



City of Wilmington
Department of Licenses and Inspections
800 North French Street
Wilmington, DE 19801
Phone: (302) 576-3050 Fax: (302) 468-6985

**ZONING BOARD OF ADJUSTMENT
APPLICATION**

Attached is the application for requests to the Zoning Board of Adjustment, some relevant section of the City Code, and a form affidavit. The Board meets one to two times a month and the schedule is posted on the Board's website at www.WilmingtonDE.gov/government/city-departments/licenses-and-inspections/zoning-board-of-adjustment

Cases are typically scheduled on a first come, first served basis. Applicants should generally anticipate it will take four to six weeks from date of application to date of a scheduled hearing.

Applicant or a representative on their behalf is required to appear before the Board at the scheduled hearing to present their case.

Hearings before the Zoning Board of Adjustment are public hearings. Written notice of requests will be provided to surrounding property owners, community organizations, and elected officials.

It is strongly recommended that applicants make efforts, prior to the scheduled hearing, to contact those individuals or organizations that may be affected by their request. Such efforts frequently serve to minimize any misunderstandings regarding a request and may provide an opportunity for revisions to the request prior to its presentation to the Board.

Zoning Board hearings are scheduled for 5:30 pm and are held in the City Council Chambers in the Louis L. Redding City/County Building at 800 North French Street, Wilmington, Delaware 19801 unless otherwise noticed.

Application Fees:

- Commercial Use Request – \$300.00
- Residential Use Request – \$150.00 per specific variance

All fees should be made payable to the “City of Wilmington”

**ALL APPLICATIONS, SUPPORTING DOCUMENTATION, AND
PACKETS OF INFORMATION FOR BOARD MEMBERS MUST BE
SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE HEARING**



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**ZONING BOARD OF ADJUSTMENT
APPLICATION**

APPLICANT

LEGAL OWNER

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

Phone (____) _____

Phone (____) _____

E-mail address _____

SUBJECT PROPERTY

Subject Property Location _____
Address _____ Zip Code _____

Lot Dimensions: Width _____ Depth _____ Area _____

Tax Parcel # _____ Zoning Classification : _____

Current Use of Property _____

Proposed Use of Property _____

Code Sections Applicable to Board Request _____

FOR OFFICAL USE ONLY

Appeal Case # _____

Fee Paid _____

Old Zoning Class _____

Hearing Date _____

Prior Applications _____

Case Decision _____

COMPLETE THE APPROPRIATE SECTION(S) BELOW

Dimensional Variance (Sec. 48-70): State variance being requested (example: variance from the required 6 foot side yard setback to 3 feet to construct a deck on easterly property line), the reason for the request, and information supporting the request (include additional pages as needed).

Use Variance (Sec. 48-70): State variance being requested (example: variance to allow an apartment building), the reason for the request, and information supporting the request (include additional pages as needed). Applications for single-family to multi-family conversion must comply with Sec. 48-67(g).

Special Exemptions (Sec. 48-71): State special exemption being requested (example: municipal fire house in R-1 district), the reason for the request, and information supporting the request (include additional pages as needed).

Reestablishment of a Nonconforming Use (Sec. 48-72): State prior nonconforming use, the reason for the request, and information supporting the request, including when the property became vacant and why (include additional pages as needed).

Appeal from an Administrative Decision (Sec. 48-69): State reason for appeal and information supporting your position (include additional pages as needed). Attach a copy of the decision.

Other (Sec. 48-73): State the relief you are requesting, the reason for the request, and information supporting the request (include additional pages as needed).

Please initial next to each requirement signifying completion:

- Applicant notified, or attempted in good faith to notify, all owners of property that adjoins the applicant's property, as well as the City Council Member who represents the district where the property is located _____
- Attach copies of the document that was sent via certified mail to the adjoining neighbors.

- Attach copies of the returned receipts or signatures from adjoining property owners.

- Provide information regarding any known opposition by adjoining property owners to the applicant's request for which the board's permission is being sought (include additional pages as needed).

- Attach a notarized affidavit certifying that applicant is not delinquent in payment of city property taxes, water and sewer billing, or any other lienable fee or taxes for which

amounts are past due to the city, for the property that is the subject of the written application. _____

Please attach a copy of survey, site plan, building plan, or other supporting documentation as may be required and send to: Department of Licenses and Inspections
800 N. French Street, Wilmington, Delaware 19801

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PACKETS OF INFORMATION FOR BOARD MEMBERS MUST BE
SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE HEARING.
FAILURE TO DO SO MAY RESULT IN LOSS OF YOUR HEARING
DATE.**

The undersigned hereby certifies that the legal owner of the subject property is aware of and agrees to the filing of this application and that information contained herein is correct. If the applicant is not the legal owner of this property, the legal owner or his authorized representative must sign this form.

Applicant's Name (Please Print)

Applicant's Signature

Date

The Legal Owner of the subject property, hereby certifies that the information provided herein is correct.

Legal Owner's Name (Please Print)

Legal Owner's Signature

Date

**AFFIDAVIT CERTIFYING OF PAYMENT FOR CURRENT TAXES, WATER AND
SEWER, OR ANY OTHER LIENABLE FEE OR TAX**

I, _____ (print name), hereby declare:

1. The undersigned is authorized to make this application.
2. The undersigned certifies that all City of Wilmington property taxes, water and sewer fees, vacant property fees, instant housing violation tickets, and property maintenance fees billed to date for the parcel(s) listed below have been paid in full to the City of Wilmington, Delaware.
3. This affidavit applies to the following Parcel Identification Number(s):
_____.

Signature of Owner: _____ Date: _____

SWORN TO AND SUBSCRIBED before

me this ____ day of _____, 20____.

Notary Public

My Commission Expires:

Note: Making a false statement on this affidavit may constitute a misdemeanor for making a false written statement. 11 Del. C. Sec. 1233.

FOR OFFICAL USE ONLY

Payment of all property taxes and water and sewer fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: _____ Title: _____

Date: _____

If delinquent, please explain:

Payment of all vacant property fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: _____ Title: _____

Date: _____

If delinquent, please explain:

Payment of all instant housing violation tickets billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: _____ Title: _____

Date: _____

If delinquent, please explain:

Payment of all property maintenance fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: _____ Title: _____

Date: _____

If delinquent, please explain:

