

**REQUEST TO BE ADDED TO
MARYLAND BOARD OF ZONING APPEALS AGENDA**

Date of Meeting: _____

Name: _____

Address: _____

Telephone: _____

Subject to be discussed at meeting: _____

Results expected from attendance: _____

Requests must be submitted at least two (2) weeks prior to date of meeting.

OFFICE USE ONLY

Code Enforcement Officer: Initials: _____ Date: _____

- Approved
- Not Approved
- Notified Applicant

Fee type (see reverse side, if applicable): _____

Comments: _____

Clerk of Council: Initials: _____ Date: _____

- Notified Applicant
- If applicable, fee Collected (see reverse side)
- If applicable, added to agenda
- Filed request

Comments: _____

Date:

**DELMAR, MARYLAND BOARD OF ZONING APPEALS
100 South Pennsylvania Avenue
Delmar, Maryland 21875**

APPLICATION FOR SPECIAL EXCEPTION AND/OR VARIANCE

1. APPLICANT:

Name:

Address:

Telephone Number:

Fax Number:

2. LOCATION OF PROPERTY:

3. INTEREST IN PROPERTY:

4. PROPOSED USE OF PROPERTY:

5. ATTACH SKETCH OR PLAT SHOWING-

A. Actual dimensions of lot

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 REFERENCE

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"> ▪ 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. ▪ No reduction for commercial properties. ▪ Outside inspections require direct cost billing.
\$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"> ▪ Rental licenses are valid for twelve months following the date of license payment upon approved inspection. ▪ If no response within 30 days of original inspection letter, a Certified Letter is issued.
Re-inspection	\$50 per unit	
Certified Letter	\$75 per unit	

Business Licenses

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

Town of Delmar
100 S. Pennsylvania Avenue
Delmar, DE/MD 21875
(302) 846-2664 or (410) 896-2777
 web: www.townofdelmar.us
 email: delmartownhall@verizon.net