

## Synopsis of proposed changes to License Applications and Ordinances

### Timeline:

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|------------|---|
| 11/12/16   | Town Council Meeting. Review current license application forms and current code. Discuss areas for modification |
| 12/10/16   | Town Council Meeting. Review mark-up of application form and ordinances.  |
| 1/12/16    | Review draft of application forms and ordinances. Possibly vote to approve.                                     |
| 1/14 -1/15 | Make final changes to forms and ordinances, publish online. Begin mailing license applications.                 |

### RESIDENTIAL RENTAL LICENSES

- Require property owners who rent to complete and sign a Safety Certification Affidavit. The affidavit must be received prior to the issuance of a Residential Rental License. The
- Eliminate the "Non-Rental Declaration"
- Ask whether the rental is long-term and therefore exempt from accommodation tax, and if it is, a copy of the lease must be provided
- Change the due date for applications to March 15 (formerly March 31). This will ensure that applications and payments can be processed prior to the end of the fiscal year.
- The application form includes minor modifications and includes a check box to indicate that sublets are allowed, and has also been modified for formatting.

### BUSINESS LICENSES

- Changes to the fee schedule:
    - Package Store: Removed. We have been accepting the large in-town retail fee from the packages store.
    - Landscaper: Removed. Landscaping businesses are charged the same rate, based on number of employees, as any other out-of-town service business
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- Transportation Network Company Driver: The State of Delaware passed an amendment that disallows a municipality to require a license for a Transportation Network Company driver.
- Added the option of a one-day business license
- Clarify the code related to due dates.
  - There had been some confusion about whether license fees for in-town businesses are due at the beginning of the license year, or paid prior to opening for business for the season.
  - Clarified that a real estate professional must have a license when they accept a listing vs. at settlement or at the start of a rental period.
- Allow for other verifiable methods of notice delivery in addition to registered mail
- Attachments “A” and “B” for restaurants, bars, and eateries have been removed. These attachments repeated sections of the code and required applicant signatures certifying that they are and will continue to be in compliance.
- Additional minor modifications were made to the application form and it was reformatted for clarity.
- Changes were made to the list of holidays to allow non-disruptive (e.g., painting, cleaning) construction activities on certain off-season holidays (MLK Birthday, President’s Day, Columbus Day, Veterans’ Day)

#### COMMERCIAL RENTAL LICENSES

- Modified application form to remove text that refers to rooms, cabins, private houses, etc. as this type of business should use either the residential rental application or the business license application, not the commercial rental application.
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**Town of Dewey Beach** **OLD VERSION**  
**Application for Rental License of Commercial Property**

**All Owners Must Complete and Return This Form**  
**License Year – March 1 to February 28**

**Return To:** Town of Dewey Beach **Permit No.** \_\_\_\_\_  
105 Rodney Avenue  
Dewey Beach, DE 19971 **Issued:** \_\_\_\_\_  
(302) 227-6363 – Fax: (302) 227-8319

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting, leasing rooms, cabins, private houses, apartments or commercial property shall pay an annual license fee for the period which begins March 1 and ends February 28 **of each licensing year.**

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Property Reference: District 3-34 Map \_\_\_\_\_ Parcel \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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Owner of Commercial Property (Please Print)

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

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

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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Ordinance No. 556, dated December 10, 2005, requires owners of commercial properties who rent to pay a Rental License Fee per the Dewey Beach Municipal Code – Chapter 10, Section 1013(b)1. Any person, partnership, corporation or other business entity that rents or leases commercial property by written or oral contact or arrangement to any other person, partnership, corporation or other business entity shall pay the following license fee:

- Gross square footage per unit 1,000 sq. ft. or less \$164.00
- Gross square footage per unit greater than 1,000 sq. ft. and not in excess of 2,000 sq. ft. \$ 218.00
- Gross square footage per unit greater than 2,000 sq. ft. \$ 327.00

Amount Enclosed: \_\_\_\_\_

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

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**Town of Dewey Beach Application for Rental License  
of Commercial Property**

**All Owners Must Complete and Return This For License Year – March 1, 2017 to February 28, 2018**

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting commercial property shall pay an annual license fee for the period which begins March 1 and ends February 28 of each licensing year.

Physical Street Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner of Commercial Property (Please Print)

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

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

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

<b>TOWN USE ONLY:</b>
Permit No. _____
Date Issued: _____

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Amount Enclosed: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ /2017

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