



Conditional Use Permit Application and Instructions

1. Complete Conditional Use Permit Application (Attached).
2. Submit permit application along with the permit application fee (\$150).
3. Submit letter requesting to be placed on the Planning & Zoning Commission and the Mayor and Council of Middletown meeting agendas (see sample letter attached).
4. Submit a copy of applicable drawings/plans regarding the proposed project that requires a conditional use permit.
5. Submit all of the above information to Kristen Krenzer, Public Relations, 19 W. Green St., Middletown, DE 19709, three (3) weeks prior to the first meeting date.
6. Please call Kristen Krenzer at (302) 378-2711, ext. 223, with any questions regarding your conditional use permit or this process.

Attachments

The Mayor and Council of Middletown

19 West Green Street, Middletown, Delaware 19709

Kenneth L. Branner, Jr., *Mayor*

Council Members:

James L. Reynolds, *Vice-Mayor*

Robin Burgess

Charles Dixon

Jason Faulkner

Robert McGhee

Robert Pierce



Morris Deputy, *Town Manager*
(302) 378-9120 • Fax (302) 378-5672

Kelly Fletcher, *Town Clerk*
(302) 378-2711 • Fax (302) 378-1167

Administration Offices
(302) 378-5670 • Fax (302) 378-5672

CONDITIONAL USE PERMIT APPLICATION

Application Fee: \$150.00

Name and Address of Applicant & Business: _____

Phone No. _____

Email or Fax No. _____

Development: _____ Tax Parcel No. _____ Zoning Dist. _____

Property Address for Conditional Use: _____

Suite No.: _____

Conditional Use Requested (*explain use*): _____

Date: _____

Signature _____

Public Hearings (*Must attend or request will not be heard*):

Planning & Zoning Review: _____

Mayor & Council Review: _____

.....
To be Completed by Town

Conditional Use No. _____ Application Fee Paid: Check No. _____ Date: _____

Approved by Planning and Zoning: (date) _____

Approved by Mayor and Council: (date) _____

Conditions of Approval: _____

____ NOT APPROVED

By: _____

cc: P & Z
M & C
Applicant
Project File

SAMPLE REQUEST LETTER FOR A CONDITIONAL USE

APPLICANT'S NAME
Address
City, State, Zip
Telephone and Fax Numbers
E-Mail Address

DATE

Kristen Krenzer
Town of Middletown
Public Relations Officer
19 West Green Street
Middletown, DE 19709

RE: ***[Project Name, Location, Tax Parcel No.]***

Dear Mrs. Krenzer:

This letter is requesting that the Conditional Use for the above-referenced project be placed on the ***[Meeting Date – 3rd Thursday of Every Month]*** Planning & Zoning Commission Meeting agenda and on the ***[Meeting Date – 1st Monday of Every Month]*** Mayor and Council Meeting agenda for consideration.

The project proposes ***[Description of project and reason for conditional use.]***

I have enclosed the following:

1. Completed Conditional Use Permit Application.
2. Check in the amount of \$150 for the application fee made payable to the Town of Middletown.
3. One copy (if electronic) of all plans/drawings for proposed project. If plans are large-scale (non-electronic) please provide one copy per commissioner or council member.

Please call should you have any questions or require additional information.

Sincerely,

Applicant's Signature

Enclosures