NEW CASTLE COUNTY

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDELU.ORG

Use Permit Requirements
Public Interest and Special Events

REV. 06/11/2013

Public Interests may include, but are not limited to, outdoor gatherings, auctions, art sales, flower/plant and holiday tree sales, bake sales, and sales of similar items for the benefit of the community, or community, service or non-profit organization.

Special Events may include, but are not limited to, outdoor concerts, auctions, carnivals, circuses, outdoor religious meetings, and social entertainment at commercial properties.

Non-profit and/or charitable organizations must follow the guidelines outlined below, however they are not required to obtain a permit. Such organizations are only required to complete and submit a Public Interest and Special Event Non-Profit/Charitable Organization Information Sheet in advance of the event. Please review the information sheet for details.

The following requirements concern public interest and special events as defined in the New Castle County Unified Development Code:

- Activity is limited to no more that six (6) times per year, and each event shall last no longer than fourteen (14) days. In the EX district, the use is only permitted in areas approved for recreation, high intensity uses.
- No display, sales or parking is permitted in any street right-of-way, nor shall it obstruct parking or vehicular traffic.
- All display areas and temporary structures shall comply with the minimum required yard setbacks for the zoning district in which the public interest/special event is being proposed and may not displace required parking for the primary use of the property.

Non-profit and/or charitable organizations shall submit this form in advance of the event. This sheet may be mailed to New Castle County, Department of Land Use, 87 Reads Way, New Castle, DE 19720, faxed to 302-395-5587 or emailed to permits@nccde.org.

New Castle County park land must be reserved through NCC Community Services – 302-395-5600 / www.nccde.org/parks.

JOB LOCATION

Tax Parcel Number (10-15 digits) _____

No. _____ Street _____ Zoning _____

Description of Property _____

IDENTIFICATION

Applicant Name _____ Day Phone # (_____) - _____ - _____

Street _____ City _____ State _____ Zip _____

I, the undersigned, am the primary contact for the non-profit &/or charitable organization for this event.

Applicant Signature _____ E-mail _____

Property Owner Name _____ Day Phone # (_____) - _____ - _____

Street _____ City _____ State _____ Zip _____

I, the undersigned, give permission to the above named applicant to use this property for the purpose indicated below.

Owner Signature _____ Date _____ / _____ / _____

Type of Event – _____

Hours of Operation – _____

Dates of Operation – From ____ /____ /____ to ____ /____ /____ (Maximum of 14 days)

OFFICE USE ONLY