

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - f. if rejected, you may appeal the decision. Please follow the steps outlined in the form for the appeal.

2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - f. if rejected, you may appeal the decision. Please follow the steps outlined in the form for the appeal.



City of Harrington
 106 Dorman Street
 Harrington, DE 19952
 (302) 398-3530 Fax: (302) 398-4477

- ___ Area Variance
- ___ Use Variance
- ___ Appeal
- ___ Pre-App Date

Board of Adjustment Application

Application Information

- Property Address:
- Tax Parcel Number:
- Owner Name(s):
- Property Zoning:
- Type of Variance(s) Requested:

Provide six (6) copies each of your application, response to the criteria listed on the back of this form, and any supporting documents (i.e. survey, drawings, photos, site plan, etc.).

- Contact Name:
- Phone Number:
- Email Address:
- Mailing Address:

Signature

I affirm that I am the owner of the property on which the variance is sought and that all the information provided in this application is accurate to the best of my knowledge and belief.

Name and Title	Signature	Date
Name and Title	Signature	Date
Name and Title	Signature	Date

Board of Adjustment Application Criteria

In your application, please state how your request meets each of the criteria listed.

Variance (§ 440-261)

The Board of Adjustment may authorize, in specific cases, such variance from any zoning ordinance, code, or regulation that will not be contrary to the public interest, where, owing to special conditions or exceptional situations, a literal interpretation of the zoning ordinance, code, or regulation will result in unnecessary hardship or exceptional practical difficulties to the owner of property so that the spirit of the ordinance, code, or regulation shall be observed and substantial justice done, provided that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of any zoning ordinance, code, regulation, or map. Variances shall be subject to terms and conditions to be fixed by the Board; provided, however, that no such variance shall be granted unless the Board finds:

- A. That there are physical conditions, fully described in the findings of the Board, applying to the land or buildings for which the variance is sought, which conditions peculiar to such land or building have not resulted from any act of the applicant or any predecessor in title.
- B. That, for reasons fully set forth in the findings of the Board, the aforesaid circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of all reasonable use of such land or buildings, and the variance granted by the Board is the minimum variance that will accomplish this purpose.
- C. That the granting of the variance under such conditions as the Board may deem necessary or desirable to apply thereto will be in harmony with the general purpose and intent of this chapter, will not represent a radical departure therefrom, will not be injurious to the neighborhood, will not change the character thereof, and will not be otherwise detrimental to the public welfare.

Appeal

Please state the administrative order, requirement, decision, or determination that you are appealing. Provide a copy of the original decision that is being appealed.