

Application Number: \_\_\_\_\_

Fee Received/Check No.: \_\_\_\_\_

**APPLICANT**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

DE  
State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**LEGAL OWNER**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

DE  
State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Subject Property Location _____ Address _____ City _____ DE State Zip Code
Tax Parcel Number(s): _____
Council District: _____ Council Member: _____ Zoning Classification: _____

In addition to the persons listed above, copies of all correspondence should be sent to:

\_\_\_\_\_  
Name & Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Purpose of Application and Specific Variance(s) Being Sought:**

**Required Documents and fees:**

Once the Department has initially reviewed the documents and drawings provided for conformance with the UDC, the Department will request hard copies of the information provided, in a revised format if necessary. An additional 17 hard copies and one digital copy may be requested.

- 1 hard copy of Exploratory (with confirmation of Conditional Approval) and Landscape Plans
- 1 hard copy of any documentation required by 40.10.165 of the UDC
- 1 hard copy of EIA pursuant to standards in 40.10.701 of the UDC
- 1 digital copy of all documentation on compact disk or flash drive
- Fee (\$750.00) as required by Appendix 2 of the UDC

*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