

Conditional Use Process Proposed Changes

1. Refer directly to Planning and Zoning

- The Town Manager and Building Official can refer applications to Planning and Zoning directly, and concurrently provide copies to Commissioners and Town Attorney
- The Town Manager and Building Official will only refer to P&Z if:
 - They believe the structure and site plan meet zoning code.
 - The use is listed in Chapter 185-Table 3 as a possible Conditional Use.
- If the use is not in Table 3, then the application must first go to the Commissioners

Supporting documents: Chapter 185-25 Resort Business District Regulations, Chapter 185-73 Changes and Amendments, Chapter 185-74 Procedures for Approval of Conditional Use

2. Applicant pays for review

- Legal expenses, engineering consultant if needed, and sea level rise review if needed
- Town Manager will give applicant an estimate
- Applicant will pay actual expenses incurred

Supporting documents: Chapter 185-82 Administrative Provisions, Filing Fees, Chapter 93-1

3. One Year Review

- Town Commissioners to review one year after approval
- Can consider requests from business owner for changes

4. Define Planning and Zoning Commission role in Conditional Use hearing.



TOWN OF DEWEY BEACH

www.townofdeweybeach.com

105 Rodney Avenue
Dewey Beach, DE 19971
302-227-6363 (Voice or TDD)
302-227-8319 (Fax No.)

CONDITIONAL USE APPLICATION

Property Address: _____

Map Number: _____ Parcel Number: _____

Use Requested: _____

Zoning of Property: _____

Applicant's Name: _____

Applicant's Address: _____

Property Owner's Signature: _____

Business Owner's Signature: _____

Applicant's Signature: _____

Please return this Application, along with a Site Plan and check, made payable to the Town of Dewey Beach in the amount of \$750.00, and mail to:

**Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE 19971
Attention: Building Official/Code Enforcer**

Applications received by the 15th of the month will be heard at the regularly scheduled Commissioners' Meeting the following month.

For Town Hall Use Only:

Date Received: _____

Date Payment Received: _____

Date of Hearing: _____

Date of Public Notice: _____

Date of Mailing: _____