CITY OF NEW CASTLE
BOARD OF ADJUSTMENT
APPLICATION FOR HEARING

_________________________  __________
Name of Applicant            Name of Owner (if different)

_________________________
Address                     Address

_________________________
Subject property: / Location/Address Zoning Classification

Tax parcel Number: (found on Property Tax Bill or by calling City Tax Office at 322-9804)

Attach copy of the plot plan for the subject property showing the layout of structures or improvements on
the lot, location of the subject property and the size and location of any structures proposed; include
present and proposed use of the property.

Attach a copy of any Deed Restrictions which may apply to the subject property.

Attach the appropriate filing fee, payable to the City of New Castle, as shown on the fee schedule. (the
current fee schedule may be obtained by calling the Mayor’s Office at 322-9801.)

Has a previous application for this property for any action been filed with the Board?
Yes □ No □ If yes, Application No. ___________, Hearing Date ________________

Has any prior action of the Board of Adjustment for this property been appealed to the Superior Court?
Yes □ No □
If yes, give Superior Court case number and status: ______________________________

CHECK THE APPROPRIATE SECTION AND FILL IN THE REQUIRED INFORMATION PERTAINING TO THE
TYPE OF RELIEF REQUESTED (USE ADDITIONAL SHEETS AS NECESSARY)

A. □ Appeal from Administrative Official’s order, requirement, decision or determination, or
   □ Appeal from Historic Area Commission’s order, requirement, decision or determination
   (summarize or attach written decision)
   ________________________________

Dated: __________________________ For the following reasons (attach additional sheets as necessary.)
   ________________________________
   ________________________________

B. □ Special Exception for the following use: ________________________________

State under what section of the City’s ordinance this special exception is sought and the grounds on
which it is requested. Include a plan for the proposed development showing location of buildings,
parking areas, traffic access, open spaces and any other pertinent information necessary to determine if
the proposal meets the City’s Zoning Ordinance requirements. (Requests for Special Exception must be
endorsed by the Planning Commission and/or the Historic Area Commission as appropriate. Letter(s) of
endorsement must accompany this application at the time of filing this request to the Board of Adjustment
The applicant must provide testimony at the public hearing in support of the following standards: (a) that there is a need for this use in the community; (b) that the use will not be detrimental or injurious to the neighborhood or City and (c) any additional standards imposed by the Zoning Code.

C. □ Variance from Code requirements relating to: Lot Area □ ; Front Setback □ ; Side Yard □ ; Rear Yard □ ; Bulk □ . State size of the variance being requested: (Attach additional sheets as necessary.)

Demonstrate (1) that special conditions/circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district; (2) that literal interpretation of the provisions of the City’s Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district; (3) that the special conditions/circumstances do not result from actions of the owner or applicant; (4) that granting the variance requested will not confer on you any special privilege that is denied by the City Zoning Ordinance to other lands, structures or building in the same zoning district. (Attach additional sheets as necessary.)

The standards the Board must apply in making its determination with respect to this variance request are: (a) the dimensional change being requested is minimal; (b) the effect of granting the requested relief upon neighboring properties; and (c) the harm to the applicant if the relief is not granted. The applicant must be prepared to present testimony and other evidence on these points to the Board at the public hearing.

D. □ Approval of structural alterations resulting in an enlargement or extension of a nonconforming structure or use. State under what section of the Code approval is sought and the grounds on which it is requested. Include a plan for the proposed development showing location of buildings, parking areas, traffic access, open spaces and any other pertinent information. (Requests for enlargement of nonconforming uses must be endorsed by the Planning Commission and/or the Historic Area Commission as appropriate. Letter(s) of endorsement must accompany this application at the time of filing this request to the Board of Adjustment for consideration.) (Attach additional sheets as necessary.)

THE UNDERSIGNED HEREBY CERTIFIES THAT AS LEGAL OWNER OF THE SUBJECT PROPERTY THE INFORMATION CONTAINED HEREIN IS CORRECT. (If the applicant is not the legal owner of the property, the legal owner or his authorized representative must sign this form).

__________________________
Signature of Owner

__________________________
Date:

__________________________
Telephone Number

BOARD OF ADJUSTMENT USE ONLY:

File Number ____________________________

Date Application Received ____________________________

Date Fee Paid ____________________________

Date Notice Published ____________________________

Date of Hearing ____________________________

Disposition ____________________________

MAILING ADDRESS

Board of Adjustment

220 Delaware Street

New Castle, Delaware 19720

Phone - 322-9801    FAX - 322-9814