



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 20 copies 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

CONDITIONAL USE PERMIT APPLICATION

Date: _____

Name and Address of Applicant: _____

Phone No. _____

Fax No. _____

Development: _____

Property Address: _____

Tax Parcel No.: _____ Zoning District: _____

Conditional Use Requested: _____

Planning & Zoning Review: _____ Mayor & Council Review: _____

To be completed by Town:

Conditional Use No. _____

Application Fee: \$ _____

Paid by Check No. _____

Approved by Planning and Zoning: (date) _____

Approved by Mayor and Council: (date) _____

Conditions on Approval: _____

____ NOT APPROVED

By: _____

cc: P & Z
M & C
Applicant
Project File

[Type text]

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. 20 copies of all plans/drawings for proposed project.

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

Sincerely,

Applicant's Signature

Enclosures