further notifying the neighbors of the application for public hearing.
- Upon posting, any active code violation witnessed on the site must be removed prior to request moving forward.
- Applicants must be present at the Regional Planning Commission Public Hearing and the Levy Court Public Hearing to represent the application.
- Operation of the proposed use cannot begin until the Levy Court has approved the request and any conditions placed on the use have been met.

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