



TOWN OF SELBYVILLE

DATE OF APPLICATION: _____

1 W Church Street, Selbyville, DE 19975
TEL (302) 436-8314
selbyville.delaware.gov

APPLICATION FOR CONDITIONAL USE

INSTRUCTIONS & REQUIREMENTS:

- Submit the completed and signed Application for Conditional Use. Application must include:
 - One (1) copy of a recent survey by a licensed surveyor showing the amount of acreage. Description must conform to the metes and bounds of survey.
 - Copy of the Deed.
 - Five (5) copies of a preliminary site plan as detailed in Section 200-151 (attached)
 - Additional information may be required by the Planning & Zoning Commission and/or the Mayor & Council for the determination of the nature of the proposed use and its effect on the Comprehensive Plan and the surrounding properties.
 - If the applicant is not the property owner, a letter must be submitted with the application from the current property owner authorizing the applicant to file the application on their behalf.

APPLICANT INFORMATION		
Name: _____		
Mailing Address: _____		
Phone #(s): _____	Email: _____	
PROPERTY INFORMATION		
Physical Address or Property Location: _____		
Tax Map Parcel #: _____	Total Lot Sq. Footage: _____	Acres: _____
Current Zoning District: _____	Current Use of Property: _____	
Proposed Use Of Property: _____		
List any Proposed Changes to Property Or Building: _____		

FEE: \$500.00

I hereby apply for a conditional use on the property identified above. I certify that all the information and attached documentation provided in this application is correct and further understand that a Public Hearing may be scheduled on the proposed conditional use as determined by the Planning and Zoning Commission. I further acknowledge that the conditional use shall be revoked if the use is not commenced within one year following approval or for failure to comply with the conditions of approval

APPLICANT

SIGNATURE: _____ **Date:** _____

Office Use Only:			
Date Received: _____			
P&Z Review: _____		Mayor & Council Review: _____	
	Date	Date	
<input type="checkbox"/> APPROVED	By P&Z _____	By M&C _____	Building Permit Required?
<input type="checkbox"/> DENIED	By P&Z _____	By M&C _____	YES NO

Chapter 200. Zoning

Article XXI. Administration and Enforcement

§ 200-151. Preliminary site plan requirements.

- A. The preliminary site plan shall show the North point, scale and date.
- B. The preliminary site plan shall show the following:
 - (1) Plans shall show the seal and signature of a registered Delaware land surveyor, engineer or landscape architect, and all drawings shall be on sheets no larger than 24 inches by 36 inches and at a scale of not more than 100 feet to one inch.
 - (2) The proposed title of the project.
 - (3) Geographical location, showing existing zoning district boundaries.
 - (4) Proposed changes in zoning, if any.
 - (5) Topographic contours at one-foot intervals, unless waived by the Commission as clearly unnecessary to review the project or proposal.
 - (6) The location and nature of all proposed construction, excavation or grading, including but not limited to buildings, streets and utilities.
 - (7) The boundaries of the property involved, county and municipal boundaries, the general location of all existing easements, and property lines, existing streets, buildings or waterways, and other existing physical features in or adjoining the project.
 - (8) Net development area.
 - (9) The approximate location and sizes of sanitary and storm sewers, water mains, culverts and underground structures in or near the project.
 - (10) The approximate number of dwelling units to be included in each type of housing; single-family dwellings, two-family dwellings, townhouses and apartments.
 - (11) Proposed buildings and structures, with dimensions, setbacks and heights designated.
 - (12) The approximate location and size of nonresidential areas, if any, including parking areas, loading areas or other.
 - (13) The approximate location and size of recreational areas, if any.
 - (14) The approximate location of point of ingress and egress to existing public highways and streets.
 - (15) The number of construction phases proposed, if any, with the plot showing the approximate boundaries of each phase and the proposed completion date of each phase.

- (16) Location with respect to each other and to lot lines and approximate height of all proposed building and structures, accessory and main, of major excavations. The location should be drawn to scale but full dimensioning is not required on the preliminary plan.
 - (17) Preliminary plans and elevations of the several dwelling types and other buildings, as may be necessary.
 - (18) General location, height and material of all fences, walls, screen planning and landscaping.
 - (19) General location, character, size, height and orientation of proposed signs.
 - (20) A tabulation of total number of acres in the project gross or net as required in the regulations governing the district in which the project is located, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations.
 - (21) A tabulation of the total number of dwelling units of various types in the project and overall density and dwelling units per acre, gross or net as required by the regulations in the district in which the project is located.
 - (22) The location of all wetlands (both state and federal).
 - (23) The location of the one-hundred-year floodplains based on current Flood Insurance Rate Maps.
- C. The Planning and Zoning Commission may establish additional requirements for preliminary site plans, and in special cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the subject. The final plat shall contain all the features shown on the preliminary site plan with sufficiently adequate dimensions and construction specifications to support the issuing of construction permits.