

# Conditional Use Permit Application



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709  
PHONE: (302) 378-2711  
FAX: (302) 378-5672  
www.middletownde.org

## Instructions:

1. Complete Conditional Use Permit Application (Attached).
2. Submit permit application along with the permit application fee (\$150).
3. Submit letter requesting to be placed on the Planning & Zoning Commission and the Mayor and Council of Middletown meeting agendas (see sample letter attached).
4. Submit a copy of applicable drawings/plans regarding the proposed project that requires a conditional use permit.
5. Submit all of the above information to Kristen Krenzer, Public Relations, 19 W. Green St., Middletown, DE 19709, three (3) weeks prior to the first meeting date.
6. Please call Kristen Krenzer at (302) 378-2711, ext. 223, with any questions regarding your conditional use permit or this process.

## Application (\$150 Fee)

Applicant \_\_\_\_\_ Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
Street P.O. Box

City State Zip  
Email \_\_\_\_\_ or Fax No. \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_

Property Address for Conditional Use: \_\_\_\_\_  
Street Suite #  
City State Zip

Conditional Use Requested (*explain use*):

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Planning and Zoning Review \_\_\_\_\_ Mayor and Council Review \_\_\_\_\_

## TO BE COMPLETED BY TOWN

Conditional Use # \_\_\_\_\_ Application Fee Paid: Check No. \_\_\_\_\_ Date \_\_\_\_\_

Approved by Planning and Zoning \_\_\_\_\_

Approved by Mayor and Council \_\_\_\_\_

Conditions of Approval:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Not Approved

CC: P&Z, M&C, Applicant, Project File

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## SAMPLE REQUEST LETTER FOR A CONDITIONAL USE

***APPLICANT'S NAME***  
***Address***  
***City, State, Zip***  
***Telephone and Fax Numbers***  
***E-Mail Address***

***DATE***

Kristen Krenzer  
Town of Middletown  
Public Relations Officer  
19 West Green Street  
Middletown, DE 19709

RE: [***Project Name, Location, Tax Parcel No.***]

Dear Mrs. Krenzer:

This letter is requesting that the Conditional Use for the above-referenced project be placed on the [***Meeting Date – 3<sup>rd</sup> Thursday of Every Month***] Planning & Zoning Commission Meeting agenda and on the [***Meeting Date – 1<sup>st</sup> Monday of Every Month***] Mayor and Council Meeting agenda for consideration.

The project proposes [***Description of project and reason for conditional use.***]

I have enclosed the following:

1. Completed Conditional Use Permit Application.
2. Check in the amount of \$150 for the application fee made payable to the Town of Middletown.
3. A copy of all plans/drawings for proposed project. If plans are large-scale (non-electronic), please provide one copy per commissioner or council member.

Please call should you have any questions or require additional information.

Sincerely,

***Applicant's Signature***  
Enclosures