

DEPARTMENT OF PLANNING SERVICES  
DIVISION OF PLANNING  
555 Bay Road  
Dover, Delaware 19901  
302-744-2471  
[planning@kentcountyyde.gov](mailto:planning@kentcountyyde.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:**

- 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
  - 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)

## 2023-2024 Regional Planning Commission (RPC) Deadlines and Hearing Dates

Submission Deadline	RPC Public Hearing	RPC Business Meeting	Levy Court Public Hearing
11/9/2023	1/4/2024	1/11/2024	1/30/2024
12/13/2023	2/1/2024	2/8/2024	2/27/2024
1/10/2024	3/7/2024	3/14/2024	3/26/2024
2/14/2024	4/4/2024	4/11/2024	4/23/2024
3/13/2024	5/2/2024	5/9/2024	5/21/2024
4/10/2024	6/6/2024	6/13/2024	6/25/2024
5/8/2024	7/3/2024	7/11/2024	7/30/2024
<b>No August Meetings</b>			
7/10/2024	9/5/2024	9/12/2024	9/24/2024
8/14/2024	10/3/2024	10/10/2024	10/22/2024
9/11/2024	11/7/2024	11/14/2024	11/19/2024
10/9/2024	12/5/2024	12/12/2024	12/17/2024
11/13/2024	1/2/2025	1/9/2025	1/28/2025

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