



*City of Wilmington*  
Department of Licenses and Inspections  
800 N. French St.  
Wilmington, Delaware 19801  
Phone: (302) 576-3030 Fax: (302) 571-4423

**ZONING BOARD OF ADJUSTMENT  
APPLICATION**

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Attached is the application for requests to the Zoning Board of Adjustment, some relevant sections of the City Code, and a form affidavit. The Board meets one to two times a month and its schedule is posted on the Board's website at [www.WilmingtonDE.gov/government/city-departments/licenses-and-inspections/zoning-board-of-adjustment](http://www.WilmingtonDE.gov/government/city-departments/licenses-and-inspections/zoning-board-of-adjustment)

Cases are typically scheduled on a first come, first served basis. Applicants should generally anticipate it will take four to six weeks from date of application to date of a scheduled hearing.

Applicant or a representative on their behalf is required to appear before the Board at the scheduled hearing to present their case.

Hearings before the Zoning Board of Adjustment are public hearings. Written notice of requests will be provided to surrounding property owners, community organizations, and elected officials.

It is strongly recommended that applicants make efforts, prior to the scheduled hearing, to contact those individuals or organizations that may be affected by their request. Such efforts frequently serve to minimize any misunderstandings regarding a request and may provide an opportunity for revisions to the request prior to its presentation to the Board.

Zoning Board hearings are scheduled for 6:30 pm and are held in the City Council Chambers in the Louis L. Redding City/County Building at 800 North French Street, Wilmington, Delaware 19801 unless otherwise noticed.

**Application Fees:**

- Commercial Use Request- \$250.00
- Residential Use Request- \$100.00 per specific variance

**All fees should be made payable to the "City of Wilmington"**

**ALL APPLICATIONS, SUPPORTING DOCUMENTATION, AND  
PACKETS OF INFORMATION FOR BOARD MEMBERS MUST BE  
SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE HEARING**

**AFFIDAVIT CERTIFYING OF PAYMENT FOR CURRENT TAXES, WATER AND SEWER, OR ANY OTHER LIENABLE FEE OR TAX**

I, \_\_\_\_\_ (print name), hereby declare:

1. The undersigned is authorized to make this application.
2. The undersigned certifies that all City of Wilmington property taxes, water and sewer fees, vacant property fees, instant housing violation tickets, and property maintenance fees billed to date for the parcel(s) listed below have been paid in full to the City of Wilmington, Delaware.
3. This affidavit applies to the following Parcel Identification Number(s):  
\_\_\_\_\_.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before  
me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**Note: Making a false statement on this affidavit may constitute a misdemeanor for making a false written statement. 11 Del. C. Sec. 1233.**

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**FOR OFFICIAL USE ONLY**

Payment of all property taxes and water and sewer fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

If delinquent, please explain:

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

Payment of all vacant property fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

If delinquent, please explain:

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

Payment of all instant housing violation tickets billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

If delinquent, please explain:

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

Payment of all property maintenance fees billed to date for the above referenced parcel(s) have been verified as paid current and confirmed by the signature below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

If delinquent, please explain:

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



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**ZONING BOARD OF ADJUSTMENT  
 APPLICATION**

<b>APPLICANT</b>			<b>LEGAL OWNER</b>		
Name _____			Name _____		
Address _____			Address _____		
City _____	State _____	Zip Code _____	City _____	State _____	Zip Code _____
Phone (____) _____			Phone (____) _____		
E-mail address _____					

**SUBJECT PROPERTY**

Subject Property Location \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Lot Dimensions:    Width \_\_\_\_\_    Depth \_\_\_\_\_    Area \_\_\_\_\_

Tax Parcel # \_\_\_\_\_                      Zoning Classification: \_\_\_\_\_

Current Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Code Sections Applicable to Board Request \_\_\_\_\_

**FOR OFFICAL USE ONLY**

Appeal Case # _____	Fee Paid _____
Old Zoning Class _____	Hearing Date _____
Prior Applications _____	Case Decision _____

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**COMPLETE THE APPROPRIATE SECTION(S) BELOW**

Dimensional Variance (Sec. 48-70): State variance being requested (example: variance from the required 6 foot side yard setback to 3 feet to construct a deck on easterly property line), the reason for the request, and information supporting the request (include additional pages as needed).

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Use Variance (Sec. 48-70): State variance being requested (example: variance to allow an apartment building), the reason for the request, and information supporting the request (include additional pages as needed). Applications for single-family to multi-family conversion must comply with Sec. 48-67(g).

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Special Exemptions (Sec. 48-71): State special exemption being requested (example: municipal fire house in R-1 district), the reason for the request, and information supporting the request (include additional pages as needed).

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Reestablishment of a Nonconforming Use (Sec. 48-72): State prior nonconforming use, the reason for the request, and information supporting the request, including when the property became vacant and why (include additional pages as needed).

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amounts are past due to the city, for the property that is the subject of the written application. \_\_\_\_\_

Please attach a copy of survey, site plan, building plan, or other supporting documentation as may be required and send to: Department of Licenses and Inspections  
800 N. French Street, Wilmington, Delaware 19801

**ALL APPLICATIONS, SUPPORTING DOCUMENTATION, AND  
PACKETS OF INFORMATION FOR BOARD MEMBERS MUST BE  
SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE HEARING.  
FAILURE TO DO SO MAY RESULT IN LOSS OF YOUR HEARING  
DATE.**

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*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 presentative must sign this form.*

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Applicant's Name (Please Print)

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Applicant's Signature

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Date

*The Legal Owner of the subject property, herby certifies that the information provided herein is correct.*

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Legal Owner's Name (Please Print)

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Legal Owner's Signature

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Date