REQUEST TO BE ADDED TO DELMAR PLANNING & ZONING COMMISSION AGENDA

OFFICIAL USE	TYPE OF PLAN REVIEW	
Date Received: _____/_____/_____	Concept Plan	☐
Received By: _____	Preliminary Site Plan	☐
Meeting Date: _____/_____/_____	Final Plan Approval	☐

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 sumbittal. 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 restricts 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

BACK PAGE FOR ADDITONAL OFFICIAL USE ONLY

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: _____

Submitted packet to Clerk of Council: ☐

Clerk of Council   Initials:_____   Date:_____

1. Collect Fees   ☐   (If Applicable)
2. Notify Applicant of agenda placement   ☐
3. Include in Mail Packet   ☐
4. Provide follow-up results of the meeting; P&Z Dir, CEO, MC, TMGR   ☐