

DEPARTMENT OF PLANNING SERVICES
DIVISION OF PLANNING
555 Bay Road
Dover, Delaware 19901
302-744-2471
planning@kentcountytde.gov



REGIONAL PLANNING COMMISSION
Subdivision and Land Development
Waiver or Revision Review

Application No.: _____

Present Use of the Property: _____
Briefly Describe Waiver or Revision: _____
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:

- ☐ 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.
- ☐ One (1) folded copy of site plan or survey.
- ☐ 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.
- ☐ Waiver requests must include statement of nature of request and hardship in accordance with § 187-80 and § 187-81.
- ☐ If plan revision, completed checklist must accompany the plan to reflect all submission requirements per checklist.
- ☐ Appropriate filing fee in accordance with the following:

Pre-application Meeting (due and payable at time of meeting):	\$400.00
Waiver Request:	\$250.00
RPC or Levy Court Review Revision Business Meeting	\$275.00
RPC Review Revision Public Hearing	\$500.00
RPC and Levy Court Review Revision Public Hearing	\$1,000.00

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

2026 Regional Planning Commission (RPC) Deadlines and Hearing Dates

	Submission Deadline	RPC Business Meeting	
	11/12/2025	1/15/2026	
	12/10/2025	2/12/2026	
	1/14/2026	3/12/2026	
	2/11/2026	4/9/2026	
	3/11/2026	5/14/2026	
	4/8/2026	6/11/2026	
	5/13/2026	7/9/2026	

No August Meetings

	7/8/2026	9/10/2026	
	8/12/2026	10/8/2026	
	9/9/2026	11/12/2026	
	10/14/2026	12/10/2026	
	11/12/2026	1/14/2027	
	12/9/2026	2/11/2027	

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.

Information for Applicant:

- 1) If a public hearing is required, Applicant will notify all property owners within 200 feet of the boundaries of the subject site(s) by certified mail. 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 required meeting for their application. Waivers are heard at the RPC business meeting only. Revisions may be heard at this meeting or be subject to review at all hearings.
- 6) Operation of the proposed use cannot begin or any additional application cannot be submitted until the applicable Commission has approved the request and all conditions of the use have been met.
- 7) The applicant may need to contact the Division of Inspection and Enforcement for details on any buildign permits that may be required prior to the commencement of operation.

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