



Kent County
Department of Planning Services
Division of Planning

SARAH E. KEIFER, AICP
Director of Planning Services

MARY ELLEN GRAY, AICP
Division Head

Phone: 302/744-2471
FAX: 302/736-2128

WAITING LIST REFERRAL FORM

Fill out and return to the Department as soon as possible. Please print.

Date: _____

Applicant Name: _____

Name(s) on Deed: _____

Address: _____

Town limits or housing development: _____

Phone No: () _____ Cell Phone/emergency No. () _____

Type of Home: Site built

Modular/Manufactured

Own lot Rent lot

Age of Home: _____

Is the home insured? Yes No

Do you owe any County Taxes?

Yes No

***Current county code prohibits any building permits to be issued for a property with unpaid county taxes. Therefore, the department will be unable to perform any work on your home until taxes are paid in full*

Number of people in household: _____

Total gross household income from all sources per year \$ _____

Repairs needed. Please check all applicable boxes.

- Windows Bathroom Doors Electrical Water/Sewer Hookup
 Siding Kitchen Floors Heat Handicap Accessibility
 Roof Living Room Other

Disclosure Statement **If any of the above contact information changes, you are responsible for calling Kent County Housing & Community Development to update your record. If we are unable to contact you when your name comes up, we will not guarantee your spot on the waiting list.