

Residential Entrance Permit

(Checklist)

- Application Form** (Filled out in full.)
- Verification of Property Ownership** (i.e. current settlement sheet or deed, letter from municipality, zoning and tax map verification form, Kent County Pride print out, Tax bill, etc. **Verification must have current owner of record, tax identification number, and lot numbers if applicable.**)
 - **Zoning and Tax Map Verification Form** (showing current owner of record, tax identification number, lot number if applicable. [Can be obtained at Kent County-Inspections & Enforcement Section at 555 Bay Road, Dover](#))
 - **Letter from municipality** (showing current owner of record, tax identification number, and lot number if applicable.)
 - **Settlement sheet** (showing current owner of record, address, tax identification number, lot number if applicable, signed and dated by both parties.)
 - **Deed** (showing current owner of record, tax identification number, lot number if applicable, proper seals and signatures.)
 - **Kent County Pride** (Printed property ownership. If subdivided must show lot number)
 - **Tax bill** (showing current owner of record, tax identification number, and lot number if applicable.)

If property has been subdivided it will receive a new tax identification number which will be different then noted on deed, settlement sheet, Kent county Pride, etc.

- Power of Attorney:** This is required if someone other than the property owner is picking up a construction/safety permit. This form must be notarized and adhere to the DeIDOT standard form.
- Letter of Intent:** A letter of intent must be submitted. Please state what you are intending to do... i.e. if you are requesting to relocate your entrance, place a second entrance, widen your existing entrance, install a ditch enclosure, conditional use, etc.
- Recorded Record/Plot Plan**—You must acquire a copy of the recorded plot plan. (This is land that has been divided into five (5) or fewer residential lots.) The recorded plot plan must have Plot, Page, Date and Time Recorded, and signed by the Recorder of Deeds (See sample below.)

This can be obtained at Kent County Levy Court Administrative Complex Building, Recorder of Deeds Office.

Address: 555 Bay Road, Dover.
Phone No. (302) 744-2314
Hours: 8 a.m. to 5 p.m.

PLOT BOOK _____ PAGE _____ SIZE _____
RECEIVED FOR RECORD _____, A.D. _____ TIME _____ (Betty Lou McKenna) RECORDER OF DEEDS

- How to identify the existing and or proposed entrance: ALL PROPERTIES SHALL BE STAKED.**

Place two wooden stakes at the entrance. The stakes shall be visible 24 inches to 36 inches above the ground. The stakes shall be placed 24 feet apart, and as close to the roadside property line as possible, while being clearly visible from the road. The stakes shall not be set closer than five feet from the edge of pavement. If stakes are not placed, a permit will not be issued.

 - A. Tie ribbons or apply yellow paint to the top of stakes to make them clearly visible.
 - B. Write the property owner's last name on each stake.
 - C. No driveway/entrance shall be located within five feet of a neighboring property line.
 - D. The stakes shall not be set closer than five (5) feet from the edge of pavement.
 - E. Write the last name of property owner on each stake.

If stakes are not placed, a permit will not be issued.