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: __________________________