

**Information Packet**  
**New Business in Dagsboro**  
**Existing Building – Town Center District**

\*Please note that all business proposals are subject to a Planning & Zoning hearing as well as Town Council approval.

1. Is this use permitted in the district? Review 275-21A – TC – Town Center Districted Permitted Uses
2. If the answer to #1 is yes, continue to Step 3.  
If the answer is no, you will need to apply for a permitted use to be added to the zoning district. (This takes **approximately** 3 months.)
3. Review Town of Dagsboro's Parking Requirements to confirm there is adequate parking
4. Prepare a parking plan
5. Prepare a renovation plan (if applicable)
  - a. Depending on the extent of renovations, a tenant fit-out permit may be required by the Town and Sussex County
  - b. Any interior/exterior renovations that change the square footage or existing footprint of the structure will require Sussex County building code review and plans must be sealed by a Delaware registered architect or a Delaware licensed professional engineer
6. Submit plans to the Delaware State Fire Marshal's Office for review (302-856-5600)
7. Submit plans to DelDot for review (302-760-4803)
8. Inform Sussex County Engineering Department of proposed use for County Sewer (302-855-7718)
9. If proposed use is food related, contact DE Department of Public Health for permits (302-744-4546)
10. Review Town of Dagsboro's Change of Use pamphlet
11. Submit Change of Use Application
12. If a Change of Use does not apply, you will need to submit a New Business Certificate of Occupancy Application.
13. Any proposed signage must be submitted on a sign permit application.
14. Once you receive a Certificate of Occupancy, you may submit the Business License Application.

\*If the proposed use results in an increase in water usage, you may be required to purchase additional EDU's for the business. Each EDU is \$3,000. The increase in EDU's is based on the type of proposed business. If this is an increase in water usage, there may be a meter upgrade charge.

*Town of Dagsboro, DE  
Tuesday, May 3, 2016*

## Chapter 275. Zoning

### Article I. Title and Purpose

#### § 275-5. Prohibited uses.

All uses not expressly permitted in this chapter are prohibited.

## Chapter 275. Zoning

### Article IV. District Regulations

#### § 275-21. TC - Town Center District.

[Added 11-20-2006]

Purpose. The intent of this district is to meet the needs of a mixed-use commercial area; preserve the existing mixed uses of the Town and encourage new construction to be compatible with setbacks and scale of existing structures, stabilize and improve property values in the community; foster civic beauty; strengthen the local economy and political unit; further the community's general welfare by continuing a uniformity in the exterior of all structures in the community; maintain a relationship between the exterior architectural features and color schemes of the structure, to the remainder of the structure and to surrounding structures; attain a general compatibility of exterior design, arrangement, texture and materials proposed to be used; encourage the continuation and establishment of small businesses, professions and skilled craft occupations in conjunction with residential uses. These regulations will make a substantial difference in creating a downtown area that people will want to reside within, visit, shop and work within.

- A. Principal permitted uses on the land and in buildings:
- (1) Single-family dwellings and upper-level apartment or condominium flat units located above commercial business or uses.
  - (2) Churches, schools, libraries, municipal buildings, museums, parks, playgrounds and community centers.
  - (3) Nursery schools or child day-care centers, provided the play area is fully fenced, that one parking space per employee is provided, an adequate and safe passenger loading parking area is provided and 100 square feet of open space per child is provided.
  - (4) Boarding and bed-and-breakfast, provided one additional paved off-street parking space exists per bedroom.
  - (5) Medical centers, rest homes and nursing homes, provided one off-street parking space exists for each attendant or worker and one off-street parking space exists for each three patients to be cared for therein.
  - (6) Lodges and fraternal organizations.
  - (7) Neighborhood retail outlets, furniture, clothing, dry goods, shoe and variety services, and sales and service for small and large appliances.
  - (8) Food, drug, beverages, grocery, fruit or vegetable stores, meat markets, delicatessens, drugstores, bakeries in conjunction with retail sales, coffee shops.
- [Amended 9-22-2008]