

Please Return To
**Planning & Development
Department**
220 South Main Street
Newark, DE 19711
(302) 366-7000
Planning-dept@newark.de.us



**APPLICATION
FOR
SPECIAL USE PERMIT**
City of Newark

_____ **Date**

_____ **Location of Proposed Use**

This application for Special Use Permit is submitted in accordance with provisions of the Newark Zoning Code, Chapter 32, Article XX, Section 32-78, and of the related Zoning Code provisions.

1. PROPERTY DESCRIPTION

Zoning District: _____

Proposed Use (Please cite a specific use from the use and area regulations of the district the property is located in):

2. APPLICANT

_____ Name

() - Telephone

_____ Address Line 1

_____ Address Line 2

_____ Email

_____ City State Zip Code

3. OWNER (If other than applicant)

_____ Name

() - Telephone

_____ Address Line 1

_____ Address Line 2

_____ Email

_____ City State Zip Code

SUBMISSION DOCUMENTS

The following items should be submitted:

1. Letter of Transmittal describing the request and including any pertinent details for consideration in the review of the request.
2. Fifteen (15) copies of a plot plan of the property involved prepared by a registered engineer or land surveyor. Include an area map showing the relationship of the plot for adjoining properties.

FILING FEES

1. Applicants shall submit the following fees based on the zoning category of the property where the special use permit is proposed:
 - i. A fee of \$715.00 for residential districts.
 - ii. A fee of \$1,100.00 for university, business, and industrial districts

PROCEDURES

All applicants interested in a special use permit should consult the Planning and Development Department for information regarding zoning regulations and procedures. This application should be completed and returned with all submission documents, including fees, to the Planning and Development Department in the Municipal Building at 220 South Main Street, Newark, Delaware. Copies of the Municipal Zoning Code and Zoning Maps can be found on the City of Newark website at <https://newarkde.gov>. The Planning and Development Department will only process an application when all required documents are received.

Applicant's Signature

Owner's Signature (If other than applicant)

FOR INTERNAL USE ONLY

Fees Paid: \$ _____ . _____ **Signature:** _____ **Date:** _____