

DEPARTMENT OF PLANNING SERVICES**DIVISION OF PLANNING**

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

planning@kentcountysde.gov

**BOARD OF ADJUSTMENT**
Application for Public Hearing

Application No.: _____

Map #: _____ 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: _____

State what map interpretation is needed or what special question needs a decision (Example: Parcel zoned AR, not IL):

State reasons supporting your side of the interpretation or special question:

2026 Board of Adjustment (BOA) Deadlines and Hearing Dates

All BOA meetings will begin at **6:00 p.m.** (unless otherwise noted)

Submission Deadline	BOA Hearing Date
11/3/2025	12/18/2025
12/1/2025	1/22/2026
1/5/2026	2/19/2026
2/2/2026	3/19/2026
3/2/2026	4/16/2026
4/6/2026	5/21/2026
5/4/2026	6/18/2026
6/1/2026	7/16/2026
7/6/2026	8/20/2026
8/3/2026	9/17/2026
9/8/2026	10/15/2026
10/5/2026	11/19/2026
11/2/2026	12/17/2026
12/7/2026	1/21/2027

Submission Requirements prior to deadline:

☐ 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 on the subject site.

☐ 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:

1 to 3 Variances: \$300.00

4 to 6 Variances: \$400.00

7 to 9 Variances: \$450.00

10 or more Variances: \$500.00

Code Interpretation or Administrative Appeal: \$400.00

Variance Modification (within 1 year of approval): \$75.00

Total Fee: \$_____ Cash or Check? Chk# _____
(circle one)

Information for Applicant:

- 1) The Staff will notify all property owners within 200 feet of the boundaries of the subject site(s).
- 2) The Staff will place notice in a 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 BOA Public Hearing to represent the application.
- 6) Building Permits cannot be issued or an additional application cannot be submitted until approved by the BOA.

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