



Town of Cheswold
Board of Adjustment
GENERAL INFORMATION

1. **Administrative Review requests must be submitted in writing to the Cheswold Town Council within 30 days after receiving written notice of a decision of the Land Use Administrator.**
2. **Requests to the Town Council must be delivered in-person or by registered/certified mail.**
3. **The burden of proof for presenting the information needed by the Board of Adjustment to make a determination is the responsibility of the applicant.**
4. **Appeals, stay all proceedings in furtherance of the action appealed from, unless the Administrator certifies to the Board of Adjustment that a stay would cause imminent peril to life or property. If such a condition exists, proceedings shall only be stayed by a restraining order granted by the Board of Adjustment or a court having jurisdiction.**
5. **Plans or drawings that support or clarify requests should be attached to the application.**
6. **Any costs incurred for advertisements of public hearings, is the responsibility of the applicant.**
7. **Conditions to approvals of applications may be attached by the Board of Adjustment.**
8. **A sufficiently large sign must be posted on the applicant property, in a visible location.**
9. **Approval of an application by the Board of Adjustment does not supersede or obviate the need for compliance with any other Development Plan Review standards or requirements.**
10. **The duration of an approved application is 12 months from the approval date.**
 - a. **Failure to begin construction in developing the land within 12 months, results in the application being automatically revoked.**
 - b. **The Board of Adjustment may grant only one, (1), six, (6) month extension if the applicant can demonstrate that delays were beyond their personal control.**
11. **The Board of Adjustment will not hear or accept an application requesting the same relief or permission for the same property for a period of 12 months from the date of a resolution taking action on the application.**
12. **Appeals from the Board of Adjustment's decisions shall be made to the Superior Court as provided in Title 22, Sections 328-332 of the *Delaware Code*.**