



**DELMAR, DELAWARE BOARD OF ADJUSTMENTS**  
100 SOUTH PENNSYLVANIA AVE.  
DELMAR, MARYLAND 21875

**APPLICATION FOR SPECIAL EXCEPTION AND/OR VARIANCE**

**1. APPLICANT:**

**Name:**

**Address:**

**2. LOCATION OF PROPERTY:**

**3. INTEREST IN PROPERTY**

**4. PROPOSED USE OF PROPERTY**

**ATTACH SKETCH OR PLAT SHOWING-**

*Legal  
Property  
description*

- A. Actual dimensions of lot/property**
- B. Size and location of existing and proposed buildings**
- C. Size and location of proposed building extensions**
- D. House number and names of all streets upon which the lot abuts**
- E. Other information which may help to describe this request**

**REASON FOR REQUEST**

**ZONING CODE:**

I hereby agree to allow the posting of a Public Notice on this property and certify that all the above information is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MAP

GRID

PARCEL

## TOWN OF DELMAR, MD/DE Schedule of Fees

### Planning & Zoning

Type of Application	Fees
Requests for Change in Zoning	\$100 application fee, plus advertising, engineering and legal fees
Requests for Special Exception or Variance	\$75 application fee, plus advertising, engineering and legal fees
Request for Ordinance	\$100 fee, plus advertising, engineering and legal fees
Multi-Family Projects <i>- one parcel with more than one unit</i>	\$5 per unit application fee, plus advertising, engineering and legal fees
Comprehensive Development Plans and Community Unit Plans	\$100 application fee, plus \$50 per plat submission, plus advertising, engineering and legal fees
Minor Subdivisions <i>- five lots and under</i>	\$25 per submission, plus advertising, engineering and legal fees
Major Subdivisions <i>- over five lots</i>	\$50 per submission, plus advertising, engineering and legal fees

### Building Permits

Improvement Cost	Fee	
\$0 to \$500	No fee	<ul style="list-style-type: none"> <li>▪ To encourage rehabilitation of single-family, owner occupied dwellings, the rate will be ½% for those individuals upgrading the existing square footage of their properties.</li> <li>▪ No reduction for commercial properties.</li> <li>▪ Outside inspections require direct cost billing.</li> </ul>
\$501 to \$50,000	1% of improvement cost	
\$50,001 +	¾% of improvement cost	

### Rental Licenses

Service	Fee	
Inspection	\$30 per unit	<ul style="list-style-type: none"> <li>▪ Rental licenses are valid for twelve months following the date of license payment upon approved inspection.</li> <li>▪ If no response within 30 days of original inspection letter, a Certified Letter is issued.</li> </ul>
Re-inspection	\$50 per unit	
Certified Letter	\$75 per unit	

### Business Licenses

Location	Fee	
IN TOWN	\$50.00	<ul style="list-style-type: none"> <li>▪ Business licenses are valid from February 1<sup>st</sup> through January 31<sup>st</sup> of each year.</li> <li>▪ The average number of employees working on site in Delmar will determine the license rate.</li> </ul>
OUT OF TOWN	\$75.00	

**Town of Delmar**  
**100 S. Pennsylvania Avenue**  
**Delmar, DE/MD 21875**  
**(302) 846-2664 or (410) 896-2777**  
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 email: [delmartownhall@verizon.net](mailto:delmartownhall@verizon.net)