



**Town of Cheswold  
Board of Adjustments**

**ADMINISTRATIVE REVIEW DESCRIPTION**

This process should only be used as a mechanism for appeals where an error is alleged in any interpretation, order, requirement, decision, or determination by the Land Use Administrator or designee in the administration of the Land Use Ordinance.

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**ADMINISTRATIVE REVIEW APPLICATION**

APPLICANT NAME: \_\_\_\_\_ CONTACT #: (    )    -

APPLICANT ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_ CHESWOLD, DELAWARE 19936

PROPERTY OWNER NAME: \_\_\_\_\_ CONTACT #: (    )    -

OWNER ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS TYPE: \_\_\_\_\_

ORIGINAL REQUEST: \_\_\_\_\_

DATE of ORIGINAL REQUEST: \_\_\_\_\_

RESPONSE to ORIGINAL REQUEST: \_\_\_\_\_

IF DENIED, BY WHOM: \_\_\_\_\_ DATE of DENIAL: \_\_\_\_\_

REASON for DENIAL: \_\_\_\_\_

TYPE of REVIEW REQUESTED: \_\_\_\_\_

PROVIDE ANY ADDITIONAL PERTINENT PROPERTY DETAILS: \_\_\_\_\_

**Town of Cheswold**  
**Board of Adjustments**

**ADMINISTRATIVE REVIEW APPLICATION**

PLANS or DRAWINGS ATTACHED:      YES      NO  
        

**NOTE to APPLICANTS:**

1. You are responsible for providing any other information that may be requested to complete your review.
2. Should your review be eventually forwarded to the Board of Adjustments, you will have the additional responsibilities of:
  - a. Providing any other information requested.
  - b. Any incurred costs for advertisements of public hearings.
3. If you plan to appeal the results of this review to the Cheswold Town Council and to request an Administrative Review by the Board of Adjustment, you must file a written request to them within 30 days after receiving written notice of the decision of the Land Use Administrator.
4. Your written request to the Town Council must be delivered in-person or by registered/certified mail.
5. You have the burden of proof for presenting the information needed by the Board of Adjustment to make a determination.
6. 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.

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**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted to Land Use Administrator: \_\_\_\_\_

ADMINISTRATOR'S DECISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DECISION BASED ON: LAND USE ORDINANCE Article # \_\_\_\_ Section # \_\_\_\_ Paragraph # \_\_\_\_ Various-See Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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**APPLICANT NOTIFICATION**

DATE APPLICANT NOTIFIED: \_\_\_\_\_ NOTIFIED BY: REGISTERED/CERTIFIED MAIL  IN-PERSON

APPLICANT SIGNATURE: \_\_\_\_\_