



**Town of Cheswold
Board of Adjustments**

ADMINISTRATIVE REVIEW DECISION (To be completed by Town Clerk prior to BOA meeting for each BOA member)

APPLICANT NAME: _____ CONTACT #: () -

APPLICANT ADDRESS: _____ STATE: _____ ZIP CODE: _____

APPLICATION ADDRESS: _____ CHESWOLD, DELAWARE 19936

PROPERTY OWNER NAME: _____ CONTACT #: () -

OWNER ADDRESS: _____ STATE: _____ ZIP CODE: _____

MULTIPLE OWNERS: YES NO If YES, see attached list.

BUSINESS TYPE: _____

REQUEST:

TYPE of RELIEF REQUESTED:

TYPE of PERMISSION REQUESTED:

OTHER PERTINENT PROPERTY DETAILS:

PLANS or DRAWINGS ATTACHED: YES NO

Town of Cheswold
Board of Adjustments

ADMINISTRATIVE REVIEW DECISION

To be completed by Town Clerk:

DATE of VARIANCE REQUEST MEETING: _____ TIME of MEETING: _____

MEETING HELD AT: _____

BOA MEMBERS in ATTENDANCE:

	YES	NO
FRED TOWNSEND, ESQUIRE – TOWN ATTORNEY	<input type="checkbox"/>	<input type="checkbox"/>
THOMAS WILKES, P.E. – TOWN ENGINEER	<input type="checkbox"/>	<input type="checkbox"/>
MRS. JEANNETTE WILLIAMS – TOWN MAYOR	<input type="checkbox"/>	<input type="checkbox"/>
QUROM PRESENT	<input type="checkbox"/>	<input type="checkbox"/>

IF NO, THEN MEETING MUST be CANCELLED AND RE-SCHEDULED. NEW MEETING DATE: _____

APPLICANT INFORMED IN-PERSON SIGNATURE: _____

Applicant's Signature

FOR USE by BOARD of ADJUSTMENT MEMBERS

Does Administrative Review Request meet the following criteria:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Does the Land Use Ordinance support the decision made by the Administrator? | <input type="checkbox"/> | <input type="checkbox"/> |

2. If NO, please explain.

- | | | |
|---|--------------------------|--------------------------|
| 3. Can relief be provided to the applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4. If YES or NO, please explain.

5. What is the decision of the Board?

Town of Cheswold
Board of Adjustments

ADMINISTRATIVE REVIEW DECISION

BOARD of ADJUSTMENT DECISION:

	APPROVED:	DENIED:
Town Attorney Fred Townsend	<input type="checkbox"/>	<input type="checkbox"/>
Town Engineer Tom Wilkes	<input type="checkbox"/>	<input type="checkbox"/>
Town Mayor Jeannette Williams	<input type="checkbox"/>	<input type="checkbox"/>

SIGNED: _____

DATE: _____

APPLICATION NOTIFICATION

DATE APPLICANT NOTIFIED: _____

NOTIFIED BY: REGISTERED/CERTIFIED MAIL

IN-PERSON

APPLICANT SIGNATURE: _____

FOR USE BY TOWN CLERK

Applicant Appealed to Superior Court:

Board of Adjustment Members Notified:

Date: _____
(Receipt of Notification of Appeal)

Date: _____

ADDITIONAL NOTES:
