CHANGE OF USE APPLICATION
TOWN OF DAGSBORO

DATE: _____
APPLICANT NAME: _____
ADDRESS: _____
PHONE: _____
FAX: _____
EMAIL: _____
OWNER (IF DIFFERENT THAN APPLICANT): _____
ADDRESS: _____
PHONE: _____
FAX: _____
EMAIL: _____
PROPERTY LOCATION: _____
TAX MAP PARCEL #: _____
CURRENT USE:_____ CURRENT ZONING DISTRICT:_____
PROPOSED USE: _____
_____
_____

Items Required Upon Submission: (Minimum size drawing 8.5 X 11)
Sketch Drawings of Any Improvements Being Proposed; Existing & proposed lighting
Sketch Drawings of Any Proposed Signage; Sketch drawing of buffering & landscaping
Description of existing and proposed parking, including location, number of spaces, and surfacing materials
Agency Approvals: DelDOT, State Fire Marshal, Sussex County engineering, Public Health (for food service/sales)

This application and fee is not in Lieu of applicable building permit fees which will be required for improvements. If you are not the recorded owner of the property, there must be a notarized letter of authorization signed by the owner submitted with the application. Failure to replenish escrow account upon notice will cause the application to be discontinued.

FEES:

Administrative Change ONLY	$750
Application Fee *(non-refundable)*	$750
Change of use engineering professional review escrow payment	$2,000
Change of use legal professional review escrow payment	$1,000

APPLICANT: _____ **DATE:**_____

☐ Approved Date of Council Vote: _____
☐ Denied Town Administrator _____

Revised 10/9/26