

TOWN OF HENLOPEN ACRES
APPLICATION FOR ZONING CERTIFICATE
(Long)

OWNER: _____ DATE: _____
TOWN ADDRESS: _____ BLOCK: _____ LOT: _____
MAILING ADDRESS: _____ CITY, STATE, ZIP: _____
TELEPHONE: _____ LOCAL: _____ OTHER: _____
CONTRACTOR: _____ TELEPHONE: _____

PROPERTY INFORMATION (Including proposed construction)

SIZE OF LOT: Square Footage _____ or Front width _____ Depth front to back _____ Back width _____
SETBACKS: Front _____ Left _____ Right _____ Rear _____ Avg Front Setback of 2 adjacent lots each side _____
LOT COVERAGE %: Building area: _____ Driveway, sidewalk, deck/patio/terrace, pool, other accessory structures _____
TOTAL SQUARE FOOTAGE UNDER ROOF: _____
IS PROPERTY IN THE FLOOD ZONE? _____ If yes, what is the base flood elevation _____ (provide FEMA Elevation Certificate)
Is the proposed project a substantial improvement? (Spending 50% or more than the market value of the home) _____
Are you, your architect and builder familiar with the current flood zone regulations? _____

PROPOSED CONSTRUCTION
Piling driving prohibited between Memorial Day and Labor Day

Description of work to be done: _____

List of materials to be used: _____

Initial Cost of Construction: \$ _____

I hereby certify that the proposed plans comply with Henlopen Acres Town Code Chapter 43, Building Construction, and Chapter 130, Zoning, and that I will adhere strictly to the approved plans, specifications, and materials associated with this permit application, unless authorized in writing by the Henlopen Acres Town Manager, and will abide by all Codes and Ordinances of the Town of Henlopen Acres. I further acknowledge that it is the obligation of the applicant and/or their agent to ensure that any work performed under this building permit will comply with all Codes and Ordinances of the Town of Henlopen Acres. I also certify that I will reimburse the Town of Henlopen Acres for the cost of any repairs to the streets, easements and rights-of-way necessitated by damage caused under any building permits issued in relation to this application. The Contractor will clean any debris, mud, or other materials deposited on the streets of the Town that may occur during construction.

Signature of Owner: _____ Date _____

Signature of Contractor: _____ Date _____

APPROVED FOR FURTHER REVIEW BY ENVIRONMENTAL APPROVAL COMMITTEE:

Signature of Town Manager, Zoning/Building/Administrative Official:

_____ Date _____

FEES:

Building Permit \$50.00 (minimum fee)

Construction Costs *: Cost x 3.5% \$ _____

Temporary Structures _____ qty. x \$75.00 each \$ _____

Water Disconnect / Reconnect (Developed Lot) x \$300.00 (\$150.00ea) \$ _____

Water Connection Fee (Undeveloped Lot) x \$500.00 \$ _____

Canopy Tree Surety Bond Inspection x \$250.00 \$ _____

TOTAL COST OF FEES: \$ _____

Paid: _____ Date: _____

*** Prior to issuance of a Henlopen Acres Certificate of Occupancy, a Notarized Affidavit of Final Costs must be submitted, indicating the final total cost of construction. At that point an adjustment of fees will be calculated, utilizing the same method as used for the initial fee.**

****Effective 1/12/2018 the Town passed an Ordinance prohibiting pile driving between Memorial Day and Labor Day.**
Revised 7/1/2025