

## ***Welcome to Town!***

*We are pleased to welcome you to the neighborhood. We have assembled material for your convenience and reference. A quarterly Newsletter is issued to keep citizens informed of current events and updated information. We, at Delmar, take great pride in our fast-growing municipality and the quality of life that we strive to maintain.*

*We hope that these bits of information will assist you in your transition to life in a small town where the residents pride themselves on the strides that have been taken to improve our surroundings. Your comments and suggestions will be most welcome as you become acclimated to your new home and you become more familiar with our family-oriented community. ♦*



## ***Our Mission Statement***

*We, at the Delmar Town Hall, are proud to serve the citizens of our municipality and we continue to try to do our best to make your government responsive, efficient, and progressive. We welcome your thoughts, ideas, comments, and even your complaints, because they all contribute to the success of our combined efforts. By working together, respecting one another, and sharing the pride that is part of our "Town Too Big For One State", we can look forward to a positive future filled with pleasure and prosperity for all. We wish you the very best as you become part of our community and we hope that you will feel a part of our family of Delmar residents. ♦*

## ***General Information***

*Delmar Town Hall is located on South Pennsylvania Avenue along the railroad track that has become a vital part of our history. Regular business hours are from 8:00 a.m. until 4:30 p.m., Monday through Friday. Our mailing address is 100 S. Pennsylvania Avenue, Delmar, Delaware/Maryland 21875. The phone number is (410) 896-2777 or (302) 846-2664. Our FAX number is (410) 896-9055. Our e-mail address is [townhall@townofdelmar.us](mailto:townhall@townofdelmar.us). Our website is <http://townofdelmar.us>.*

*Delmar is two incorporated towns: Delmar, Delaware, governed by a Mayor and four council members is located in Sussex County and Delmar, Maryland, governed by a Mayor and four commissioners, is located in Wicomico County. The Towns share a central administration, police department, public works department, and sewer/water facilities that are jointly owned and operated.*

*Public meetings are held monthly at Town Hall on the following schedule:*

*Delmar Utility Commission  
Mayor and Council of Delmar, DE  
Mayor and Commissioners of Delmar, MD  
DE Board of Adjustments  
Planning and Zoning Commission  
Joint Council, Maryland-Delaware  
MD Board of Zoning Appeals*

*1<sup>st</sup> Monday, 6:30 p.m.  
1<sup>ST</sup> Monday, 7:00 p.m.  
2<sup>nd</sup> Monday, 7:00 p.m.  
3<sup>rd</sup> Tuesday as needed, 7:30 p.m.  
Last Thursday before the last Monday, 7:00 p.m.  
Last Monday as needed, 7:00 p.m.  
Last Tuesday as needed, 7:30 p.m.*

*All of the Town's boards, council, and commissions comply with the open Meetings Act. ♦*



## **Brief History**

*Delmar's history begins in 1859, when the Delaware Railroad was extended to the southern boundary of Delaware. Elijah Freeney and Winder Hastings, large estate owners, granted right-of-way to the railroad and donated land for a terminal. Mr. Freeney laid out the small town and built the first house and the first store. The Town grew and the rail line continued south. Many railroad employees settled here on both sides of the state line. In the late 1880's, many homes and businesses were established, thus leading to Delmar, Maryland becoming incorporated in 1888.*

*A fire in the Town in 1892, and again in 1901, devastated the area. Following the second fire, many buildings were rebuilt of brick and plans were begun for a water distribution system.*

*The Town has continued to jointly provide services to citizens and to work to overcome the effects of the line that divides them. A Centennial celebration was held in 1959, honoring the railroad heritage and the citizens who helped the community to prosper. As the railroad became less influential, the Town felt a period of limited growth and it became primarily a residential community. In recent years, public facility and infrastructure improvements have been undertaken to assist with the progressive foresight that officials and townspeople share.*

*The educational and extracurricular programs and sense of community pride are outstanding in Delmar. Students from both sides of the state line attend the Delmar, Maryland Elementary School under the jurisdiction of the Wicomico County Board of Education. Through the combined efforts of many organizations and individuals, the dream of a new, much needed Junior-Senior High School (grades 7-12) became reality in the summer of 2000. ♦*

### **Automated Telephone System**

*Delmar Town Hall has an automated telephone system. For your convenience, we have listed the names, duties, and extensions that are most commonly requested.*

**Clerk I, Val Seefried** Ext. 100

*General questions, Payments, Park Reservations*

**Administrative Assistant, Starr Conaway** Ext. 101

*Human Resources, Grants, Revolving Loan Programs*

**Clerk of Council, Vondell Spencer** Ext. 102

*Minutes, Agendas, Newsletters, FOIA Requests*

**Planning & Zoning Director, Twain Evanson** Ext. 103

*Grants, Zoning, Planning*

**Code Enforcement Officer, Kayla Trice** Ext. 104

*Codes, Permits, Licenses, Inspections*

**Town Manager, Jeff Fleetwood** Ext. 105

*Supervisor of Town Departments, Liaison to Council/Commission*

**Chief Financial Officer, Heather Chandler** Ext. 106

*Finance, Accounts Payable*

**Municipal Clerk/Office Manager, Kimberly Layton** Ext. 107

*Taxes, Utilities, Property Transfers*

**Assistant Municipal Clerk, Donna Legacy** Ext. 109

*Business License, Misc. Billings*

**\*Callers can select zero to speak with an operator if they are unsure who to contact.**

### ***A Word from the Delmar Police Department***



The Delmar Police Department would like to stress the importance of registering bikes. Registration increases the chance of recovery in the event of theft. Several stolen bikes have recently been recovered. If a bike has been stolen, call (410) 896-3131 to set up an appointment to see if the missing bike is among those recovered.

The Delmar Police Department reminds everyone to wear a seatbelt at all times. Chances of survival in an automobile accident are greatly improved when the proper restraints are worn. Many accidents happen close to home. Please do not think that a seatbelt is not needed for "just a short trip".

When a resident is planning to be out of town for more than a day, the police department should be notified either by website ([www.delmarpolice.com](http://www.delmarpolice.com)) or phone. Trips can be much more fun when travelers have the peace of mind that comes from knowing property is being checked by their home town police.

Actions or behaviors that seem suspicious should be reported by calling the Delmar Police Department at (410) 896-3131 or 911. All concerns are immediately investigated and, in this way, a crime could be prevented. ♦

### ***Special Tips from the Code Enforcement Officer***



Installing a Fence



Placing a shed

#### **Replacing a Roof**



Pools

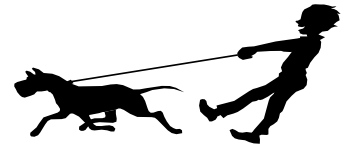
#### **General Home Improvements**



The Town of Delmar has permit process for the above examples as well as more. Any resident that wishes to complete any additions, alterations and repairs to their home please give our Code Enforcement Officer a call at 410-896-2777 or 302-846-2664 x 104 to inquire what permit process you need to follow. Also, feel free to visit our website, [www.townofdelmar.us](http://www.townofdelmar.us), to view more valuable information.

### ***Business Licenses***

The Town of Delmar requires that all businesses operating within town limits, or located within Town Limits must obtain an annual business license. All Town business licenses are effective from February 1st thru January 31<sup>st</sup>. expire on January 31. Applications may be obtained at the Town Hall and must be submitted with the annual application fee. The schedule of fees is as follows: In Town limits = \$ 50.00 Outside Town limits = \$ 75.00



### ***Rules for Rover***

*There has been an increase recently in the number of dogs at large within Town limits. The Town would like to issue a reminder of the ordinance referring to animal care and control. The basic guidelines are listed below.*

- *Cruelty to animals is prohibited. Owners are required to supply food, water, shelter with sufficient air and ventilation, and veterinary care as needed.*
- *It is unlawful to permit your pet to run at large (not under control by leash, chain or cord).*
- *Confinement of a female pet in heat is required.*
- *Dog licenses are required. Delaware residents can purchase a dog license through Sussex County. Maryland residents can purchase a dog license at the Wicomico County Humane Society.*
- *All pets must be vaccinated for Rabies and proof of vaccination readily available.*
- *Frequent and disturbing noises by dogs are prohibited within town limits.*

*Pets can be loving and loyal friends that many consider to be like a family member. Show your pet how much you care by providing them with all that they need for comfort and health and by protecting them from disease and other dangers. To receive additional information regarding the ordinance, please contact the Code Enforcement Officer at Town Hall by calling (410) 896-2777 or (302) 846-2664. ♦*

### ***Portable Basketball Hoops***

To ensure the safety of adults, teens and small children that reside in our Town, we have enacted legislation that prohibits playing on all public streets and/or obstructing sidewalks. In order not to encourage playing on the public streets, we are asking your participation in not placing the portable basketball hoops on public streets, the edge of your driveway, the sidewalks or edge of your lawn. If you do opt to purchase a portable basketball hoop, please place it on your property in a location that will prohibit playing on the public street or hindering free passage of vehicular traffic and/or pedestrians' use of the sidewalks.

Playing on the public streets is an enforceable violation with a fine, by the Delmar Police Department. If a portable basketball hoop is identified on any of the prohibited areas aforementioned, the Town's Code Enforcement will tag it with an allotted timeframe to have it removed. If not removed within the timeframe by the property owner, the Town's Public Works Department will remove and discard.

The Town of Delmar has several park locations available for open play. As well as, a recently refurbished basketball courts located at Gordy Park; corner of South Pennsylvania Avenue and Walnut Street. Thank you for working with the Town to ensure the safety of all our residents. If you have any questions, please do not hesitate to contact the Town Office. ♦







### **Grass and Weeds**

The Town of Delmar requires property owners to maintain their sidewalks free of grass and weeds and to maintain the height of their grass below 6 inches in height. The Code Enforcement Officer will inform property owners by mail that are in violation of the Grass and Weeds Ordinance, and property owners are required to remove weeds or cut the grass within ten days of notification. If the property owner fails to comply, the Town will remove the sidewalk or cut the grass at the expense of the property owner. ♦



### **Lead Poisoning Prevention: What Every Parent Should Know!**



#### **Who can get lead poisoning?**

- Children from 6 months to 6 years old are the main victims of lead poisoning. Anyone who eats, drinks, or breathes something which has too much lead can get lead poisoning.
- Lead tends to build up in the body over time. So someone who takes in only small amounts of lead can gradually develop lead poisoning.
- A pregnant woman should also know that lead carried in her blood can pass to her unborn child.

#### **How does lead affect health?**

LEAD POISONING IS USUALLY A SILENT DISEASE.

- A child who consumes a dangerous amount of lead may seem to be well. But lead can affect the brain, causing learning disabilities and behavior problems. Lead can also affect the blood, kidneys, and other parts of the body.
- As lead poisoning becomes serious, some children have stomach aches, loss of appetite, or loss of interest in play. Some children may also become overly active or fussy and irritable.
- A blood lead test can help find out if someone has taken in too much lead--before there are any outward signs of illness. Ask your doctor or clinic about this test.



#### **What causes lead poisoning?**

- Lead-based house paint was used in most homes before 1950. Lead was still used in some house paints until 1978. Paint on your window frames and on porches is very likely to present a risk for children.
- Small children put things in their mouths. They chew on window sills, they eat paint chips, and they suck on their hands. Lead from crumbling paint gets into household dust, and anything that gets dusty (like toys, pets, and fingers) can then become a source of lead poisoning.
- Old furniture (cribs, play pens, chairs, etc.) and painted toys may have lead.
- Old or imported ceramic dishes may be decorated with lead glazes. Food that comes in contact with a lead glaze will pick up some of the lead.
- Many children will eat almost anything. Dirt, including soil from flower pots, plaster, ashes, and charcoal all may have lead.



For more information about lead poisoning, contact your local health department or Maryland Department of the Environment at (410) 631-3859, or [www.mde.state.md.us](http://www.mde.state.md.us). ♦

### **Delmar Utility Commission Special Notes**

*All residential utility bills will be mailed to the legal, deeded property owner.  
Tenants may stop by or call Town Hall to request a  
copy of bill or the amount due.*

#### ***Interest on Delinquent Utility Bills***



Delinquent utility bills accumulate an **interest of 1%** per month beginning the day after the due date. The due date is listed on the all utility bills and is generally one month after the billing date. Other penalties for late payments include a **\$10 administrative fee** on the seventh day after the due date.

- Disconnection for non-payment can occur as early as sixteen days after the due date. A **\$40 Disconnection fee** is added as of 8 A.M. of day of scheduled disconnection.
- If you are making an online payment please allow 24 hours for payment to be notated on account.
- If bill is not satisfied and disconnected; before water service will be restored the entire amount of the bill and a **\$10 reconnection fee** must be collected during regular business hours (8 a.m. - 4:30 p.m.).
- Services can be restored **after hours up to 6 p.m. and the reconnection fee is \$30**. Payment must be rendered to Town Hall by 9 a.m. the following business morning or the evening of restoration. Payments can be deposited in our drop box located behind Town Hall.
- Residents with questions concerning their utility bills are encouraged to contact Town Hall upon receipt of the bill and prior to the due date. To help assist process payments as quickly as possible, residents should bring both sections of their bill to Town Hall when making payment.



#### ***Credit Card Payments***

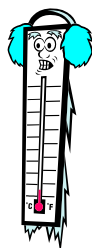
The Town of Delmar now accepts credit cards as a form of payment for all town accounts and fees! We will gladly accept the following major credit cards...**Discover, MasterCard or Visa**. We'll also accept your debit card (as long as it has a Visa or MasterCard logo). \*All non face-to-face credit card transactions are assessed a \$2.00 convenience fee.

#### ***High Water Volume Users***

High volume users must register every year at Town Hall prior to August 15<sup>th</sup> to be evaluated for a sewer charge reduction in the utility bill for **June, July and August quarter only**. A High Volume User is a customer who has a pool, garden and/or excessive shrubbery and flowers. ♦

#### ***Freezing Temperatures***

There are a few precautions that may prevent costly repairs and the inconvenience of being without water if pipes freeze. During freezing temperatures it is a good idea to allow a trickle of water to run from faucets to avoid frozen pipes. If pipes are behind or inside cabinets open cabinet doors to allow heat to get to them. If a pipe bursts, contact Town Hall as soon as possible at (410) 896-2777 or (302) 846-2664 to



*disconnect water service if repairs are needed. After hours, call the Public Works Department at (443) 359-0894. ♦*

**PAYMENT OPTIONS FOR OUR RESIDENTS HAVE BEEN CHANGED!!!!**

- Payments can be made through our Town's website, [www.townofdelmar.com](http://www.townofdelmar.com) through a secured portal.
- You will now have to enter a PIN (personal identification number) to obtain your information within the payment option. This PIN will be printed on your next quarterly utility bill as well as your future tax bill.
- You can view transaction history of your account such as billing information, meter readings, usage, and three years of tax history.

Please follow the following steps to review your account and/or to make a payment:

1. Just go to the Town's website, [www.townofdelmar.us](http://www.townofdelmar.us)
2. Select "Links"
3. Select "Taxes and Utility Inquiry and Payment"
4. Enter PIN and account will populate

There are fees associated with paying your bill online. If you pay by ACH or e-check, there is a \$1.05 convenience fee. The fee for debit and credit card payments will be approximately 2.95% of your total bill.

Payments received through this portal will be imported on a daily basis and this will ensure the most updated information available. We hope this enhancement will be enjoyed by our residents and provide a secure user friendly way to pay your utilities and taxes.



**NEW CONVENIENT DRIVE UP  
PAYMENT DROP BOX  
LOCATED BEHIND THE TOWN HALL BUILDING**





The Town of Delmar is reminding everyone that the Drive Thru lane(s) are open on Monday's AND Friday's from 8:30 am to 4:00 pm (as staffing allows) to accept payments for Taxes and Utilities. All billing inquiries must be handled inside. We appreciate your understanding. Thank you.

## DELMAR UTILITY COMMISSION SERVICE RATES

*The below rates are based on per billing quarter.*

**Water Rates:** Based on meter readings. Out of Town customers are billed at a 1.5 rate.

	<u>Residential</u>	<u>Commercial</u>
Water Usage - per 1,000 gallons	\$ 5.25	\$ 6.75

**Availability Charge:** Based on EDU's\*\*

	<u>Residential</u>	<u>Commercial</u>
Flat Rate	\$ 17.45	\$ 17.45
<b>Sewer Rates:</b> Based on meter readings. Out of town customers are billed at a 1.8 rate.		
	<u>Residential</u>	<u>Commercial</u>
Sewer Usage - per 1,000 gallons	\$ 6.75	\$ 8.25
Non-Metered - per EDU**	\$110.00	\$110.00

**Sewer Front Footage Charge:** Based on EDU's\*\*

	<u>Residential</u>	<u>Commercial</u>
Flat Rate	\$ 35.00	\$ 35.00

**Bay Restoration Fund Fee:** Based on EDU's\*\* \$7.50\*\*\* \$7.50\*\*\*

\*Anyone who has two (2) checks returned within a 12-month period might be restricted from using personal checks as a form of payment on their town account.

\*\* EDU-Equivalent Dwelling Unit is a unit of measure for customers. For residential customers a single-family dwelling unit is 1 EDU, a duplex is 2 EDU's, etc. Commercial customers are assigned EDU's based on 1 EDU being equal to 300 gallons per day of metered water and/or MD Ordinance No. 668 & DE Ordinance No. 71 definitions.

\*\*\* Not subject to the 1.5 out of town rate and only for dwellings with 3000 EDU's or less.

Billing schedule: 1<sup>st</sup> Quarter - Dec/Jan/Feb - Mailed in March; Due in April  
2<sup>nd</sup> Quarter - March/April/May - Mailed in June; Due in July  
3<sup>rd</sup> Quarter - June/July/Aug - Mailed in Sept.; Due in October  
4<sup>th</sup> Quarter - Sept/Oct/Nov - Mailed in Dec.; Due in January





## **Municipal Waste Collection Policy**

Waste collection services are provided for Delmar, Delaware residents on Tuesday and Delmar, Maryland residents on Thursdays by an outside vendor. Changes to these dates due to holiday closings are announced through the town newsletter and local newspapers. AS OF **JULY 1, 2007**, ALL RESIDENTIAL PROPERTIES LYING WITHIN THE TOWN OF DELMAR'S CORPORATE LIMITS WILL RECEIVE COLLECTION FROM THE TOWN OR COMPANY TO WHICH IT OUTSOURCES IT'S GARBAGE COLLECTION. SOME RESTRICTIONS APPLY. The following policy was approved by the Mayor & Council of Delmar, Delaware and Mayor & Commissioners of Delmar, Maryland.

**A. GARBAGE AND REFUSE CONTAINERS SHALL MEET THE FOLLOWING STANDARDS:**

1. Shall be maintained in a sanitary condition.
2. Shall be free of any defects which may injure the collector.
3. Shall be made of metal or heavy plastic, equipped with properly fitting covers, and shall be water tight.
4. Shall have a capacity of not more than thirty-five (35) gallons and a gross weight not to exceed fifty (50) pounds.
5. **Shall be placed at the point of collection no earlier than sunset on the eve of the day of collection, and shall be removed no later than sunset on the day of collection.** Between the days of collection, containers, including any structure designed to store them, shall be located, if not out of the line of sight from the street upon which the property fronts, on the back half of the side of the house.

**B. ALL GARBAGE AND REFUSE PLACED OUT FOR COLLECTION SHALL BE IN CONTAINERS MEETING THE AFOREMENTIONED CONDITIONS WITH THE FOLLOWING EXCEPTIONS:**

1. The Town will schedule collection of yard refuse such as leaves and trimmings at the request of the owner/tenant.
2. Leaves may be deposited for collection in durable plastic bags.
3. Tree trimmings and similar materials shall be cut to a length not to exceed four feet and shall be securely tied in bundles not more than two feet thick.

**C. THE FOLLOWING COLLECTION PROCEDURES WILL APPLY TO ALL RESIDENTIAL COLLECTIONS:**

1. Collection will occur one time per week.
2. A reasonable accumulation of garbage or refuse will be collected for each residential unit. Excessive amounts of refuse, as determined by the Public Work Superintendent/Designee, will be subject to an additional fee, over and above the annual fee.
3. Furniture, appliances, tires and other bulk items will be collected for a fee. Property owners and/or tenants with such items to be disposed of should contact Town Hall and arrange a special collection. (Applicable fees must be paid prior to the special collection being rendered.) The Town may refuse any special collection and the property owner will be responsible for the disposal of refused items.
4. Collection of any trash or garbage which is deposited in a manner which does not conform to the provisions contained herein may be refused. Property owners

and/or tenants will be advised of the reason(s) for refusal and of required corrective measures.

5. Disposal of any material which is refused collection will become the responsibility of the property owner. If said materials are not removed, the property owner shall be subject to citations for an ordinance violation.

*\*If normal collection day falls on a holiday, please contact Town Hall for the scheduled collection day.*

### **Delaware Residents**

Republic Services provides a recycling container for disposal of recyclable items. Please **DO NOT** place garbage in these containers. The following items **ARE** accepted by DSWA for recycling:

- Newspapers
- Regular & Junk mail/magazines
- Paperback books
- Paper board boxes
- Pizza boxes (empty-no food residue)
- Corrugated Cardboard
- Telephone books
- Office paper/file folders
- Rigid plastic
- Yogurt and butter containers
- Plastic bottles/jugs
- Cartons
- Aluminum & metal Cans (can lids & clean foil)
- Glass Bottles/Jars (Remove lids & caps – recycle separately)



Recyclable items are picked up every other Wednesday.

Not Accepted				
Any plastic bags	Styrofoam	Motor oil containers	Chemical containers	Ceramics or
dishes	Scrap metal	Window glass	Mirrors	Yard Waste
Shredded paper	Food Waste	Straws	Clothing & textiles	Propane tanks
Diapers	Paper Cups	Electronics	Plastic utensils	

Delaware Solid Waste Authority (DSWA) has an electronic goods recycling (EGR) program. DSWA facilities offer electronic goods recycling drop off events for residents at least once a week. DSWA also holds special electronic goods collection events throughout the year. To find the nearest drop-off location or the next special event, visit: [www.dswa.com](http://www.dswa.com).

## DELMAR, DELAWARE TAX & FEE INFORMATION

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### Property Tax



**Fiscal Year:** July 1<sup>st</sup> through June 30<sup>th</sup>

**Rate:** \$0.715 per \$100 of assessed value

- 1.5% per month will be added beginning October 1<sup>st</sup>.
- 5% Senior Citizen Discount if applicable on current taxes (application must be completed annually)
- Assessed at 100% of 2008 property value
- Assessments are determined by an independent assessment company
- New construction assessments reduced accordingly for equitable taxation.

The property owner(s) must satisfy their current year taxes to avoid being processed for tax sale.

The Sussex County Sheriff's Department conducts a tax sale for delinquent taxes on behalf of the Town of Delmar, Delaware. The date of the tax sale varies.

Properties which are pending tax sale are advertised in the State Register.

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## DELMAR, MARYLAND TAX & FEE INFORMATION

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### Property Tax



**Fiscal Year:** July 1<sup>st</sup> through June 30<sup>th</sup>

**Rate:** \$.69 per \$100 of assessed value

- 1.5% per month will be added beginning October 1<sup>st</sup>.
- 5% Senior Citizen Discount if applicable on current taxes (application must be completed annually)
- Assessments are based on 100% of the fair market value of the property and are issued by the Department of Assessments and Taxation (410-767-1184), an agency of State government.
- Properties are reassessed once every three years and property owners are notified of any change in their assessment.
- For any increase in the full cash value of a property, State law requires that the increase in value over the old appraisal is to be "phased-in" over the next three years.

The property owner(s) must satisfy their current year taxes by February 19<sup>th</sup> to avoid being processed for tax sale.

Wicomico County conducts a tax sale for delinquent taxes on behalf of the Town of Delmar, Maryland. The tax sale is conducted in the month of June.

Properties which are pending tax sale are advertised in the Daily Times four times from the end of May to the beginning of June.

**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 - one parcel with more than one unit	\$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 - five lots and under	\$25 per submission, plus advertising, engineering and legal fees
Major Subdivisions - over five lots	\$50 per submission, plus advertising, engineering and legal fees

**Building Permits**

Improvement Cost	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>
\$0 to \$500	No fee	
\$501 to \$50,000	1% of improvement cost	
\$50,001 +	¾% of improvement cost	

**Rental Licenses**

Service	Fee	<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>
Inspection	\$75 per unit	
Re-inspection	\$50 per unit	
Certified Letter	\$75 per unit	

**Business Licenses**

In Town	Out Of Town	<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>Determining if business is located within the corporate Town limits of Delmar</li> </ul>
\$50.00	\$75.00	



## ***Delmar Parks***

*Is your organization planning an activity or event? Depending on your needs, there are three (3) parks available for your use in the Town of Delmar.*

- *The **State Street Park** is equipped with restrooms, water, electric, picnic area, pavilion, playground, and tot lot.*
- *The **Gordy Park** offers a pavilion, picnic area, basketball court, ball field, open field, skate park and playground.*
- *The recently remodeled **Tot Lot**, located on West Jewell Street, offers a picnic area and a playground for the little ones. No reservation is needed for the use of the Tot Lot.*

*Anyone reserving the Parks shall pay a non-refundable deposit of \$25.00 plus \$45.00 fee for park rental, and if electricity is required, an additional twenty dollars (\$25.00) will be added to the park rental fee. The non-refundable deposit is due at the time of park rental application submittal to secure your requested date. The Town reserves the right to approve/deny the application within 10 days of its receipt. If the Town denies the application, the non-refundable deposit will be refunded. The park rental fees are due two weeks prior to the event. Upon written request, if the event is cancelled one week prior to the event date, the Town will refund the park rental fee(s) only. If additional services are required for your event additional fees may be applicable.*

*We encourage Delmar residents to take advantage of the parks located in our town. ♦*



# FORMS

# FOR RENTAL PROPERTIES

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

APPLICATION# \_\_\_\_\_

## TOWN OF DELMAR, DELAWARE

Application and Temporary Certificate for license of a rental unit.

\_\_\_\_\_ Single Family Unit  
\_\_\_\_\_ Unit of Two-Family Residence  
\_\_\_\_\_ Unit of Multi-Family Residence  
\_\_\_\_\_ Unit of Apartment Building  
\_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, the legal owner of the dwelling located at \_\_\_\_\_, do hereby apply for a license to rent the above dwelling unit in the **Town of Delmar, Delaware**. I understand that by this application, I give permission for inspection of the property to determine if this property is in compliance with **Ordinance 46** of the **Town of Delmar, Delaware**. This inspection may be performed without the necessity for obtaining any further permission or judicial warrant, except that the **Town of Delmar** will provide me and/or my tenant at least ten (10) days notice prior to any interior inspection or to require any tenant to allow entry for such inspection. Refusal to grant the Town Inspection permission to conduct an interior inspection shall constitute sufficient reason for the denial issuance of rental license or temporary certificate. **Owners are responsible for payment of the quarterly utility bill. Any unpaid bills incurred by failure to assume responsibility will result in a lien on the property.**

\_\_\_\_\_  
Owner/Agent

Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_  
Number of people living in dwelling: \_\_\_\_\_  
Phone: \_\_\_\_\_

Upon signature below, this application shall serve as a temporary certificate pending inspection and license, as provided by the Town of Delmar, Delaware.

\_\_\_\_\_  
City Manager/Designee





# FOR RENTAL PROPERTIES

Date: \_\_\_\_\_ APPLICATION# \_\_\_\_\_

## TOWN OF DELMAR, MARYLAND

Application and Temporary Certificate for license of a rental unit.

\_\_\_\_\_ Single Family Unit  
\_\_\_\_\_ Unit of Two-Family Residence  
\_\_\_\_\_ Unit of Multi-Family Residence  
\_\_\_\_\_ Unit of Apartment Building  
\_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, the legal owner of the dwelling located at \_\_\_\_\_, do hereby apply for a license to rent the above dwelling unit in the ***Town of Delmar, Maryland***. I understand that by this application, I give permission for inspection of the property to determine if this property is in compliance with ***Ordinance 671*** of the ***Town of Delmar, Maryland***. This inspection may be performed without the necessity for obtaining any further permission or judicial warrant, except that the Town of Delmar will provide me and/or my tenant at least ten (10) days notice prior to any interior inspection or to require any tenant to allow entry for such inspection. Refusal to grant the Town Inspection permission to conduct an interior inspection shall constitute sufficient reason for the denial issuance of rental license or temporary certificate. **Owners are responsible for payment of the quarterly utility bill. Any unpaid bills incurred by failure to assume responsibility will result in a lien on the property.**

\_\_\_\_\_  
Owner/Agent

Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_  
Number of people living in dwelling: \_\_\_\_\_  
Phone: \_\_\_\_\_

Upon signature below, this application shall serve as a temporary certificate pending inspection and license, as provided by the Town of Delmar, Maryland.

\_\_\_\_\_  
City Manager/Designee

MARYLAND DEPARTMENT OF ENVIRONMENT (MDE)			
LEAD POISONING PREVENTION PROGRAM LOCAL GOVERNMENT RENTAL			
REGISTRY CHECKLIST			
<p><i>In order to aid all local government agencies that have their own local rental registry programs in meeting the statutory requirements of Article 24, Political Subdivisions, 18-101, MDE has included a helpful checklist that should streamline the process. MDE's Lead Poisoning Prevention Program recommends that your agency use this form and determine the following prior to authorizing renting or leasing residential property.</i></p>			
<b>Complete for each dwelling unit.</b>			
1)	Is the residential property an "affected property", i.e., residential rental property built before 1978?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*****If answer to #1 is "NO", proceed no further.*****			
2)	Property Owner's Name:		
	Address:		
3)	Property Address:		
4)	If "YES" to #1 above, has the property been registered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5)	If "YES" to #1 above, is the property registration renewed current for this year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6)	Provide the tracking number (formerly referred to as the owner registration number).		
7)	Did the current tenant move in on or after 2/24/1996?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8)	If "YES" to #8, provide the Lead Inspection Certificate Number for the current tenancy as required under §6-815 ( c ) of the Environment Article.		
9)	After 2/24/2006, all affected properties in which a person at risk resides or regularly spends 24 hours per week, and of whom the owner has been notified in writing, must satisfy the risk reduction standard specified in §6-815 ( a ) of the Environment Article. A person at risk is a child under the age of 6 years or a pregnant woman.		
	Copy of statement of compliance attached.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
REVISED - July 2022			

# **IMPORTANT!**

## **PLEASE VERIFY YOUR MAILING ADDRESS!**

If the address at which you received this information is not the address at which you wish to receive further correspondence from the Town of Delmar (i.e. Town Newsletter, Billings, Notices, etc.), please fill out this form and return it to:

**Town of Delmar  
ATTN: Municipal Clerk  
100 S. Pennsylvania Ave  
Delmar, MD 21875**

Or email the information to [klayton@townofdelmar.us](mailto:klayton@townofdelmar.us) with 'Correct Mailing Address' in the Subject line.

The Address At Which You Received This Notice:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

The Address At Which You Wish To Receive Correspondence:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

## *Frequently Used Telephone Numbers*

- *Delmar Town Hall* 302-846-2664  
410-896-2777
- *Delmar Police Department* 410-896-3131 or 911 **(Emergency Only)**  
(and Animal Control) 410-896-3132 **(Non-Emergency)**
- *Delmar Fire Department* 302-846-2530
- *Delmar Public Library* 302-846-9894
- *Delmar Jr.-Sr. High School* 302-846-9544
- *Delmar Elementary School* 410-896-2780
- *Delmar U.S. Post Office* 302-846-3170

