

REQUEST TO BE ADDED TO DELMAR PLANNING & ZONING COMMISSION AGENDA



OFFICIAL USE
Date Received: _____/_____/_____
Received By: _____
Meeting Date: _____/_____/_____

TYPE OF PLAN REVIEW
Concept Plan <input style="width: 40px; height: 20px;" type="checkbox"/>
Preliminary Site Plan <input style="width: 40px; height: 20px;" type="checkbox"/>
Final Plan Approval <input style="width: 40px; height: 20px;" type="checkbox"/>

**SEE FEE LISTING
ON BACK SIDE**

All request and supporting documentation must be submitted at least two (2) weeks prior to date of meeting. Any missing applicable documents from the list below will disqualify your application from being added to the meeting agenda.

Contact Name: _____

Name of Business/Development (if applicable) _____

Contact Mailing Address: _____

Email Address: _____

Telephone Number (O) _____ (C) _____

Address of Property to be discussed: _____

Map/Parcel or Tax ID: _____ Lot(s)# _____ Current Zoning Class: _____

Subject to be Presented:

*Prior to this request being added to the agenda the following information must accompany the application at the time of submittal. Electronic plans are required **when applicable** in PDF accompanied with 5 paper copies. If PDF's are not available then submit nine (9) paper copies of the plan with the application.*

1. Current Certified Site Plan - Must be prepared by Licensed Surveyor
 - A. The site plan must show the following (where applicable):
 1. All existing structures
 2. Any and all proposed construction
 3. Property lines & building setbacks
 4. Dimensions from proposed construction setback and/or property line
 5. Existing and/or proposed streets/driveway
 6. Underground utilities
2. All applicable floor plans & elevations (Notate applicable height restrictions on elevations)
3. Current color photographs or renditions (As needed)
4. HOA - Subdivision Property owners shall provide written clearance from the HOA for proposal.

All questions should be directed to: Planning & Zoning Director at 410-896-2777 or 302-846-2664 ext. 103

TOWN OF DELMAR, MD/DE
Schedule of Fees

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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

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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	

STAFF REVIEW

Planning & Zoning Director

Initials: _____

Date: _____

1. Review the packet for completeness
2. Notify Application of any missing required or requested documents; _____
3. Additional Comments; _____

APPROVED

NOT APPROVED

(Reason) _____

Submitted packet to CEO for Review:

Code Enforcement Officer

Initials: _____

Date: _____

Any comments or concerns that would be of assistance to the P&Z Commission upon their review:

Submitted packet to TMGR for Review:

Town Manager

Initials: _____

Date: _____

1. EDU Capacity N/A Yes: No:
2. EDU Allocation _____ EDU'S
3. Public Works Agreement Required: N/A Yes: No:
4. Additional Comments: _____

If fees are applicable submit packet to Finance Dept.: Submitted packet to Clerk of Council:

Dept of Finance

Initials: _____

Date: _____

Calculated Fees Due \$ _____

Date Paid: _____ by _____

CK# _____ Credit Card _____ Cash _____

Clerk of Council

Initials: _____

Date: _____

1. Notify Applicant of agenda placement
2. Include in Mail Packet
3. Provide follow-up results of the meeting; P&Z Dir, CEO, MC, TMGR