

# Sussex County Rental Program (SCRIP) Application

## Sussex County, Delaware

Sussex County Planning & Zoning Department  
2 The Circle (P.O. Box 417) Georgetown, DE 19947

 302-855-7878

 [pandz@sussexcountyde.gov](mailto:pandz@sussexcountyde.gov)

**A Pre-Application Meeting, with representatives of the Planning and Zoning Department and the Community Development and Housing Department, is required prior to Application Submittal.**

**Pre-Application Meeting Date:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_ **Size of Parcel(s):** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Land Use Classification:** \_\_\_\_\_

**Water Provider:** \_\_\_\_\_ **Sewer Provider:** \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Developer Information**

Owner Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_



**Property Management Information**

Property Management Contact Name: \_\_\_\_\_

Property Management Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Agent/Attorney/Engineer Information**

Agent/Attorney/Engineer Name: \_\_\_\_\_

Agent/Attorney/Engineer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Check List for Sussex County Rental Program (SCRP) Applications

The following shall be submitted with the application

- Completed Application**
- Provide two (2) copies of the Site Plan of the property**
  - Site Plan shall show the location of existing or proposed building(s), building setbacks, parking area, proposed entrance location, etc.
  - Site Plan shall also include a drawing showing the parcel(s) proximity to a Principal Arterial, Minor Arterial, or Major Collector Road, the rental rates of Sussex County Rental Program Units (SCRP Units), a breakdown of the Total Number of Units in the project according to the number of bedrooms and rental type (SCRP Unit or Market Rate), and the location of each SCR unit within the development.
  - Provide a PDF of Plans (may be e-mailed to a staff member)
  - Deed or Legal description
- Developer Agreement & Marketing Narrative (must be submitted prior to Final Approval)**
- Provide relevant Application Fee (please refer to fees effective July 1, 2022)**
- Prior to Final Site Plan Approval, the Applicant must meet with the Sussex County Community Development Department and receive a letter certifying that the project meets the requirements of the Sussex County Rental Program (SCRP).**
- Optional - Additional information for the Commission/Council to consider** (ex. architectural elevations, photos, exhibit books, etc.). If provided submit 8 copies and they shall be submitted a minimum of ten (10) days prior to the Planning Commission meeting.

The undersigned hereby certifies that the forms, exhibits, and statements contained in any papers or plans submitted as a part of this application are true and correct. The undersigned acknowledges that that he or she has read the application completely and that if the applicant does not comply with the requirements of the SCR Program or the project is not ultimately feasible within these requirements, the project will lose all incentives of the SCR Program and must reapply through the applicable standard approval procedure(s).

I also certify that I or an agent on my behalf shall attend all public hearing before the Planning and Zoning Commission and the Sussex County Council and any other hearing necessary for this application and that I will answer any questions to the best of my ability to respond to the present and future needs, the health, safety, morals, convenience, order, prosperity, and general welfare of the inhabitants of Sussex County, Delaware.

**Signature of Applicant/Agent/Attorney**

\_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Owner**

\_\_\_\_\_

Date: \_\_\_\_\_

For office use only:

Date Submitted: \_\_\_\_\_

Fee Submitted (Y/N): \_\_\_\_ Check #: \_\_\_\_\_

Staff accepting application: \_\_\_\_\_

Application & Case #: \_\_\_\_\_

Location of property: \_\_\_\_\_

---