

*“A Historic Past”*



*“A Bright Future”*

**THE CITY OF DELAWARE CITY**

407 Clinton Street – P.O. Box 4159

Delaware City, Delaware 19706

Phone: 302-834-4573 Fax: 302-832-5545

**NOTICE OF REQUIREMENTS NEEDED BEFORE ATTENDING A  
DELAWARE CITY PLANNING COMMISSION MEETING:**

1. All residents requesting a rezoning or variance must submit two (2) sets of drawings to Town Hall and the City Manager must review them prior to being placed on a scheduled Planning Commission (PC) meeting agenda.
  - The first set of measured drawings must show the property and building(s) as it currently exists
  - The second set of measured drawings must depict the proposed changes to the property and building(s) and what the property will look like after the changes occur

Drawings do not need to be to scale for initial consideration.

2. If requesting a subdivision, please review Chapter 54 of the Delaware City Code and submit the subdivision checklist.

The requirement will give the Planning Commission enough time to review your plans prior to the meeting and help expedite their decision.

**Applicant or Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_