Change of Zone Application

File Name: _____

File Number: _____

Date Stamp

A Land Use Application for a Change of Zone is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

Requested Zoning: _____ **Comprehensive Plan Designation:** _____

REQUIRED ITEMS

		For Staff Use ONLY	
		Verified	Waived
☐	1. Land Use Application Cover Sheet.		
☐	2. A full legal description of the property.		
☐	3. Fifteen folded copies of a site plan (no larger than 11" x 17"), drawn to scale, showing:		
	A. Date, scale and north arrow;		
	B. Existing and proposed right-of-ways and improvements;		
	C. Existing and proposed utilities;		
	D. Existing natural features;		
	E. Existing and proposed structures and other improvements;		
	F. The location of proposed parking;		
	G. All structures, natural features and other improvements on abutting property.		
☐	4. Application fee.		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

FOR STAFF USE ONLY

	DAC	Planning Commission	City Council	BOA
	n/a			n/a
Owner				
Contact				
Applicant				

REVISED: 01.2014

201 South Walnut Street – Milford, DE 19963
Phone: 302.424.3712 Fax: 302.424.3558 www.cityofmilford.com