

City of Harrington

Development Process Toolkit Zoning Compliance Certificate

Review Procedures

Process Flowchart

Plan Checklist: Buildings, Structures & Lot Line Adjustments

Plan Checklist: Fences

Plan Checklist: Signage

A zoning compliance certificate is required for:

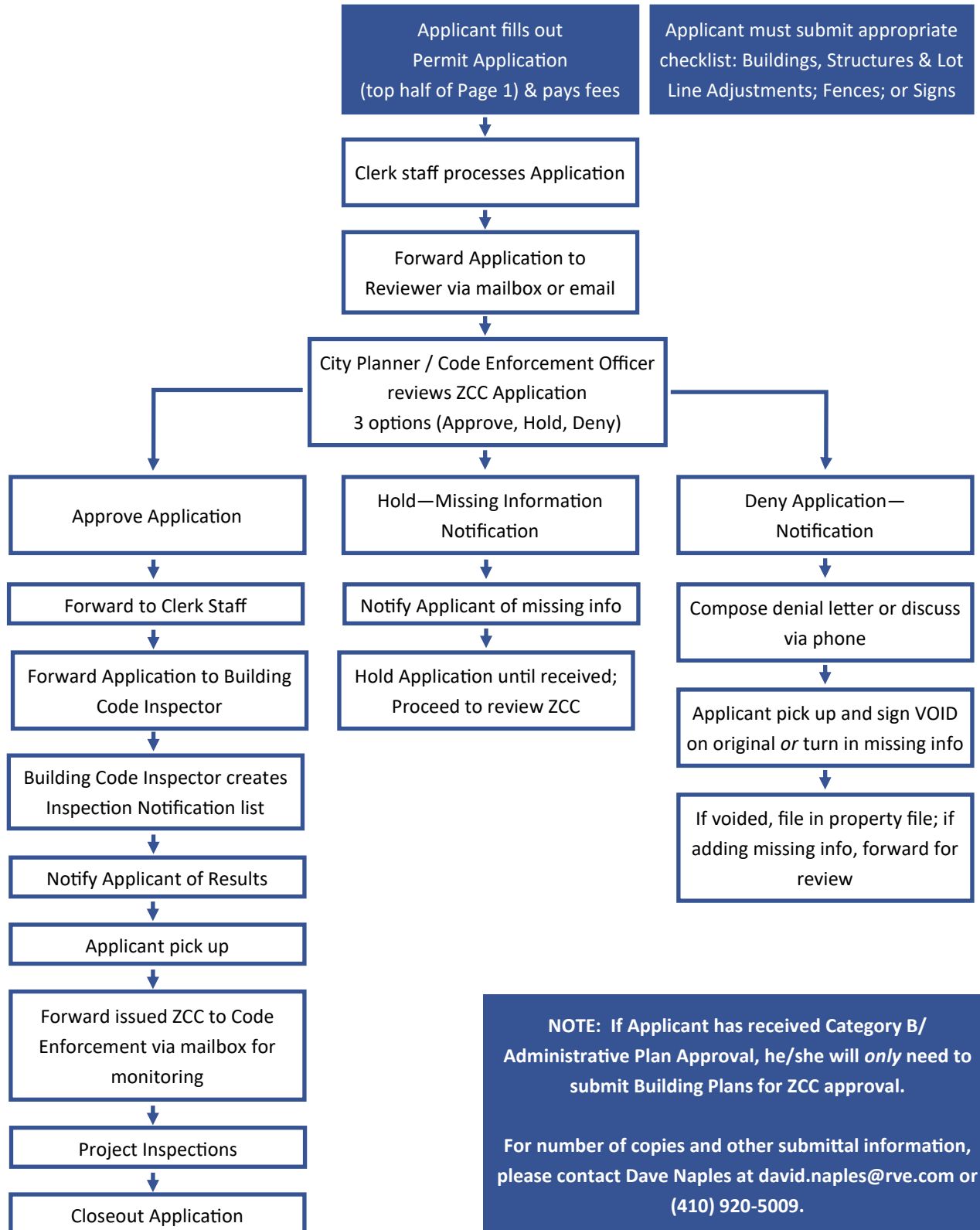
- The erection, construction, alteration, movement, conversion, extension, or enlargement of any building or structure; or
- The adjustment of any lot line.

CITY OF
HARRINGTON

DELAWARE



Zoning Compliance Certificate—Review Process





§440-298 Zoning Compliance Certificates Required

The following conditions shall apply when issuing a zoning compliance certificate:

A. A zoning compliance certificate shall be required for:

- (A) The erection, construction, alteration, movement, conversion, extension, or enlargement of any building or structure; or
- (B) The adjustment of any lot line.

All actions shall conform to the provisions of this Chapter. The zoning compliance certificate shall be obtained from the City Manager.

B. The City Manager, at his/her discretion, may issue an emergency permit not in conformity with the provisions of this chapter when:

- (1) A building has been made uninhabitable by fire, wind, flood, or impact by motor vehicle or airplane, or similar natural or man-made disaster.
- (2) A written statement by the applicant and a personal inspection have been filed certifying the dwelling to be uninhabitable due to fire, wind, flood, impact, or similar natural or man-made disaster.

C. No zoning compliance certificate shall be issued for construction or alteration of any building(s) on a lot without frontage upon a public street improved to the satisfaction of the Planning Commission, or without access to public sewer and water services.

D. Any filing fee shall accompany each application for a zoning compliance certificate in such amount as required by Chapter 180, Municipal Fees. All applications will be billed for professional services above and beyond the applicable fee, if these services are needed to complete the application. The application must comply with §292-1, Denial of permits or approvals for failure to comply with required payments, actions, or filings.

E. A zoning compliance certificate issued in accordance with the provisions of this chapter shall become void 90 days after the date of its issuance, if no application for a building permit has been made.

§440-300 Drawings to Accompany Applications for Zoning Compliance Certificates

All applications for zoning compliance certificates shall be accompanied by a drawing or plat in duplicate or as required by the City Manager showing, with dimensions, the lot lines, the building or buildings, the location of buildings on the lot, and such other information as may be necessary to provide for the enforcement of these regulations, including, if necessary, a boundary survey and a staking of the lot by a competent surveyor and complete construction plans. The drawings shall contain suitable notations indicating the proposed use of all land and buildings. A careful record of the original copy of such applications and plats shall be kept in City Hall, and a duplicate copy shall be kept at the building at all times during construction.

§440-301 Procedure for Zoning Compliance Certificate

- A. The application and all supporting documentation shall be made in triplicate to the City. The City shall return one copy of all documents to the applicant. Any applicable forms must be legible and completed in their entirety.
- B. A site inspection shall be required prior to the issuance of any certificate. Said site inspection will be made by the City Manager. If existing violations are found during the site inspection, said violations must be correct prior to the issuance of the zoning compliance certificate.
- C. Except as otherwise specified in this chapter, the City Manager shall, within a reasonable time after the filing of a complete and properly prepared application, either issue or deny a zoning compliance certificate. If a zoning compliance certificate is denied, the City Manager shall state in writing the reasons for such denial.
- D. A record of all permits and certificates shall be kept on file in an office of the City, and a copy of such permits and/or certificates shall be furnished upon request to any person having a proprietary tenancy interest in the building or premises affected.



Applicant's Name: _____

Location: _____

Type of Plan: _____

\$440-299A Required Documents for Buildings, Structures & Lot Line Adjustments

**In
Compliance**

**Not in
Compliance**

- | | | |
|---|--------------------------|--------------------------|
| - north point | ☐ | ☐ |
| - scale not to exceed 1" = 40' | ☐ | ☐ |
| - date | ☐ | ☐ |
| 1. All existing property lines with dimensions | ☐ | ☐ |
| 2. All setback lines | ☐ | ☐ |
| 3. All existing structures (dimensions, total square footage, distance from property lines) | ☐ | ☐ |
| 4. Zoning classification (property and all adjoining properties) | ☐ | ☐ |
| 5. Proposed building elevations and/or images of all sides, if applicable | ☐ | ☐ |
| 6. Proposed landscaping, if applicable | ☐ | ☐ |
| 7. All existing and proposed driveway/parking spaces/interior roadway areas and all dimensions, if applicable | ☐ | ☐ |
| 8. Adjacent street names and alleys, if applicable | ☐ | ☐ |
| 9. Revision table specifying dates for submittals and revisions | ☐ | ☐ |
| 10. Other information as may be required by the City Manager or City Engineer to adequately review the plan | ☐ | ☐ |
| 11. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins | ☐ | ☐ |
| 12. Kent County tax parcel number | ☐ | ☐ |
| 13. All existing and proposed easements and rights-of-way, if applicable | ☐ | ☐ |



Approve



Disapprove

Application Reviewed by: _____

Date: _____

Application Approved by: _____

Date: _____



Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
 - ◆ Google Maps: www.google.com/maps
 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
 - ◆ Contacting City Staff for a copy of an existing plot plan.
- ◆ To obtain water, sewer, and/or storm drain locations, you can contact Alan Moore at (302) 632-8826.
- ◆ Harrington's Zoning Code can be found at this link: www.harrington.delaware.gov/city-code. Please note that newly adopted legislation may not be incorporated yet, but can be found under the "New Laws" tab in PDF form on the left-hand side of the page.

If you have any questions or concerns, please contact us! For questions/concerns related to zoning, email Lauren Good at lauren.good@kci.com and for questions/concerns related to construction, please email Dave Naples at david.naples@rve.com.



Applicant's Name: _____

Location: _____

Type of Plan: _____

\$440-299B Required Documents for Fences

**In
Compliance**

**Not in
Compliance**

- | | | |
|---|--------------------------|--------------------------|
| - north point | ☐ | ☐ |
| - scale not to exceed 1" = 40' | ☐ | ☐ |
| - date | ☐ | ☐ |
| 1. All existing property lines with dimensions | ☐ | ☐ |
| 2. All existing structures (dimensions, total square footage, distance from property lines) | ☐ | ☐ |
| 3. Zoning classification (property and all adjoining properties) | ☐ | ☐ |
| 4. All existing and proposed driveway/parking spaces/interior roadway areas and all dimensions, if applicable | ☐ | ☐ |
| 5. Adjacent street names and alleys, if applicable | ☐ | ☐ |
| 6. Revision table specifying dates for submittals and revisions | ☐ | ☐ |
| 7. Other information as may be required by the City Manager or City Engineer to adequately review the plan | ☐ | ☐ |
| 8. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins | ☐ | ☐ |
| 9. Kent County tax parcel number | ☐ | ☐ |
| 10. All existing and proposed easements and rights-of-way, if applicable | ☐ | ☐ |
| 11. Height of fence | ☐ | ☐ |
| 12. Type and material of fence | ☐ | ☐ |



Approve



Disapprove

Application Reviewed by: _____

Date: _____

Application Approved by: _____

Date: _____



Helpful Hints

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 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
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Applicant's Name: _____

Location: _____

Type of Plan: _____

§440-299C Required Documents for Signage

**In
Compliance**

**Not in
Compliance**

Detailed Sign Plan

☒☐

A. Sign image/picture with dimensions (proposed and all existing)

☐☐

B. Provided in square feet

☐☐

C. Existing individual signage

☐☐

D. Existing total aggregate square feet of all signage

☐☐

E. Proposed individual signage square feet

☐☐

F. Proposed total aggregate square feet of all signage

☐☐

G. Type of signage (proposed/all existing) — see Article XIV, Signs

☐☐

H. Specify single or double sided (proposed/all existing)

☐☐

Plot Plan for Freestanding Signs

☒☒

- North Point

☐☐

- Date

☐☐

A. All existing property lines with dimensions

☐☐

B. All setback lines

☐☐

C. All existing structures (dimensions, total square footage, distance from property lines)

☐☐

D. All existing/proposed driveway/parking spaces/interior roadway areas, if applicable

☐☐

E. Adjacent street names and alleys

☐☐

F. Plot plan note specifying dates for submittals and revisions

☐☐



§440-299C Required Documents for Signage

**In
Compliance**

**Not in
Compliance**

G. Other information as may be required by the City Manager or City Engineer to adequately review the plan

☐☐

H. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins

☐☐

I. All existing and proposed easements and rights-of-way, if applicable

☐☐

Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
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If you have any questions or concerns, please contact us! For questions/concerns related to signage zoning, email Lauren Good at lauren.good@kci.com and for questions/concerns related to signage construction, please email Dave Naples at david.naples@rve.com.

☐

Approve

☐

Disapprove

Application Reviewed by:

Date:

Application Approved by:

Date: