

The City of Lewes



## LEWES BOARD OF ADJUSTMENT

### *Application Instructions*

- (1) The Lewes Board of Adjustment is established pursuant to 22 *Del. C.* §321, as more fully set forth in Section 197-19 of the Municipal Code for the City of Lewes, and has the powers and responsibilities set forth in Section 197-19(C).
- (2) The attached form – and all supporting documents – must be prepared and delivered to the Office of the Building Official, along with a \$1,250.00 application fee, before the Board will consider an Application.
- (3) An Application must be accompanied by plans or drawings that support or clarify the relief or permission requested.
- (4) Select sections of the Municipal Code for the City of Lewes have been attached to this application packet for your convenience. Applicants, however, are encouraged to consult legal counsel to discuss the applicable legal standards.
- (5) The Applicant shall have the burden of presenting sufficient information to the Board of Adjustment to enable it to make a determination. An Applicant should therefore be prepared to adequately support his or her position on the day of the scheduled hearing.
- (6) An Applicant is permitted, but not required, to support his or her position during a Board of Adjustment hearing by presenting additional documents, maps, charts, graphs, photographs, or other visual representations.

The City of Lewes



## LEWES BOARD OF ADJUSTMENT

Application for Variance, Special Exception, or  
Appeal of a Decision of the Building Official

I. The undersigned hereby gives notice of (check one):

- Request for a **Variance** (Section 197-92)
- Request for a **Special Exception** (Section 197-93)
- Appeal** of a Decision of the Building Official &/or Commission (Section 197-91)

II. Applicant:

Location of Affected Property: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Applicable Section(s) of the Zoning Code: \_\_\_\_\_

\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Representative: \_\_\_\_\_

(If there is more than one Applicant, please include the name(s) and address(es) of the additional applicant(s) on a separate sheet of paper.)

Mailing Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

E-mail Address: \_\_\_\_\_

**III.** Please complete this Section if you are requesting a Variance or Special Exception (attach additional sheets if necessary):

Please describe the affected property \_\_\_\_\_

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Please describe the relief or permission sought: \_\_\_\_\_

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Basis for request (refer, in part, to Sections 197-92 or Section 197-93 of the Code for more information): \_\_\_\_\_

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Has an Application for Variance or Special Exception previously been submitted for this property? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

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**IV.** Please complete this Section if you are requesting an Appeal of a Decision of the Building Official (attach additional sheets if necessary):

Please summarize the Building Official's decision or determination: \_\_\_\_\_

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Please summarize the basis for your appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Applicant Certification: I (we) certify that all statements in this Application are true and correct to the best of my (our) knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Official Use Only**

Date Application Received: \_\_\_\_\_ Application Number: \_\_\_\_\_

Amount Paid \_\_\_\_\_

Received by: \_\_\_\_\_