

# Town of Bridgeville

## Guidelines for Type of Application Review Required

Refer to Town Code Chapter 234 for Complete Requirement Description

### ZONING CERTIFICATE (Building Code Officer)

- Purpose: Ensure that buildings and proposed uses of buildings and structures comply with the provisions of Town Code prior to the issuance of building permits or the recording of plats.
- When required:
  - a. Whenever a building or structure is erected, repaired, demolished, replaced, moved, added to, structurally altered, or changed in use.
  - b. Following development plan approval.
  - c. Prior to the recording of plats.

Refer to Town Code Chapter 234-20 for details.

### WATER OR SEWER CONNECTION (Building Code Officer)

- Purpose: Connection to the water or sewer is required if utilities are available.
- Connection Permit requirements are in Code Chapter 228-10.

Refer to Town Code Chapters 190 and 228 for details.

### SIGN PERMIT (Building Code Officer)

- Purpose: Sign erected, placed, established, painted, created, or maintained in the Town shall comply with the provisions of this Ordinance and other applicable laws, regulations and standards such as the Delaware Code, Title 17, Chapter 11, Regulation of Outdoor Advertising.
- Any sign must comply with Town Code Chapter 234-76 to 234-85.

### BUILDING PERMIT (Building Code Officer)

- Purpose: Construction, reconstruction, enlargement, alteration or relocation of any building or structure. A Zoning Certificate is required prior to a building permit.
- A building permit shall not be required for repairs to existing buildings or structures, provided that no structural changes or modifications are involved.

Refer to Town Code Chapter 96 for details.

OCCUPANCY PERMIT (Building Code Officer)

- Purpose: Ensure that the proposed uses of buildings and structures comply with the requirements of Town Code. A Building permit and On-Site Inspection is required prior to an Occupancy Permit.
- When required. An occupancy permit is required prior to:
  - a. Occupancy of any building or structure erected, altered, or extended.
  - b. Change in, or extension of, a use within an existing building or structure.
  - c. Change in, or extension of, a use of land.

Refer to Town Code Chapter 234-21 for details.

DEVELOPMENT PLAN APPROVAL (Planning and Zoning Commission)

- General Provisions: Definition of a “development plan”: A plan for the development of one or more lots, parcels, tracts, properties on which is shown the existing and proposed conditions, including, but not limited to, topography, vegetation, drainage, floodplains, wetlands, waterways, landscaping and open spaces, walkways, exits and entrances, circulation, utility services, lot lines, easements, structures and buildings, signs, lighting, parking, screening, surroundings development, and any other information that may be reasonably required so that the Town can make an informed decisions.

Refer to Town Code Chapter 234-22 for details.

- Minor development review process.

Definition of “minor development plan”: a plan for the subdivision and/or development of property that:

Creates four or fewer lots; and

Does not require the construction and/or extension of public utilities or streets; and

Is not subject to review under the preliminary land use system (PLUS) set forth in Title 29 of the Delaware Code or the provisions of the current Memorandum of Understanding between the Town and the Office of State Planning Coordination.

- Major development review process.

Definition of a "major development plan:" a plan for the subdivision and/or development of property that:

Creates five or more lots: or

Requires the construction or extension of public utilities or streets: or

Is subject to review under the preliminary land use system (PLUS) set forth in Chapter 29 of the Delaware Code or the provisions of the current Memorandum of Understanding between the Town and the Office of State Planning Coordination.

#### VARIANCE (Board of Adjustment)

- Definition: relief from the strict application of the provisions of Chapter 234 when, owing to special conditions or exceptional situations, a literal interpretation of this chapter will result in unnecessary hardship or exceptional practical difficulties to the property owner.

Refer to Town Code Chapter 234-23 for details.

#### CONDITIONAL USES (Board of Adjustment)

- Definition: uses that are generally desirable for the general convenience and welfare but, because of their nature, require additional review to assess their impact on neighboring properties and the entire Town.

Refer to Town Code Chapter 234-24 for details.

#### ZONING CHANGE (Planning and Zoning Commission)

- Definition: Modify the existing zoning text and/or zoning map for a parcel(s) of land within the Town.

Refer to Town Code Chapter 234-93 to 234-96 for details.

#### RESIDENTIAL PLANNED COMMUNITY ZONING DISTRICT (Town Commissioners)

- Purpose:
  - a. Provide for large-scaled, unified, mixed-use developments.
  - b. Encourage design innovation as a means of ensuring compatibility with existing and future development.

- c. Achieve the goals of the Comprehensive plan.

Refer to Chapter 234-35 to 38 for details.

ANNEXATION (Town Commissioners)

- a. Purpose: Any city or town proposing to extend its boundaries to incorporate some properties from another political entity.