

PUBLIC WORKS FACILITY
 180 Vickers Drive
 Milford, DE 19963
 www.cityofmilford.com



PLANNING DEPARTMENT
 Planning, Economic Development,
 Enforcement, and Inspections Office
 O 302.424.8396 | F 302.424.3559

Application #

CERTIFICATE OF USE APPLICATION

Please complete the information on this form and submit it along with a detailed plot plan or survey, if available, indicating the location of any existing or proposed structures and parking areas in relation to the property lines. A Certificate of Use is required to obtain a Certificate of Occupancy to operate the business/use.

Property Information	
Tax Parcel #	
Property Address	
Square Footage to be Used	Number of On-Site Parking Spaces
Present Use	Proposed Use (be specific)
Are there any new improvements planned for the proposed use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Renovations <input type="checkbox"/> Sign <input type="checkbox"/> Addition <input type="checkbox"/> New Structure <input type="checkbox"/> Building <input type="checkbox"/> New Pavement/Parking _____ sf	
Property Owner Information	
Name	
Address	
Phone Number	
Applicant Information	
Name	
Business or Trade Name	
Address	
Contact #	Fax #
Email Address	
I certify to the best of my knowledge that the above information is true and accurate.	
Applicants Signature	Date

Office Use Only			
Application #		Date	
Tax Parcel #			
Property Address			
Zoning District	Historic District <input type="checkbox"/> Yes <input type="checkbox"/> No	Present Use	Proposed Use
Non-Conforming Use	If Yes, Is the Non-Conforming Use a Legal Non-Conformity		
Number of Parking Spaces Required		Number of Parking Spaces Provided	
Violations <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe		
Delinquent Taxes <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, amount owed		
Other Outstanding Balances <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, amount owed		
Fee Paid	Receipt #		
<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied			
Authorized Signature		Date	
Conditions <input type="checkbox"/> Obtain State Fire Marshal Approval for the change in building occupancy classification. <input type="checkbox"/> Obtain approval from the DHSS Office of Engineering for change in building occupancy classification. <input type="checkbox"/> Submit a commercial building permit application along with the above State agency approvals to obtain a new Certificate of Occupancy from the Building Official. <input type="checkbox"/> Obtain a sign permit.		Reason for Denial	

Note: This is not a Building Permit or a Certificate of Occupancy. A Certificate of Occupancy can only be issued when all requirements and special conditions have been completed and inspected by the City of Milford. Applicant is advised to contact the Delaware State Fire Marshal's Office for any additional requirements.

I have read the above conditions and understand that the use must comply with any and all applicable regulations of the City of Milford.

Applicant Signature

Date