



Public Works & Land Use Development Committee

Meeting

February 12th, 2026 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734

3:00 pm Public Works & Land Use Development Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation
- IV. Adoption of Agenda.
- V. Approval/ Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from July 11th, 2025.
 - b. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from August 13th, 2025.
 - c. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from September 19th, 2025.
 - d. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from October 22nd, 2025.
 - e. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from November 21st, 2025.
- VI. **ACTION ITEM:** Continued discussion and review of lighting improvements throughout Town.
- VII. **ACTION ITEM:** Discussion and Review of Smaller Park revamp plan.
- VIII. **ACTION ITEM:** Discussion and Review of PW facility RFP proposals received with scoring.
- IX. **ACTION ITEM:** Discussion and Review of TVI Sidewalk Prioritization.
- X. **ACTION ITEM:** Discussion and Review of Upgrades to the Side Lot of Town Hall.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.



Public Works & Land Use Development Committee

Meeting

**February 12th, 2026 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

- XI. **ACTION ITEM:** Discussion and Review of Downtown Development Districts Program.
- XII. Ongoing Business Updates.
- XIII. Discussion of future agenda items.
- XIV. Discussion regarding next meeting dates.
- XV. Adjournment.

Kelsey Gallagher

From: Sean Waterland <waterland131@gmail.com>
Sent: Tuesday, January 20, 2026 9:51 AM
To: Julie Goodyear
Subject: Re: Question

This message originated from outside the organization

Wonderful!!! Thank you for your quick response. Yes I will try to catch the meeting to discuss street light location. In the mean time I feel at least another 2 additional lights would be amazing. The current one is perfect and I would suggest one mid way down road and third at the end of the road.

Thank you for your help with this matter

Sean Waterland
East Coast Aviation LLC.
642 Cannery Lane
Townsend DE,19734
C.302-650-9889
O.302-223-8199
www.Eastcoastaviation.net



On Jan 20, 2026, at 9:43 AM, Julie Goodyear <jgoodyear@townsend.delaware.gov> wrote:

Good Morning Sean,

Thanks for reaching out, I hope you had a great Holiday season!

Cannery Lane is on the Town's list for snow plowing and salt. We have only had one event for plowing this season but have salted twice. I checked in with our PW supervisor who administers the salt, and he confirms Cannery is on the list. Please check in the coming weeks when we have a snow event to let me know if you dont see any salting on Cannery Lane and I will address it with Rick.

You are correct, there is only 1 light at this time on Cannery Lane. Do you believe there are other areas on the road that would benefit with additional lighting? Currently, the Public Works and Land Use Committee is reviewing options throughout Town to install additional lighting with grant funds we received.

Cannery Lane was not initially on the list of locations to consider but I would encourage you to either send in your thoughts or attend a meeting if you can to speak with the committee directly.

If you have any questions, please feel free to give me a call at 302-378-8082.

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

"How beautiful a day can be when kindness touches it"

- George Elliston

<Outlook-Descriptio>

P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.Townsend.Delaware.Gov

Confidentiality Notice: The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure and is intended only for the use of the designated recipient(s). It is not intended for transmission to, or receipt by, any unauthorized person. The use, distribution, transmittal or re-transmittal by an unintended recipient of this communication is strictly prohibited without express approval in writing or by e-mail. If you are not the intended recipient of this e-mail, please delete it from your system without copying it and notify the above sender so that the e-mail address may be corrected.

From: Sean Waterland <waterland131@gmail.com>
Sent: Tuesday, January 20, 2026 8:59 AM
To: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: Question

This message originated from outside the organization

Good morning Julie

i wanted to make sure that Cannery lane was on the Towns radar for snow/ salt removal. As of the last storms we have noticed that the road has not been touched. I also have an additional question regarding street lights on cannery lane? We only have one light on cannery lane and as the road does not have an exit for through traffic nor a sign.

Please advise

Thank you

Sean Waterland
East Coast Aviation LLC.
642 Cannery Lane
Townsend DE,19734
C.302-650-9889
O.302-223-8199

www.Eastcoastaviation.net





Number One in Split Rail Fence

Serving PA, NJ, DE MD
 Top Quality, Best Prices.
 Compare and Save!
 302-365-8736

Mon - Fri 8:00am - 4:00pm
 Sat 8:00am - 12:00pm
 dan@splitrailstore.com



Customer Name
 Address
 City, State, Zip
 Phone
 Estimate Date

Richard Boyer	
141 Main St	
Townsend, DE 19734	
302-378-8082	dan@splitrailstore.com
1/15/26	

SCOPE OF WORK: Supply the following - no wire.

			Price	Quantity	Total	
Rails	11' rails	Natural.....	\$ 16.85		\$ -	
		Pressure treated.....	\$ 13.50	201	\$ 2,713.50	
		Pressure treated.....	\$ 10.25		\$ -	
Posts	2 hole posts	Pressure Treated Line Posts.....	\$ 13.75		\$ -	
		Pressure Treated End Posts.....	\$ 14.75		\$ -	
		Pressure Treated Corner Posts.....	\$ 14.75		\$ -	
		Locust Line Posts.....	\$ 39.65		\$ -	
		Locust End Posts.....	\$ 41.15		\$ -	
		Locust Corner Posts.....	\$ 42.55		\$ -	
7 to 12 Year Lifespan	3 hole posts	Pressure Treated Line Posts.....	\$ 15.75	68	\$ 929.25	
		Pressure Treated End Posts.....	\$ 16.75	4	\$ 67.00	
		Pressure Treated Corner Posts.....	\$ 16.75	7	\$ 117.25	
12 to 17 Year Lifespan		Southern Yellow Pine Line Posts.....	\$ 20.00		\$ -	
		Southern Yellow Pine End Posts.....	\$ 21.00		\$ -	
		Southern Yellow Pine Corner Posts.....	\$ 22.00		\$ -	
20+ Year Lifespan		Locust Line Posts.....	\$ 39.00		\$ -	
		Locust End Posts.....	\$ 41.00		\$ -	
		Locust Corner Posts.....	\$ 41.10		\$ -	
Welded Wire	Weilded Wire 4'x100' (2"x4"grid) Black or Green.....		\$ 150.00		\$ -	
		Weilded Wire Pool Code 4'x100' (1 1/2"x4"grid).....	\$ 195.00		\$ -	
		U-Nails 2# box.....	\$ 10.50		\$ -	
		Concrete.....	\$ 7.50		\$ -	
		Heavy Duty Ground Stakes.....	\$ 2.50		\$ -	
Gatec & Hardware	3'.....		\$ 140.00		\$ -	
		42".....	\$ 146.00		\$ -	
		4'.....	\$ 146.00		\$ -	
		6'.....	\$ 152.00	2	\$ 304.00	
		8'.....	\$ 160.00		\$ -	
		Gravity Latch.....	\$ 7.85	1	\$ 7.85	
		Loop Latch.....	\$ 18.00		\$ -	
		Magna Latch.....	\$ 69.90		\$ -	
		Hinges - Flat Black.....	\$ 18.00	2	\$ 36.00	
		Hinges - Flat Black Auto Close.....	\$ 35.50		\$ -	
		Hinges - Hook & Eye.....	\$ 18.00		\$ -	
		Drop Rod.....	\$ 18.20	1	\$ 18.20	
		Springs.....	\$ 17.50		\$ -	
		Installation				N/A
		Delivery				\$ 220.00
Materialc				\$ 4,193.05		
Total by Check/Debit				\$ 4,413.05		
Total by Credit Card				\$ 4,545.44		
Total by Cash				\$ 4,280.65		

TERMS: Material deposit due at time of scheduling, balance due on completion. Late payment of \$50 applied after 7 days, and every week thereafter. We accept all major credit cards (3%), checks, and cash payments. Bounced check fee of \$35. Customer agrees to pay any and all collection fees if not paid on time, including but not limited to legal fees, court costs and bank fees. All returns and exchanges of everyday stock items must be within 30 days of the purchase date, receipt is required. Special order items are non returnable and non refundable. For regular stock items there may be a restocking fee.

Owner responsible for abiding by any HOA bylaws, submitting required permit applications to their township, and marking any underground utilities not covered by Miss Utility. Surveying of property by owner is suggested prior to fence installation if boundaries are in question. We are not responsible for property line location. Owner must be on-site at the start of installation to review the layout with the crew. Any fencing that needs to be moved will be at the owner's expense. Extra dirt removal \$180.00. Prices subject to change modifications are warranted or causes beyond our control.

Customer Acceptance - Sign and Return

Acceptance Date

1/15/2026

801 S Dupont Hwy Bldg C New Castle, DE 19720



Sales Order Total: \$5,392.11
Sales Order Date: 01/19/2026
Target Date: 02/02/2026

ADDITIONAL INFO

Pick up or Delivery 1H 2 Will Pick up when the product is Ready

BILL TO: 141 Main St, Townsend, DE 19734, USA

SHIP TO: 141 Main St, Townsend, DE 19734, USA

SALES REP:
 Eric Cox

ASSIGNED TO:
 Richard Boyer

ATTACHMENTS:
 No attachments to display

Qty	Item Name	Item Description	Rate	Amount
201	SRPT11R	1" Pine Rail - Split Rail - Treated	\$18.31	\$3,680.31
50	SRPT0703HE	7" 3 Hole Treated LINE POST - Split Rail - Treated	\$20.88	\$1,044.50
7	SRPT0703HC	7" 3 Hole Treated CORNER POST - Split Rail - Treated	\$22.02	\$154.14
4	SRPT0703HE	7" 3 Hole Treated END POST - Split Rail - Treated	\$21.61	\$86.44
2	SRSBP0703HG	7" 3 Hole Treated Jumbo Gate END POST - Split Rail or Slip Board	\$31.21	\$62.42
1	SBOGC3B10W	4' H x 10' W 3/4 Core Evolution White Cedar Double Gate - 3 Board - CedarTech Gateways	\$299.46	\$299.46
1	NW38340Q	Black Heavy Duty Floating Gravity Latch - Wood Gate	\$15.97	\$15.97
1	NW38305-24Q	Black 24" Heavy Duty Drop Rod - Wood Gate	\$15.63	\$15.63
2	NW38443Q	Black 9" Contemporary Butterfly Hinge Set (Pair) - Wood Gate	\$16.62	\$33.24

PAYMENT SCHEDULE			
	Projected Invoice Date	Projected Due Date	
On Approval	02/05/2026	02/05/2026	\$5,392.11
			Total: \$5,392.11
		Subtotal:	\$5,392.11
		Shipping & Handling:	\$0.00
		Tax (DE - 0%):	\$0.00
		Total:	\$5,392.11

Pole Buildings Unlimited, Inc.

575 North DuPont Highway

Dover, DE 19901

To Whom It May Concern:

We are writing to express our interest in constructing the Townsend Public Works Facility at 646 Wiggins Mill Road. Pole Buildings Unlimited, Inc., has become an emerging local leader in post-frame construction in our thirteen years of business, and has undertaken hundreds of commercial, residential, and agricultural building projects in that time. We believe that our expertise is well suited to provide the town with the public works facility that it envisions.

Should we be awarded this bid, your primary contacts will be Ladonna Palmer and Harvey King. Ladonna is our office project manager, and Harvey is our site project manager.

Thank you for your consideration. We look forward to working with you.

Sincerely,

Gary Sensenig

A handwritten signature in cursive script that reads "Gary Sensenig". The signature is written in dark ink and is positioned to the right of the typed name "Gary Sensenig".

C.E.O.

Pole Buildings Unlimited
Owner: Gary Sensenig
575 N Dupont Hwy.
Dover DE 19901



DE License: 2014601322
 MHIC: 115446
 MHBR: 8852
 Phone: 302-399-4420

Salesperson: Madison Meloni

Quote Date: 1/29/26

Customer Name: Town of Townsend Public Works Facility

Customer Address: 141 Main Street, Townsend, DE 19734

Project Address: 646 Wiggins Mill Road, Townsend, DE

Email: jgoodyear@townsend.delaware.gov (Julie) | rboyer@townsend.delaware.gov (Rick)

Phone Number: 302-378-8082 (Julie) | 302-378-8082 (Rick)

Project Outline
- Prevailing Wage Included -

Seller to provide building labor and material for the completion of a **30x90x16** commercial post-frame building

I. Posts:	3-Ply 2x6 glue-lam, spaced 8' on center Gable posts extend to roof metal 50-year limited warranty
II. Truss Carriers:	#1 Southern yellow pine 2x12 and/or LVL truss carriers attached to each side of posts with 3" nails and 4½" flatlock lag screws
III. Skirt Board:	2x8 treated .14 ground contact with corrosion barrier between base trim and treated lumber - Skirt board attached to post with 3" galvanized nails
IV. Roof Purlins:	European lumber and/or #2 SPF lumber 2x4s spaced on 2' centers, attached to trusses with 3" nails

V.	Side Girts:	European lumber and/or #2 SPF lumber 2x4s spaced on 2' centers, attached to posts with 3" nails
VI.	Trusses:	Engineered southern yellow pine, spaced on <u>4' centers</u> , 4/12 pitch Common Trusses <ul style="list-style-type: none"> - <i>If drywall to be installed, trusses must be upgraded to 2' centers</i>
VII.	Awning	6x3 finished awning with shed roof, metal liner ceiling, and headers wrapped in metal <ul style="list-style-type: none"> - <i>No supporting or decorative brackets included</i>
VIII.	Hurricane Clips:	Supplied and installed per building code requirements
IX.	Roofing:	29 Ga. Painting grade #1 Galvalume© Steel, 40 yr. Warranty
X.	Siding:	29 Ga. Painting grade #1 Galvalume© Steel, 40 yr. Warranty
XI.	Ridge vents:	Ridge vent to be supplied and installed for ventilation
XII.	Overhang:	1' overhang on eave and gable walls <ul style="list-style-type: none"> - <i>Vented steel soffit</i>
XIII.	Footers:	Footers backfilled with 3500 psi wet pour concrete
XIV.	Dripstop	Dripstop™ condensation barrier under steel roof of building <ul style="list-style-type: none"> - <i>A self-adhesive, felt-like condensation control membrane applied to the underside of uninsulated metal roofs</i> - <i>Absorbs moisture when temperatures hit the dew point, releasing it as normal humidity when conditions improve</i> - <i>Prevents drips, protecting contents, reducing noise</i>
XV.	PermaPro	PermaPro house wrap on all exterior walls <ul style="list-style-type: none"> - <i>Woven polypropylene, microperforated fabric</i> - <i>11 US perm rating</i> - <i>Semi-translucent and lightweight for easy installation</i> - <i>Up to 6 months of UV protection</i> - <i>Increased durability with higher tensile and tear strength</i>
XVI.	Windows:	One (1) 3x4 WINCORE window Limited Lifetime Warranty <ul style="list-style-type: none"> • <i>Double Hung</i>

	<ul style="list-style-type: none"> • <i>Dual pane Low E glass filled with Argon gas to maximize energy efficiency</i> • <i>Welded vinyl frames and sashes</i> • <i>Sloped sills to prevent water pooling during inclement weather</i> • <i>Coil spring balance system</i> • <i>Full window screen</i> • <i>No grids</i> • <i>White interior/white exterior</i>
XVII. Personal Doors:	<p>Two (2) 3070 solid steel doors</p> <ul style="list-style-type: none"> - <i>No panic hardware or push bars included</i>
XVIII. Overhead Doors:	<p>Three (3) 10' wide x 12' tall and two (2) 12' wide x 14' tall overhead doors</p> <ul style="list-style-type: none"> - <i>2000 series (commercial)</i> - <i>Model 2033</i> - <i>Steel-back</i> - <i>Insulated</i> - <i>Solid – no glass</i> - <i>V-groove panels</i> - <i>Three (3) high-lift tracks for 12' tall doors (to bring track to the ceiling)</i> <ul style="list-style-type: none"> ○ <i>Overhead doors must be 2' below ceiling in order for track to run to ceiling without use of high-lift track.</i> - <i>Five (5) LiftMaster LJ8900W Light-Duty Commercial Jackshaft Operator w/Built-In Wi-Fi</i>
XIX. Gutters:	<p>6" seamless gutters and downspouts, gutters to be installed underneath drip edge with stainless steel hangers spaced 2' on center and stainless-steel screws</p> <ul style="list-style-type: none"> - <i>Downspouts installed with painted stainless-steel screws</i>
XX. Excavation:	<p>Excavation is limited to the removal of 6" of topsoil and to no minimum amount or removal. The appropriate amount of topsoil removal is to be determined by the contractor. Excavation is limited to the footprint of the building. If a site is found to be more than 15" out of level, or large rock formations are present, additional charges may apply. Excess dirt (fill or topsoil) will not be removed by PBU. The customer is responsible to dispose of remaining soil. Silt fence and/or final grading, if required, will be performed upon signed change order.</p>

XXI. Sub-Base	Sub-base (fill dirt and/or stone), if requested, to be invoiced separately. Not included in current pricing. _____
XXII. Concrete:	4000Psi fiber reinforced concrete with saw-cut expansion joints and 6mil vapor barrier <i>a. 30x90 concrete floor 6" thick</i> <i>b. 5' sidewalk around perimeter of building 6" thick</i>
XXIII. Rebar	Rebar installed in 30x90 slab
XXIV. Under-Slab Insulation	2" foam board under-slab insulation to be installed 4' around perimeter of 30x90 (required for conditioned spaces)
XXV. Electric	Set telephone pole to span area power lines from out at the road, to the building location Run aerial wire on poles Set 20AMP service on last pole next to the building for future uses and accessibility of power panel outdoor Electrician will dig in power line from pole over to the new building Install 100AMP panel in the pole building with bare minimum for code (1) 8' LED strip light with (1) light switch (1) GFI next to the panel Electrical inspection included Electrician will perform its own digging Prevailing wage included EXCLUSIONS: Bid Bond Liquidating damages
XXVI. Plumbing	Scope of Work is as Follows: Furnish all material and labor necessary for the following: (Prevailing wage included) <ol style="list-style-type: none"> 1. <i>Supply and install under-slab drainage for future bathroom and mop sink per code (Stubbed 5' outside of building)</i> 2. <i>Supply and install sleeve for future water service</i> 3. <i>Supply and install water line for future eyewash</i> 4. <i>Includes plumbing permit</i> 5. <i>Backfill and tamp disturbed area</i> Scope of Work does not include the following: <ol style="list-style-type: none"> 1. <i>Does not include installing sewer and water to street</i> 2. <i>Does not include any above slab plumbing rough</i>

		3. Does not include any plumbing finish
XXVII.	Interior Framing	No interior framing included (including no interior framing around bathroom rough-ins, unless requested)
XXVIII.	Drawings:	Engineer-stamped sealed drawings provided by PBU for permitting <ul style="list-style-type: none"> - Does not include As-Built Drawings (see "options" below) - Does not include MEP schedule
XXIX.	Survey	Site survey to be completed by Town of Townsend
XXX.	Geotechnical Survey	Geotechnical survey not included (see "options" below)
XXXI.	As-Built Drawings	As-Built Drawings not included (see "options" below)
XXII.	Final Grading	Final grading (seed and straw) to be completed by PBU 4' around perimeter of building
XXIII.	Town Permit	Town permit to be pulled by the Town of Townsend
XXIV.	Fire Marshal Permits	Fire marshal permits (building and site), if required, to be pulled by PBU. Cost of permits to be invoiced separately. _____
XXV.	County Permit	County permit, if required, to be pulled by PBU. Cost of permit to be invoiced separately. _____
XXVI.	Bonds	Performance and payment bonds not included
XXVII.	Debris Removal:	Any leftover debris/material will be disposed of by Pole Buildings Unlimited INC upon completion of project

**All building details and costs depend on code examination and permit approval. Any required alterations may result in extra expenses for the purchaser. Offer remains valid for 15 days. **

PURCHASE PRICE: \$166,130.00

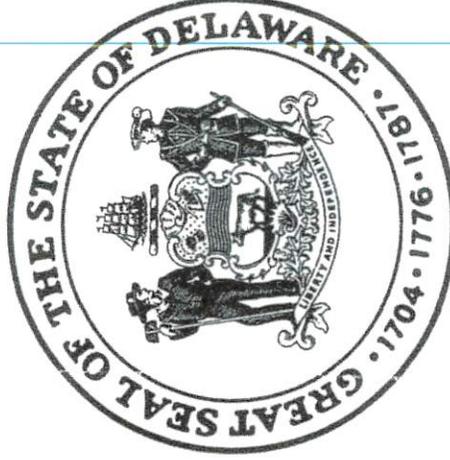
Optional Additions:

As-Built Drawings	\$4,000
Geotechnical Survey	\$5,000

STATE OF DELAWARE

Department of Finance
Division of Revenue

ACTIVE BUSINESS LICENSE
2014601322



2026

EFFECTIVE
01/01/2024 - 12/31/2026

ISSUED TO
POLE BUILDINGS UNLIMITED INC
1664 MORGANS CHOICE RD
CAMDEN WYO DE 19934-3531

LOCATION
POLE BUILDINGS UNLIMITED INC
1664 MORGANS CHOICE RD
CAMDEN WYOMING, DE 19934-3531

TRADE, BUSINESS, OR
PROFESSIONAL ACTIVITY
RESIDENT CONTRACTOR

Is hereby licensed to practice, conduct, or engage in the occupation or business activity indicated above in accordance with the license application duly filed pursuant to Title 30, Delaware Code.

ISSUED: 12/09/2023
FEE PAID: \$225.00

POST CONSPICUOUSLY - NOT TRANSFERABLE



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
		Pole Buildings Unlimited INC	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6	City, state, and ZIP code	
	1664 Morgans Choice Road Camden, DE 19934		
7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
4	6		4	9	5	0	4	7	5

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 4/7/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

POLE BUILDINGS UNLIMITED REFERENCES

1. Tidemark Construction

117 E. Reed Street

Dover, DE 19904

Phone: 302-359-4646

Email: cameron@tidemarkde.com

Contact: Cameron Llewellyn

2. Carl Deputy & Son Builders

933 Tomahawk Lane

Felton, DE 19943

Phone: 302-240-3505

Email: cdeputy@deputybuilders.com

Contact: Carl Deputy

3. Garrison Homes

19413 Jingle Shell Way #5

Lewes, DE 19958

Phone: 302-567-6699

Email: jeffgarrison@mygarrisonhomes.com

Contact: Jeff Garrison



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Hilb Group of Maryland 3601 MacCorkle Ave, Ste 50 Charleston WV 25304		CONTACT NAME: Wanda Long PHONE (A/C, No. Ext): E-MAIL ADDRESS: wlong@hilbgroup.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Midvale Indemnity Co	NAIC # 27138M
		INSURER B: NGM Insurance Company	14788
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 25-26 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	CP00082729	11/16/2025	11/16/2026	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 19 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA00030533	11/16/2025	11/16/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$ 1,000,000
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							POLAC	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Bond			62511320	01/01/2025	01/01/2026	Bond Limit	\$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Salisbury is included as additional insured with regard to the general liability policy as per written contract.

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CONTRACTORS EXTENSION ENDORSEMENT (LIABILITY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

A. Additional Insureds

Each of the following is added to Section II – Who Is An Insured of the Commercial General Liability Coverage Form attached to this policy, but only as specifically described by the following:

1. Owners, Lessees, or Contractors

Any person or organization for whom you are performing operations is also an additional insured, when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be included as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" caused in whole or part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

In the performance of your ongoing operations for the additional insured at the location designated and described in the written contract or agreement.

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

2. Managers or Lessors of Premises

Any manager or lessor of premises to whom you are obligated by virtue of a written "Insured Contract" to provide insurance such as is afforded by this policy, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

This insurance does not apply to:

- a. Any "occurrence" that takes place after you cease to be a tenant in the premises; or
- b. Structural alterations, new construction or demolition operations performed by or for such additional insured.

3. Mortgagee, Assignee or Receiver

Any person or organization as mortgagee, assignee or receiver, but only with respect to liability as mortgagee, assignee or receiver and arising out of the ownership, maintenance or use of the premises by you.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

4. State or Political Subdivision – Permits

Any state or political subdivision to whom you are obligated to provide insurance such as is afforded by this policy, subject to the following provisions:

- a. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- b. This insurance does not apply to:
 - (1) "Bodily injury", "property damage", "personal and advertising injury" arising out of operations performed for the state or municipality; or

- (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

The additional insured status provided for under Paragraph of this endorsement shall not increase the applicable limits of insurance.

B. Waiver of Transfer of Rights of Recovery Against Others To Us

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** as contained in **Section IV – Commercial General Liability Conditions** of the Commercial General Liability Coverage Form attached to this policy:

We waive any right of recovery against any person(s) or organization(s) as required by written contract or written agreement because of payments we make under this Coverage Part, provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss.

C. Artisans Legal Liability

The coverage and limits provided under the Commercial General Liability Coverage Form is extended to include those professional services employed by you in connection with your operations in your capacity as a construction contractor.

This includes:

1. Construction means, methods, techniques, sequences and procedures;
2. Misinterpretation or wrongful application of designs, specification, drawings, surveys, maps, reports, opinions or change orders; and
3. Incidental systems or product amendment that is necessary for installation, service or completion of work performed by you. All applicable exclusions, conditions and definitions contained in the Commercial General Liability Coverage Form shall apply to this coverage.

Worker's Compensation and Employer's Liability Policy
National Liability & Fire Insurance Company - A Stock Co.
Policy Number A9WC616712
Renewal of A9WC537168
NCCI No. [19054]

Policy Information Page

<p>[1] Named Insured and Mailing Address Pole Buildings Unlimited, Inc. 1664 Morgans Choice Rd Camden Wyoming, DE 19934-3531</p>	<p>Agency APPALACHIAN INSURANCE SERVICES 800 Oak Ridge Turnpike Suite A-1000 Oak Ridge, TN 37830 Agency Code: TNAPPA20</p>
<p>Federal Employer's ID XX-XXX0475</p>	<p>Insured is Corporation</p>

<p>[2]</p>	<p>Policy Period From May 1, 2025 to May 1, 2026, 12:01 AM, standard time at the insured's mailing address.</p>
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<p>[3]</p>	<p>Coverage</p> <p>A. Workers' Compensation Insurance - Part One of this policy applies to the Workers' Compensation Law of the following states: Delaware</p> <p>B. Employer's Liability Insurance - Part Two of this policy applies to work in each of the states listed in item [3]A. The limits of our liability under Part Two are:</p> <table style="margin-left: 40px; width: 80%;"> <tr> <td>Bodily Injury by Accident - each accident</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Bodily Injury by Disease - each employee</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Bodily Injury by Disease - policy limit</td> <td style="text-align: right;">\$1,000,000</td> </tr> </table> <p>C. Other States Insurance - Part Three of this policy applies to all states, except any state listed in item [3]A. and the states of North Dakota, Ohio, Washington, and Wyoming.</p> <p>D. This policy includes these endorsements and schedules: See Extension of Information Page - Schedule of Forms</p>	Bodily Injury by Accident - each accident	\$1,000,000	Bodily Injury by Disease - each employee	\$1,000,000	Bodily Injury by Disease - policy limit	\$1,000,000
Bodily Injury by Accident - each accident	\$1,000,000						
Bodily Injury by Disease - each employee	\$1,000,000						
Bodily Injury by Disease - policy limit	\$1,000,000						

<p>[4]</p>	<p>Premium The Premium Basis and, therefore, the premium will be determined by our Manual of Rules, Classifications, Rates, and Rating Plans. All required information is subject to verification and change by audit. (Continued on another page)</p>
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Total Estimated Policy Premium	\$	10,391
Total Surcharges/Assessments	\$	0.00
Total Estimated Cost	\$	\$10,391.00

INTERNAL USE 13091
 MGA : A9WC616712
 Date : 04/30/2025

Policy Information Page

Extension of Information Page

Schedule of Forms

WC000000C - STANDARD POLICY
WC000308 - PARTNERS, OFFICERS & OTHERS EXCL. END.
WC000313 - WAIVER OF OUR RIGHT TO RECOVER FROM OTHR
WC000403 - EXPERIENCE RATING MODIFICATION FACTOR
WC000404 - PENDING RATE CHANGE ENDORSEMENT
WC000414A - NOTIFICATION OF CHANGE IN OWNERSHIP ENDT
WC000419 - PREMIUM DUE DATE ENDORSEMENT
WC000421E - CATASTROPHE (OTHER THAN CERT ACTS OF TER
WC000422C - TERR RISK INS PROG REAUTHORIZATION ACT
WC000424 - AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT
WC000425 - EXP. RATING MODIF. FACTOR REVISION END'T
WC070402 - DE CONSTRUCTION CLASS PREMIUM ADJUSTMENT
WC070601 - DE NONRENEWAL ENDORSEMENT
WC990000 - AUTHORIZATION AND ATTESTATION END'T

**We make a variety of loss control services available to you at no additional charge.
Please contact your agent for details.**

INTERNAL USE 13091
MGA : A9WC616712
Date : 04/30/2025

Page - 2 -

Information Page
WC 000001A

Worker's Compensation and Employer's Liability Policy
National Liability & Fire Insurance Company - A Stock Co.
Policy Number A9WC616712
Renewal of A9WC537168
NCCI No. [19054]

Policy Information Page

[4] Premium (cont.)

Delaware

Classification	Code	Premium Basis: Total Estimated Annual Remuneration	Rate per \$100 Remuneration	Estimated Annual Premium
Effective: 05/01/2025-05/01/2026				
CARPENTRY N.O.C.	0651	200,000	5.36	10,720
SALESPERSON-OUTSIDE	0951	92,000	0.42	386
CLERICAL OFFICE EMPLOYEES	0953	80,000	0.11	88
Blanket Waiver of Subrogation			1.02	250
Increased Limits Emp Liability, 1000K/1000K/1000K	9812		1.1%	123
Amt to Bal Inc Lim				0
Experience Modification			0.852	-1,712
Total Estimated Annual Premium for DE				9,855

Policy Totals

Total Estimated Standard Premium for Delaware				9,855
Expense Constant				340
Amt to Bal Min Prem				0
Terrorism DE	9740	0.0328	10,195	122
Catastrophe	9741	0.02	372,000	74
Minimum Premium DE	\$1,919			
Total Estimated Annual Premium				10,391
Total Estimated Cost for A9WC616712				10,391

Policy Information Page

Policy Payment Terms

Payment Option: Direct Draft

Under our Direct Draft Program, your account will be debited directly. Approximately 20 days prior to your payment due date, you will receive a Notice of Premium Due which states the amount and due date of the debit.

Installment Plan
(prepared 04/30/2025)

Down Payment received 04/30/2025 - \$1,558.65

981.37	06/01/2025
981.37	07/02/2025
981.37	08/01/2025
981.37	09/03/2025
981.37	10/02/2025
981.37	11/01/2025
981.37	12/03/2025
981.37	01/01/2026
981.39	02/01/2026

Since your expiring coverage was with NL&F, please be aware that any audit premium for that policy must be paid by the date shown on the Final Audit Billing Statement to keep your current coverage in force.

*Includes surcharges and state fees, if any.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

PLEASE READ THE POLICY CAREFULLY.

Quick Reference

	Beginning On Page		Beginning On Page
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A. The Policy	1	H. Recovery From Others	4
B. Who is Insured	1	I. Actions Against Us	4
C. Workers Compensation Law	1	Part Three-Other States Insurance	4
D. State	1	A. How This Insurance Applies	4
E. Locations	1	B. Notice.....	4
Part One-Workers Compensation Insurance ..	1	Part Four-Your Duties If Injury Occurs	4
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B. We Will Pay	1	A. Our Manuals	5
C. We Will Defend	1	B. Classifications.....	5
D. We Will Also Pay	1	C. Remuneration	5
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G. Recovery From Others	2	F. Records	5
H. Statutory Provisions.....	2	G. Audit.....	5
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C. Exclusions.....	3	C. Transfer of Your Rights And Duties	6
D. We Will Defend	3	D. Cancelation.....	6
E. We Will Also Pay	3	E. Sole Representative	6
F. Other Insurance.....	4		
G. Limits of Liability	4		

Important:

This Quick Reference is **not** part of the Workers Compensation and Employers Liability Insurance Policy and does **not** provide coverage. Refer to the Workers Compensation and Employers Liability Insurance Policy itself for actual contractual provisions.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION**A. The Policy**

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

**PART ONE
WORKERS COMPENSATION INSURANCE****A. How This Insurance Applies**

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;
2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other

(Ed. 1-15)

insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. Payments You Must Make

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. Recovery From Others

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

H. Statutory Provisions

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the

workers compensation law that apply to:

- a. benefits payable by this insurance;
- b. special taxes, payments into security or other special funds, and assessments payable by us under that law.

6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO EMPLOYERS LIABILITY INSURANCE

A. How This Insurance Applies

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. We Will Pay

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against

such third party as a result of injury to your employee;

2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Nonappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651-1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901-944), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;

9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding, or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

(Ed. 1-15)

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for "bodily injury by accident—each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for "bodily injury by disease—policy limit" is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for "bodily injury by disease—each employee" is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and

2. The amount you owe has been determined with our consent or by actual trial and final judgment.

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

**PART THREE
OTHER STATES INSURANCE**

A. How This Insurance Applies

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the Information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

**PART FOUR
YOUR DUTIES IF INJURY OCCURS**

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal

papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE—PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. all your officers and employees engaged in work covered by this policy; and
2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

(Ed. 1-15)

PART SIX—CONDITIONS**A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with the law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

Partners, Officers, and Others Exclusion Endorsement

Policy Effective Date 05/01/2025

Issued To Pole Buildings Unlimited, Inc.

The policy does not cover bodily injury to any person described in the Schedule. The premium basis for the policy does not include the remuneration of such persons. You will reimburse us for any payment we must make because of bodily injury to such persons.

Schedule

Officers:

Gary Sensinig

Shontee Sensinig

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver

Person/Organization: Blanket Waiver - Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

Job Description	Waiver Premium
All DE Operations	250.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Insured	Effective Policy No. A9WC616712	Endorsement No. Premium
---------------------	---------------------------------	-------------------------

Insurance Company	Countersigned by _____
-------------------	------------------------

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 00 04 03

EXPERIENCE RATING MODIFICATION FACTOR ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on _____ at 12:01 A.M. standard time, forms a part of

(DATE)

Policy No. A9WC616712

Endorsement No.

of the

(NAME OF INSURANCE COMPANY)

issued to

Premium (if any) \$ _____

Authorized Representative

The premium for the policy will be adjusted by an experience rating modification factor. The factor was not available when the policy was issued. The factor, if any, shown on the Information Page is an estimate. We will issue an endorsement to show the proper factor, if different from the factor shown, when it is calculated.

WC 00 04 04

PENDING RATE CHANGE ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on _____ (DATE) at 12:01 A.M. standard time, forms a part of

Policy No. A9WC616712

of the

(NAME OF INSURANCE COMPANY)

issued to

Premium \$ _____

Authorized Representative

A rate change filing is being considered by the proper regulatory authority. The filing may result in rates different from the rates shown on the policy. If it does, we will issue an endorsement to show the new rates and their effective date.

If only one state is shown in Item 3.A of the Information Page, this endorsement applies to that state. If more than one state is shown there, this endorsement applies only in the state shown in the Schedule.

Schedule

State

90-DAY REPORTING REQUIREMENT—NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 05/01/2025
Insured

Policy No. A9WC616712

Endorsement No.
Premium

Insurance Company National Liability & Fire Insur Countersigned by _____

WC 00 04 14 A
(Ed. 1-19)

PREMIUM DUE DATE ENDORSEMENT

This endorsement is used to amend:

Section D. of Part Five of the policy is replaced by this provision.

PART FIVE
PREMIUM

D. Premium is amended to read:

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. **The due date for audit and retrospective premiums is the date of the billing.**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. A9WC616712

Endorsement No.
Premium \$

Insurance Company

Countersigned by _____

Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement

This endorsement is notification that your insurance carrier is charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 C), attached to this policy.

For purposes of this endorsement, the following definitions apply:

- Catastrophe (Other Than Certified Acts of Terrorism): Any single event, resulting from an Earthquake, Noncertified Act of Terrorism, or Catastrophic Industrial Accident, which results in aggregate workers compensation losses in excess of \$50 million.
- Earthquake: The shaking and vibration at the surface of the earth resulting from underground movement along a fault plane or from volcanic activity.
- Noncertified Act of Terrorism: An event that is not certified as an Act of Terrorism by the Secretary of the Treasury pursuant to the Terrorism Risk Insurance Act of 2002 (as amended) but that meets all of the following criteria:
 - a. It is an act that is violent or dangerous to human life, property, or infrastructure;
 - b. The act results in damage within the United States, or outside of the United States in the case of the premises of United States missions or air carriers or vessels as those terms are defined in the Terrorism Risk Insurance Act of 2002 (as amended); and
 - c. It is an act that has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
- Catastrophic Industrial Accident: A chemical release, large explosion, or small blast that is localized in nature and affects workers in a small perimeter the size of a building.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
DE	0.020	74.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. A9WC616712 Endorsement No.
 Insured Premium

Insurance Company Countersigned by _____

Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

“Act” means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

“Act of Terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property, or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums during the immediately preceding calendar

(Ed. 01-2021)

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

State	Schedule	Premium
Rate		
DE	0.033	\$122.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured

Policy No. A9WC616712

Endorsement No. Premium

Insurance Company

Countersigned by _____

AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT

Part Five-Premium, Section G. (Audit) of the Workers Compensation and Employers Liability Insurance Policy is revised by adding the following:

If you do not allow us to examine and audit all of your records that relate to this policy, and/or do not provide audit information as requested, we may apply an Audit Noncompliance Charge. The method for determining the Audit Noncompliance Charge by state, where applicable, is shown in the Schedule below.

If you allow us to examine and audit all of your records after we have applied an Audit Noncompliance Charge, we will revise your premium in accordance with our manuals and Part 5-Premium, E. (Final Premium) of this policy.

Failure to cooperate with this policy provision may result in the cancellation of your insurance coverage, as specified under the policy.

Note:

For coverage under state-approved workers compensation assigned risk plans, failure to cooperate with this policy provision may affect your eligibility for coverage.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 05/01/2025

Policy No.: A9WC616712

Endorsement No.:

Insured:

Premium

Insurance Company: National Liability & Fire Insurance Company

WC 00 04 24

Countersigned by _____

(Ed. 1-17)

WC 00 04 24
(Ed. 1-17)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Schedule

State(s)	Basis of Audit Noncompliance Charge	Maximum Audit Noncompliance Charge Multiplier
DE	Estimated Annual Premium Of \$ 10,391	Two Times

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 05/01/2025

Policy No.: A9WC616712

Endorsement No.:

Insured:

Premium

Insurance Company: National Liability & Fire Insurance Company

WC 00 04 24

Countersigned by _____

(Ed. 1-17)

EXPERIENCE RATING MODIFICATION FACTOR REVISION ENDORSEMENT

This endorsement is added to Part Five—Premium of the policy.

The premium for the policy is adjusted by an experience rating modification factor. The factor shown on the Information Page may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 05/01/2025
Insured

Policy No. A9WC616712

Endorsement No.
Premium

Insurance Company

Countersigned by _____
National Liability & Fire Insurance Company

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 07 04 02

**DELAWARE CONSTRUCTION CLASSIFICATION PREMIUM
ADJUSTMENT ENDORSEMENT**

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on _____ (DATE) at 12:01 A.M. standard time, forms a part of

Policy No. A9WC616712 of the _____ (NAME OF INSURANCE COMPANY)

issued to

Authorized Representative

The premium for the policy may be adjusted by a Delaware Construction Classification Premium Adjustment Factor. The factor was not available when the policy was issued. If you qualify, we will issue an endorsement to show the Premium Adjustment Factor after it is calculated.

WC 07 06 01

DELAWARE NONRENEWAL ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on _____ (DATE) at 12:01 A.M. standard time, forms a part of

Policy No. A9WC616712

Endorsement No.

of the

(NAME OF INSURANCE COMPANY)

issued to

Authorized Representative

We may elect not to renew the policy. By certified mail we will mail to you, not less than 60 days advance written notice, when the nonrenewal will take effect. Mailing that notice to you at your mailing address, shown in item 1 of the Information Page, will be sufficient to prove notice.

04/30/2025

Pole Buildings Unlimited, Inc.
1664 Morgans Choice Rd
Camden Wyoming, DE 19934-3531

Delaware Civil Unions Notification

Policyholder: Pole Buildings Unlimited, Inc.
Policy #: A9WC616712
Carrier: NENATI20
Effective Date: 05/01/2025

On January 1, 2012, the Delaware Civil Union and Equality Act of 2011 ("the Act") takes effect. The Act, which creates a legal relationship between two persons of the same or opposite sex who form a civil union, provides that parties to a civil union are entitled to the same legal obligations, responsibilities, protections, and benefits as those afforded or recognized by the laws of Delaware to spouses in a legal marriage. The Act also provides that a party to a civil union shall be included in any definition or use of the terms "marriage," "married," "spouse," "family," "immediate family," "dependent," "next of kin," or any other descriptive term for a spousal relationship when used in Delaware law, including the Delaware Insurance Code.

This notice is to inform you that in compliance with the Act, effective January 1, 2012, under all National Liability & Fire Insurance Company insurance certificates and riders covering Delaware residents, any benefit, coverage, or right governed by Delaware state law provided to a person considered a spouse by marriage will also be provided to a party to a civil union, and any benefit, coverage, or right governed by Delaware state law provided to a child of a marriage will also be provided to a child of a civil union.

Federal law may impact how certain spousal rights and benefits within some insurance products are treated. For example, federal tax laws that afford favorable income-deferral options to an opposite-sex spouse under the Internal Revenue Code do not currently extend such rights to a same-sex spouse (e.g., the Federal Defense of Marriage Act).

More information on the Act and the effects on your insurance coverage is available by calling National Liability & Fire Insurance Company at 844-229-9289.

Important Alert for Policy #A9WC616712

Please read this important advance notice which outlines our policy for handling Workers' Compensation premium for subcontractors*. If you have any questions or do not understand any portion of the explanation, we suggest you contact your agent immediately because the cost of your coverage may be affected at final audit time.

Premium Charge for Subcontractors

If you hire subcontractors who do not have their own Workers' Compensation insurance, your premium calculation will be modified to include any amounts paid for their labor. This additional premium is addressed in Part Five C 2 of your policy and compensates us for the risk that one or more of these subcontractors (or one of the subcontractor's employees) will file a claim for benefits under your coverage.

Although subcontractors may appear to be independent businesses, claims filed by them (or their employees) are common after an injury. Under Workers' Compensation law, the legal definition of "employee" is much broader than the common understanding of that term. In addition, many states make you – as the contractor – automatically responsible for certain expenses due to work-related injuries to your independent subcontractors or their employees. Regardless of the state law, National Liability & Fire Insurance Company must pay legal fees under Part One of your policy to defend these claims and must also pay Workers' Compensation benefits in many cases.

For these reasons and in accordance with Part Five C 2 of your policy, we will charge appropriate additional premium unless the subcontractors have their own in-force Workers' Compensation coverage during your entire policy period, and you are able to provide acceptable proof of this coverage to us prior to completion of your final audit. Evidence of general liability insurance, pre-determinations or statements of independent contractor status, hold harmless agreements, etc. are not acceptable substitutes, and no exceptions will be made for sole proprietors or others on the grounds that such parties are not required to purchase (or cannot purchase) Workers' Compensation insurance. The risk of a claim against your policy from an uninsured subcontractor is the same, regardless of his or her reason for having no coverage. Furthermore, these additional charges will be imposed when applicable, even if exceptions have been granted to you by us or by another carrier in the past.

Please realize that premium may be charged for subcontractors hired by uninsured entities owned or controlled by you. Premium will be charged if the Rating Bureau rules in your state require the related entity to be combined in a single policy with the company we are insuring.

Ultimately, we believe this policy is in the best interests of all parties, and we hope that this advance notification will prevent any misunderstandings at a later date. As always, we thank you for selecting National Liability & Fire Insurance Company, and we look forward to serving you during the upcoming policy year.

***Note: A "subcontractor" is a person or organization paid to assist you in providing a product or service to your customer or client (and not just to you). Workers' Compensation laws in most states presume that such vendors are "employees" who, therefore, often file claims seeking benefits.**

Notice of Election to Accept or Reject an Insurance Deductible for Delaware Workers' Compensation Medical Benefits

Delaware law permits an employer to purchase Workers' Compensation insurance with a deductible. When this option is chosen, a premium credit* is provided, and a deductible will be applied to the medical and death benefits paid for compensable claims.

Employers are under no obligation to elect this option. However, those who do must understand that the provisions of the **Delaware Deductible Endorsement (WC 07 04 01)** which state that the employer agrees to reimburse the Company for the full amount of the deductible **within 30 days** of receipt of notice that payment is due.

Failure to remit payment within this time frame will be treated in the same manner as non-payment of premium and may result in one or more of the following actions: (a) elimination of the premium credit and issuance of an additional premium charge and/or (b) CANCELLATION of coverage as outlined in **Section D, Cancellation of Part Six, Conditions** of the insurance policy.

PLEASE INDICATE YOUR PREFERENCE BELOW:

_____ No, I do not want the deductible described in this Notice

_____ Yes, I am electing the deductible option in the amount checked below. I understand that the amount I have selected represents the maximum amount of the medical and death benefits payment that I will be responsible for paying for compensable claims under my current Workers' Compensation insurance policy and each subsequent renewal on a PER OCCURRENCE basis (each accident or illness). I further acknowledge that my insurance carrier will initially pay the deductible amount and then seek reimbursement from me on a timely basis.

\$ 500.00 \$1,000.00 \$1,500.00 \$2,000.00 \$2,500.00
 \$3,000.00 \$3,500.00 \$4,000.00 \$4,500.00 \$5,000.00

IMPORTANT: If you don't return this form to the Company within 30 days of policy inception then this will be construed to mean this deductible option has been waived by the employer:

Policy Number: A9WC616712 Policy Period From: 05/01/2025 To: 05/01/2026

Policyholder Name: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*The premium credit will reflect the amount of the deductible elected. To determine the discount to expect, please contact us at the number above.



Public Works Sidewalk Repair Project

As of 2/11/2026

Identify Town Sidewalks in Need of Repair

- Previous assessment has been completed
- Areas divided into 4 town sections
 - o Townsend Village I
 - o Townsend Village II East & West
 - o Townsend Station
 - o Old Town

Prioritize areas based on severity

While some areas require immediate repair, all areas should be considered of top priority as the sidewalks will only continue to get worse over time

- o Townsend Village 1
 - 1. All along Edgar Rd
 - 2. Helen Dr
 - 3. Hugu Circle
 - 4. Jamie Ln
 - 5. Tracy Circle
- o Townsend Village II
 - 1. West Side
 - 2. East Side
- o Townsend Station
- o Old Town



The Green
at Townsend

Townsend
Pop-Up Market
Green Space



Kelsey Gallagher

From: Edgell, David (OMB) <David.Edgell@delaware.gov>
Sent: Wednesday, February 4, 2026 2:25 PM
To: Morris, Dorothy (OMB)
Subject: Downtown Development Districts program to expand, applications open now

This message originated from outside the organization



Downtown Development Districts Program

Local government leaders:

Governor Meyer has announced that the Downtown Development District program is being expanded, and that applications for new Districts are open starting today.

The Downtown Development District (DDD) program was created to accelerate private investment in designated downtown areas. Starting in 2014, twelve Delaware communities have been designated as DDDs. The impact in these communities has been transformational, resulting in 85 large projects and 410 small projects since 2014. So far the State has invested over \$47 million in incentives which has leveraged \$693 million in private investment throughout these twelve communities.

If your community would like to be a part of this downtown revitalization effort, now is your chance. Please see our website for information about how to apply. We will be holding a **mandatory Pre-Application meeting on February 24th** where we will answer all your questions and help you with the application form.

We look forward to speaking with you about the DDD program and the application process if you'd like to learn more, and we look forward to reviewing all applications.

Here are some resources:

DDD Application website: [2026 Application Forms and Guidance - Delaware Downtown Development Districts Program - Office of State Planning Coordination \(OSPC\) - State of Delaware](#)

DDD Program Home Page: [OSPC - Downtown Development Districts \(DDD\) - Office of State Planning Coordination \(OSPC\) - State of Delaware](#)

Delaware State Housing Authority, DDD Page (details about the State Rebate Incentive): [Downtown Development Districts - State of Delaware - Delaware State Housing Authority](#)

2025 DDD Annual Report: [DDD FY25 Annual Report](#)

The timeline for the application and designation process is as follows:

Time Line

Date	Description
February 4, 2026	Application Period Opens
February 24, 2026	Mandatory Pre-Application Meeting In Person Only 9:00 AM – 11:00 AM Haslet Armory, Room 219 121 Martin Luther King Jr. Blvd. S. Dover, DE 19901
June 15, 2026	Applications due to OSPC by 11:59 p.m.
August 10, 2026	Cabinet Committee on State Planning Issues meeting, presentations and recommendations to the G
After August 10, 2026	Governor to designate new Districts at his discretion



David Edgell, AICP
Director
Office of State Planning Coordination

Office: (302) 739-3090 **Email:** david.edgell@delaware

stateplanning.delaware.gov 122 Martin Luther King Jr. Blvd. South, Dover, DE 19901



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DELAWARE DOWNTOWN DEVELOPMENT DISTRICTS
PROGRAM GUIDELINES



January 2026

DOWNTOWN DEVELOPMENT DISTRICTS PROGRAM GUIDELINES

January 2026

This edition of the Downtown Development Districts Program Guidelines
supersedes all previous editions.

The title of this document is summarized as the *DDD Program Guidelines* in the
DDD Application and other documents.



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DEFINITIONS

Act or The Act	The Downtown Development Corridors and Districts Act of 2025
Central Business District	The area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.
Charrette	A multi-day, collaborative planning event that harnesses the talents and energies of all affected parties to create and support a feasible plan that represents transformative community change.
Committee or CCSP	The Cabinet Committee on State Planning Issues
DDD or District	A Downtown Development District (District) established by a local government and designated by the Governor in accordance with the Downtown Development Corridors and Districts Act of 2025.
District Administrator	An individual appointed by the local elected body to be the administrator of the DDD program for that community. The District Administrator will be the chief point of contact for the District and will be responsible for all record keeping and reporting that are required by the program. The District Administrator will supervise and ultimately be responsible for all tasks involved in implementing the local government's DDD program. The District Administrator must be a local government staff person, or an elected or appointed official of the local government.
District Boundary	The boundary of the District which identifies the area which is included in the program, and eligible for the DDD Rebate and other incentives. The District Boundary must include the central business district and conform to the

other guidelines governing the boundary found in Chapter 5 of this document.

District Plan

A plan that identifies the boundaries of a Downtown Development District and includes goals, objectives and strategies for redevelopment of the area. For purposes of the DDD program, the District Plan shall be prepared in accordance with the checklist and application form for the program.

DSHA

The Delaware State Housing Authority

Enclave

A parcel or group of parcels isolated and surrounded by lands that are included in the District.

Key Priority Project

A specific project identified in the District Plan that is considered by the applicant to be a potential catalyst for other redevelopment activities and contribute to superior urban design or other benefits to the District. Key Priority Projects are specific projects that are expected to provide significant positive impacts to the District should they be implemented. These projects will receive priority scoring for funding through the DDD Rebate program, and may receive other benefits, such as enhanced marketing, through the DDD program.

Local Government or Applicant

Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout the application the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.

Office or OSPC

The Delaware Office of State Planning Coordination

Population

The population of the municipality based on the most recent decennial Census.

CHAPTER 1: PREFACE

The Downtown Development Corridors and Districts Act of 2025 states, “The Office [of State Planning Coordination] is authorized to take such actions as may be necessary or convenient to fulfill its responsibilities hereunder, including, but not limited to promulgating rules and regulations relating to the establishment, amendment, and termination of corridors and districts and providing assistance to municipalities and unincorporated areas in connection with the application process.” (22 **Del. C.** § 1903)

This document and its appendices represent the rules and regulations that govern the establishment, amendment and termination of Districts under the Act. This document also provides guidance and assistance to local governments who are working to prepare applications to become Downtown Development Districts and to Designated Districts as they administer the DDD program in their local communities.

This edition of the Downtown Development Districts Program Guidelines supersedes all previous editions.

The title of this document is summarized as the *DDD Program Guidelines* in the DDD Application and other documents.

CHAPTER 2: GENERAL INFORMATION ABOUT THE DOWNTOWN DEVELOPMENT DISTRICTS PROGRAM

The Downtown Development Corridors and Districts Act of 2025 (the Act) was enacted by the General Assembly to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long-term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments¹ that wish to take advantage of this program must identify a downtown district in their community and apply for designation. Applications are only accepted during open application periods as designated by the Governor.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee). The Committee will make recommendations to the Governor, who will then designate one or more Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Governor can consider up to two five-year renewals.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive rebates to offset up to 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Rebate funds will be administered by the Delaware State Housing Authority (DSHA).

¹ Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.

CHAPTER 3: APPLICATION PROCESS FOR DESIGNATION AS A DISTRICT

The Governor will announce the opening of each application cycle for the Downtown Development Districts Program. Applications will only be accepted when they are received during an open application cycle. The opening of an application cycle is at the discretion of the Governor.

Local governments interested in having a Downtown Development District designated in their communities must fill out the official application form that is available from the Office of State Planning Coordination. The application form will be specific to that application cycle, and the dates will be clearly marked on the first page of the application.

If the local government previously applied for District designation, the application remains on file at the OSPC for a period of four years. Local governments with active applications on file will be given the option for their original application to be reviewed along with the required supplemental materials to be submitted during the current application cycle, or to submit an entirely new application. Please note that an entirely new application is preferred for clarity and assisting OSPC efficiently review the application documents.

Please keep in mind the following guidelines when completing the application:

- Applications must be submitted by the published deadline. No late submissions will be accepted. To provide a fair review of all applications, no additional materials will be accepted or considered after the deadline.
- The application must be complete for it to be considered for review.
- Required attachments are considered a part of the application. All attachments must be included for the application to be considered complete.
- All applicants must provide a resolution from the local governing body supporting the application and pledging to adhere to the program requirements, local incentive package and District Plan for the duration of the program if designated. The resolution must be acted upon during the current application cycle. Resolutions from previous application cycles will not be accepted.
- All other instructions and requirements found in the official application must be adhered to.
- The Office of State Planning Coordination is a resource to assist the local governments with any questions that arise while filling out the application form. Applicants are urged

to talk with the OSPC early in the application cycle to resolve any questions or issues to ensure that a complete application is submitted.

Once completed applications are received by the Office of State Planning Coordination they will be reviewed by the OSPC and other State agency partners, including DSHA. The review will follow the procedures set forth in the Guidelines Governing the Administration and Review of Applications for Designation as Downtown Development Districts. A copy is included in this document as Appendix 5.

The Cabinet Committee for State Planning Issues will review the applications and any staff reports and/or other information provided by the State Agencies or the OSPC. They will make a recommendation to the Governor regarding which applications, if any, should be considered for designation as new Downtown Development Districts.

Upon receiving the recommendation of the Cabinet Committee, the Governor may designate new Downtown Development District(s) at his discretion.

Upon designation, Districts are in effect for ten years, with two potential five-year renewals, each at the discretion of the Governor. More information about the process for applying for a five-year renewal of an expiring District can be found in Chapter 9, Five-Year District Renewals.

CHAPTER 4: DETAILS ABOUT THE APPLICATION FOR DESIGNATION AS A DISTRICT

There are four primary components of the application for designation as a District:

- The capacity to administer the DDD program if designated;
- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

Administration of the District

The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

The **Administration** section will account for 10% of the consideration given to scoring each application.

Need and Impact

The applicant must describe the need for the economic incentives that will be available in the designated District. The need must be documented using relevant data and other methods. The conditions of the local economy must be based on, but not limited to, the following metrics: unemployment, poverty rate or income, homeownership rates and prevalence of vacant or abandoned buildings. Other metrics may be included to make the case that the proposed District needs the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

District Plan

The local government must present a District Plan that will be used to guide development activities and revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

Local governments must identify proposed Downtown Development Districts in accordance with the Act. The District Boundary must meet the requirements and guidelines found in Chapter 5 of this document. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible. The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. A map of the District is required as a part of the application.

The applicant must demonstrate that the District Plan is consistent with the local government's certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi-governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

The application should identify **Key Priority Projects** in the District Plan. Key Priority Projects are:

“A specific project identified in the District Plan that is considered by the applicant to be a potential catalyst for other redevelopment activity and contribute to superior urban design or other benefits to the District. Key Priority Projects are specific projects that are expected to provide significant positive impacts to the District should they be implemented. These projects will receive priority scoring for funding through the DDD Rebate program, and may receive other benefits, such as enhanced marketing, through the DDD program.”

Local governments should identify specific Key Priority Projects in their District Plan. These do not have to be active development projects. Rather, they are opportunities recognized through the local government's planning and economic development processes. General or vague descriptions of entire classes of properties or projects do not qualify as Key Priority Projects.

Sample descriptions of Key Priority Projects:

Example description of an acceptable Key Priority Project	Example description of an unacceptable Key Priority Project
<p>The historic home at 123 S. Main Street (parcel number _____) has been vacant for many years. This is a critical corner on our Main Street, and the vacancy is depressing property values and discouraging other investment along the street. This would be an ideal project for a historic renovation and adaptive reuse to commercial and/or office space to add services and employees to our downtown area. The redevelopment will also catalyze investment in other near-by properties along this part of Main Street.</p>	<p>All vacant commercial buildings on Main Street.</p>

In the event of a competitive round of large project applications, DSHA will score proposed projects using the criteria and process that is defined in the “Downtown Development Districts Rebate Program Guidelines.”

The quality of the **District Plan** will account for 20% of the consideration given to scoring each application.

Local Incentives

The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; exemptions from local ordinances; streamlined permitting; technical assistance; or grants and loans. The local incentive package should be transparent to applicants, be complementary to the DDD Rebate program, and provide measurable monetary or other value to redevelopment projects in the District that qualify for the DDD Rebate program. It is expected that local incentive(s) will be available to all qualified projects within the District, and not require a discretionary approval or other consideration by the local elected body or town administration. If otherwise, a detailed justification must be provided in the Application, which will be considered as the application is scored. In the case of discretionary incentives the OSPC and Cabinet Committee may propose recommended changes to discretionary incentives to ensure transparency and applicability to as many DDD projects as possible.

These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Rebate funds

will not be available to projects until the incentive package is adopted by the local government and made available to qualified real property investors.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

CHAPTER 5: THE DISTRICT BOUNDARY

Local governments must identify the boundaries of proposed Downtown Development Districts in accordance with the Act and the guidelines found in this document. The District Boundary must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)². Local governments are encouraged to geographically concentrate the incentives to the greatest extent possible and should take this into consideration when creating the District Boundary. The size and shape of the District Boundary must make sense from an urban planning and revitalization perspective. The local government must fully describe the rationale for choosing the boundaries as a part of the original application for designation, and for any proposed amendments to the boundary. This description must include a discussion of how the proposed boundary or amendment addresses the primary objectives of the Downtown Development District program, specifically the “Need and Impact” and the goals and objectives found in the local jurisdictions District Plan.

District Size

Maximum District Boundary Size

Population of Local Jurisdiction ³	Maximum Size of District Boundary
Under 9,000	105 acres
9,000 to 30,000	200 acres
Over 30,000 ⁴	275 acres

Note: Existing Districts may apply for Boundary Amendments up to the maximum acreage. See Chapter 8 for more information about Boundary Amendments.

Guidelines for the District Boundary

The District Boundary must adhere to the following guidelines. These guidelines apply to the original District Boundary proposed in an application for designation, and to any proposed amendments to the District Boundary.

- The District Boundary must include the Central Business District (CBD). The CBD should be a primary focus of the District, and surrounding neighborhoods should have a strong relationship to the CBD.
- The District Boundary must be contiguous.

² Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

³ Population as per the 2020 US Census

⁴ DDD Applications from county jurisdictions are governed by the maximum acreage for over 30,000 population.

- The District Boundary must include the streets and rights-of-way within it. These count towards the maximum acreage.
- Enclaves within the District Boundary are not acceptable.
- The District Boundary shall include entire tax parcels. Partial or split parcels are not acceptable.
- The District Boundary, and amendments to the District Boundary, should not be oriented along commercial corridors without also including surrounding areas and neighborhoods that could also benefit from revitalization. The DDD program is intended to revitalize entire districts, not just corridors.⁵
- Districts should not include suburban style highway corridors and/or land uses such as strip malls, big-box stores, etc.
- Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable, and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.

District Boundary Map Data

The District Boundary shall be presented on a map or maps that are created using Geographic Information System (GIS) software. The GIS data used to create the boundary must be shared with OSPC for its use in verifying the acreage and integrating into statewide DDD maps and map projects. This data should be shared as a **Shapefile or File Geodatabase** and rendered in **NAD 1983 StatePlane Delaware FIPS 0700 (Meters)**.

The local government shall prepare a map or maps showing the following information as a part of any DDD Application or DDD Boundary Amendment application:

- The District Boundary
- The Future Land Use within the District Boundary as per the adopted and certified comprehensive plan.
- The current Zoning and/or Land Use regulations within the District Boundary
- The Floodplain within the District Boundary
- Any special overlays or districts that are within the District Boundary (e.g. Historic District; special tax district etc.)

It is acceptable to display these data layers on one or more maps, if the information is legible for review and reference purposes.

Other References to the District Boundary

- See Chapter 8 for information about boundary amendments.
- See Chapter 9 for information about revising the District Boundary as a part of the District Renewal process.

⁵ Please see Appendix 3 for information about Downtown Development Corridors.

CHAPTER 6: ADMINISTRATION OF THE DISTRICT

Once designated the local government is responsible for administering the DDD program in their local community. The Downtown Development District Program is a partnership between the State of Delaware and the local governments with Designated Districts. The State provides considerable staff time and technical assistance resources for the program from the OSPC and DSHA and funds the DDD Rebate Program. Local governments with Designated Districts are expected to provide a package of local incentives to complement the DDD Rebate Program. In addition, the local government must expect to expend staff time and other resources to administer the DDD program in their community.

A District Administrator must be appointed by the local elected body. The District Administrator will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. The District Administrator must be a local government staff person or an elected or appointed official. The District Administrator can be assisted in their tasks by other local government staff or consultants; however, the District Administrator will supervise and ultimately be responsible for all tasks involved in implementing the local government's DDD program.

In the event of a change in the District Administrator it is the responsibility of the local government to inform the OSPC of the change as soon as is practical. The local elected body must officially appoint the District Administrator by resolution as soon as is practical, but no more than two months from the assignment of the new District Administrator.

The following is a summary of some of the tasks the local government and the District Administrator will be responsible for:

Economic Development Outreach and Marketing

The local government is the primary economic development agency responsible for working with property owners and potential investors in their communities. Local governments should be proactive in identifying potential investment opportunities consistent with their District Plan, and are the first point of contact whenever a project is proposed. As such, the District Administrator and other local government staff and consultants must be knowledgeable about the DDD program requirements, the DDD Rebate program, and all local incentives.

DDD Promotional Materials and Website

The local government is required to maintain a website that promotes the DDD program in their community and contains details of all local incentives as well as links to the DDD Rebate program website and other State resources. Other materials promoting the DDD program, such as brochures and targeted marketing campaigns, may also be developed by the local government depending upon local conditions.

Economic Development Assistance to DDD Qualified Real Property Investors

As the first point of contact with potential qualified real property investors, the District Administrator and local government must be prepared to assist the investors. The District Administrator and local government staff are expected to be sufficiently knowledgeable about the DDD Rebate Program to assist investors in completing the application for submission to DSHA. In addition, the District Administrator should be prepared to assist investors with local incentive programs, and local review and approval processes for planning, zoning, building permits and other permits and licenses needed to implement the project.

DDD Program Record Keeping

The District Administrator is responsible for keeping accurate records of all active and potential DDD projects. These records should be coordinated with the DSHA administrators of the DDD Rebate Program. Record keeping must include local incentives granted to each project, including the value and impact of each local incentive.

DDD Reporting to OSPC and DSHA

The District Administrator is responsible for reporting the status, progress and data about the local government's DDD program to the OSPC and/or DSHA upon request and in a timely manner. This information is requested as a part of an Annual Report from each local government which is due to OSPC by July 1 of each year. Additional requests may occur at any time throughout the year. See Chapter 6, Compliance for more information.

Attendance at DDD Workshops and Events

The District Administrator and other local government staff, consultants and elected and appointed officials are expected to attend the annual DDD Workshop. This workshop is hosted by OSPC and DSHA and is an opportunity to discuss important program requirements and updates and share best practices among Districts.

CHAPTER 7: COMPLIANCE

The Downtown Development Corridors and Districts Act of 2025 states, “ Any municipality (or county in the case of an unincorporated area) having a corridor or district within its borders shall be responsible for providing the local incentives specified in its application, providing timely submission of reports and evaluations as required by rule or regulation, implementing an active local development corridor or district program within the context of overall economic and community development efforts, and fulfilling such other responsibilities as may be required by law, rule, or regulation in connection with the corridor or district.” (22 Del. C. § 1905)

The following are the requirements for compliance for municipalities with Downtown Development Districts:

Implementation of Local Incentives

- Upon designation, the local government is required to implement the local incentives that are outlined in the application.
- Each completed application must include a realistic timeline for the implementation of incentives in the event the incentives are not already in place. The incentives are to be implemented in accordance with the timeline, as specified in the application.
- The local government must notify the OSPC in writing when each incentive or incentive package is implemented. The notification must include copies of all relevant ordinances and/or other documentation regarding the incentive.
- The local government must maintain a website that includes up-to-date information on the DDD in general and the local incentives or incentive package available within the DDD.
- Any delay in implementation must be immediately communicated to the OSPC in writing, and that communication must include detailed reasons for the delay and a revised timeline for implementation. The OSPC may, at its discretion, address the matter administratively or forward the matter to the CCSPI for review under the provisions of 22 Del C. § 1908.

Reporting to the OSPC

- Local governments with DDDs shall be required to keep accurate records of development, redevelopment and revitalization activities within their respective Districts. These records shall include the utilization and effectiveness of each local

incentive. The local government is expected to record the monetary or other value of each local incentive applied on a project-by-project basis.

- Local governments shall be required annually (on or before July 1) to report to the OSPC on the activities in and status of the DDD. The report must include detailed data on each local incentive, and its use and/or application on a project-by-project basis in the previous year. The OSPC will provide a template to local governments which demonstrates the format and content of the report.
- Notwithstanding the above, the OSPC may request any information about District implementation, local incentives, or any other related topic at any time from a local government with a DDD. Local governments must provide any requested information in writing to the OPSC in a timely manner.

Responsiveness

The Downtown Development District program is a partnership between the local government and the State. As such, good communication is essential to maintaining an effective partnership. The following shall apply to communications between the local governments and the State regarding the DDD program.

- The OSPC is the primary contact between the local government and the State regarding the District itself. The DSHA is the primary contact between the local government and the State regarding the District Rebate Program.
- The OSPC and/or DSHA can request information from the local government at any time.
- It is the local government's responsibility to respond to all requests for information in writing and in a timely manner. For purposes of this program, a timely manner means that a written response will be provided in no more than 30 days from the receipt of the request. Longer deadlines for more involved data requests may be mutually agreed upon.
- The OSPC and the DSHA will follow the same standards for timeliness, 30 days, when responding to questions or requests from local governments involved in the DDD program.
- If a local government fails to respond in a timely manner to a request for information, the OSPC may continue to work with the local government to address the matter administratively or forward the matter to the CCSPI for review under the provisions of 22 Del C. § 1908.

Formal Review and Termination of Districts

- The OSPC will review any questions or compliance issues that arise and will work in good faith with the local government to remedy the compliance issue. The OSPC may involve DSHA or any other State Agency in the review and resolution of these issues.
- The local government's performance in administration of the District may be reviewed by the Committee at the request of the OSPC. District designation may be rescinded if the local government is not able to administer the DDD program.
- The local government's performance in administering local incentives may be reviewed by the Committee at the request of the OSPC. The District designation may be rescinded by the Committee if the agreed-upon incentive package is not implemented and maintained by the local government.
- At the OSPCs discretion, compliance issues that cannot be resolved administratively will be forwarded to the Cabinet Committee on State Planning Issues for review.
- The CCSPI will follow the procedures set forth in 22 **Del. C.** § 1908 regarding formal review and potential termination of the District.

CHAPTER 8: AMENDMENTS

The Downtown Development Corridors and Districts Act of 2025 states, “A municipality or county may apply to the office to amend the boundaries of a corridor or district or to amend one or more corridor or district incentives, provided that any revised incentive proposed by the municipality or county shall be equal or superior to the incentive for which the amendment is sought. All proposed amendments are subject to approval by the Committee.” (22 Del. C. § 1907)

The following are the requirements for requesting amendments to District boundaries or incentives, as well as procedures for identifying Key Priority Projects:

District Boundary Amendments

The Downtown Development District program is designed to provide designated Districts within local governments where the local government and the State will partner to provide a suite of incentives to encourage redevelopment and revitalization. As such, it is very important that the boundaries for these Districts remain consistent over time to ensure predictability to investors and developers and to concentrate the redevelopment activities so that they may catalyze additional redevelopment.

- Local governments should seek to amend District boundaries sparingly, and only with good cause in response to changing conditions or new opportunities.
- Requests for boundary amendments will be accepted for review annually. The request should accompany the local government’s report on District activity that is to be submitted to the OSPC on or before July 1 of each year.
- The OSPC reserves the right to consider boundary amendments more than once a year on a case-by-case basis.
- Each boundary amendment request must include a map or maps clearly indicating the current boundary and the proposed new boundary. The map or maps must include all the required data layers as specified in Chapter 5, including future land use, zoning, flood plains, and special districts. The map or maps must be created using Geographic Information System (GIS) software, and the GIS data must accompany the request.

- Each boundary amendment request must include a letter or report that clearly states the reasons for the request and the potential positive impacts on the District if the request is granted. The boundary amendment request must address the “Need and Impact” to the District as per the goals of the DDD Program and as identified in the District Plan. In addition, the amendment request must describe how this amendment advances the goals and objectives of the District Plan.
- The total acreage of the District after the amendment must remain within the total acreage allowable for the local government based upon the population of the jurisdiction. OSPC will independently verify the acreage of any request using GIS software before it is forwarded to the CCSPI. Requests for District boundaries that exceed the acreage thresholds will not be forwarded to the CCSPI.
- Parcels should not be removed from the District boundaries in order to amend the boundaries to include different parcels. If the removal of a parcel from the current boundaries is proposed, the OSPC will address these requests on a case-by-case basis. In these cases, it will be essential for the local government to document a property owner’s consent to be removed from the District. The only exception to this is during the District Renewal process. See Chapter 9 for details.
- All guidelines regarding the size and shape of the District apply to any amended boundary the same as they do for the initial boundary requested in the application. See Chapter 5 for more details.
- Upon receipt of a boundary amendment request that meets the requirements above, the OSPC will forward the request to the Cabinet Committee on State Planning Issues for review and consideration in accordance with 22 **Del C.** § 1907. Boundary Amendments that do not meet the guidelines and criteria found in Chapter 5 will be considered incomplete and will not be forwarded to the Cabinet Committee for review.
- If approved, the local government shall provide documentation to the OSPC that the boundary amendment has been approved by the local legislative body. Approval by the local legislative body must be after approval by the CCSPI. The change is not considered to be in effect for OSPC administrative purposes or rebate requests to DSHA until the proper documentation has been received and validated.

Incentive Amendments

The Downtown Development District program is designed to provide designated Districts within local governments where the local government and the State will partner to provide a suite of incentives to encourage redevelopment and revitalization. It is expected that the local government incentives will be robust and meaningful for potential investors and developers in DDDs. The incentives should also be stable and long term to inspire confidence and predictability during the project planning, approval and development cycle. This cycle could take years for complex projects. Even so, the Act provides an opportunity to propose amending incentives to increase their performance and attractiveness. It is also possible to suggest new incentives to improve the attractiveness of the District to investors and developers.

The local incentive package should be transparent to applicants, be complementary to the DDD Rebate program, and provide measurable monetary or other value to redevelopment projects in the District that qualify for the DDD Rebate program. It is expected that local incentive(s) will be available to all qualified projects within the District, and not require a discretionary approval or other consideration by the local elected body or town administration. New or amended incentives or incentive packages that achieve these goals are enthusiastically encouraged by the OSPC and will be favorably recommended to the CCSPI for their consideration.

- Local governments should seek to amend or add local incentives sparingly, and only with good cause in response to poor performance, changing conditions and/or new opportunities.
- Requests for new or amended incentives will be accepted for review annually. The request should accompany the local government's report on District activity that is to be submitted to the OSPC on or before July 1 of each year.
- The OSPC reserves the right to consider new or amended incentives more than once a year on a case-by-case basis.
- The rationale for the new or amended incentive must be clearly stated in writing at the time of the request. Data regarding the utilization and performance of the incentive to be amended must be included and considered as a part of the rationale.
- The proposed new or amended incentives should address how the incentives will be fairly applied to existing investors or developers who may have proceeded with their planning, approval process, or actual construction under the old incentive package.

- Any request for new or amended incentives must place the proposed changes in the context of the entire local government incentive package and demonstrate that, if approved, the resulting new package will be equal to or superior to the previously approved package.
- Upon receipt of a new or amended incentive request that meets the requirements above, the OSPC will forward the request to the Cabinet Committee on State Planning Issues for review and consideration in accordance with 22 **Del C.** § 1907.
- If approved, the local government shall provide documentation to the OSPC that the new or amended incentive has been approved by the local legislative body. The documentation must include all ordinances or other official documents that implement the incentive or incentive package. Approval by the local legislative body must be after approval by the CCSPI. The change is not considered to be in effect for OSPC administrative purposes or rebate requests to DSHA until the proper documentation has been received and validated.
- The OSPC reserves the ability to approve incentive amendments that it deems to be administrative or technical in nature, and have no bearing on the actual incentive benefit to be delivered to investors in the District. Incentive amendments that meet this standard, as determined by OSPC, will not need to be forwarded to the CCSPI.

Adding Key Priority Projects

Districts are encouraged to identify **Key Priority Projects** in the District Plan. Key Priority Projects are:

“A specific project identified in the District Plan that is considered by the applicant to be a potential catalyst for other redevelopment activity and contribute to superior urban design or other benefits to the District. Key Priority Projects are specific projects that are expected to provide significant positive impacts to the District should they be implemented. These projects will receive priority scoring for funding through the DDD Rebate program, and may receive other benefits, such as enhanced marketing, through the DDD program.”

Local governments should identify specific Key Priority Projects in their District Plan. These do not have to be active development projects. Rather, they are opportunities recognized through the local government’s planning and economic development processes. General or vague descriptions of entire classes of properties or projects do not qualify as Key Priority Projects.

Sample Key Priority Project Descriptions

Example description of an acceptable Key Priority Project	Example description of an unacceptable Key Priority Project
<p>The historic home at 123 S. Main Street (parcel number _____) has been vacant for many years. This is a critical corner on our Main Street, and the vacancy is depressing property values and discouraging other investment along the street. This would be an ideal project for a historic renovation and adaptive reuse to commercial and/or office space to add services and employees to our downtown area. The redevelopment will also catalyze investment in other near-by properties along this part of Main Street.</p>	<p>All vacant commercial buildings on Main Street.</p>

In the event of a competitive round of large project applications, DSHA will score proposed projects using the criteria and process that is defined in the “Downtown Development Districts Rebate Program Guidelines.”

- Local governments with existing Designated Downtown Development Districts are encouraged to consider evaluating their District Plan to identify Key Priority Projects. Existing Districts may amend their plans to add Key Priority Projects using these procedures.
- All Districts are encouraged to periodically evaluate potential Key Priority Projects and may amend their plans to add Key Priority Projects throughout the period of District Designation using these procedures.
- Requests for new or amended Key Priority Projects will be considered annually. The request should accompany the local government’s report on District activity that is to be submitted to the OSPC on or before July 1 of each year.
- The OSPC reserves the right to consider new or amended Key Priority Projects more than once a year on a case-by-case basis.
- The rationale for the new Key Priority Project must be clearly stated in writing at the time of the request. The rationale should include a specific location (parcel number or address), a description of how the project will catalyze redevelopment in the District, actions needed to implement the project, and a discussion of challenges or obstacles to project implementation.

- Upon receipt of a new or amended Key Priority Project request that meets the requirements above, the OSPC will forward the request to the Cabinet Committee on State Planning Issues for review and consideration.

CHAPTER 9: FIVE YEAR DISTRICT RENEWALS

From 22 **Del C.** § 1905:

(b) Districts shall be designated for an initial 10-year period. Upon recommendation of the Committee, the Governor may renew districts for up to 2 5-year renewal periods. Recommendations for renewals shall be based on the performance of district responsibilities by the municipality (or county in the case of an unincorporated area); the continued need for such a district; and its effectiveness in creating capital investment, increasing population, creating jobs, improving housing stock, providing enhanced retail and entertainment opportunities, and otherwise improving the quality of life within such district.

Should a designated Downtown Development District wish to apply for a five-year renewal as specified in Delaware Code the following procedures will apply:

Application Period and Deadlines

Districts may only apply for one five-year Renewal at a time. The application period opens three years prior to expiration. The deadline to make an application is six months prior to expiration. Once the application period is open the applications are accepted on a rolling basis and reviewed by CCSPI at their one of their scheduled meetings.

Key Dates

	Second Round** Designated Aug. 2016	Third Round*** Designated Aug. 2019	First Round* Designated Jan. 2015
Applications Open	August 1, 2023	August 1, 2026	January 1, 2027
Application Deadline	February 1, 2026	February 1, 2029	July 1, 2029
District Expires	August 31, 2026	August 31, 2029	January 31, 2030

* Dover, Seaford, Wilmington

** Georgetown, Harrington, Laurel, Milford, Smyrna

*** Clayton, Delaware City, Middletown, City of New Castle

Review and Approval

Applications for five-year DDD District Renewals are reviewed by OSPC, DSHA and other agency partners. The OSPC will prepare a report and recommendation which will be presented to the Cabinet Committee on State Planning Issues (CCSPI). The CCSPI will make a recommendation to

the Governor. The Governor may renew Districts for up to two five-year renewal periods at his or her discretion.

Effective Date and Duration of Renewal

Regardless of when the approval for the renewal is granted by the Governor the extension shall be in effect five years from the original expiration date. As an example, the extensions for any of the first three Districts, if granted, would be in effect from January 2025 through January 2030. Should a District be granted a five-year Renewal there will be an opportunity to apply for the second five-year Renewal starting three years prior to the expiration of the designation.

District Boundary Revisions

As a part of the District Renewal process the local jurisdiction may revise the original District Boundary to meet the redevelopment goals of the next five-year period. The updated District Plan must fully describe the rationale for the revised boundary. The revised boundary must meet all guidelines and criteria for the District Boundary as described in Chapter 5.

It is permissible to remove parcels from the original District Boundary and reallocate that acreage to other areas of the downtown as a part of the boundary revisions during the District Renewal process. Should the local jurisdiction propose removing parcels from the original boundary, the following is required:

- The owners of all parcels that are proposed to be removed from the District Boundary must be noticed of the change via Certified Mail or similar method. The local jurisdiction shall keep receipts or other documentation of this notice and submit it with the District Renewal application.
- All property owners that are proposed to be removed from the District Boundary must be given an opportunity to speak at a public hearing hosted by the local jurisdiction, to be held before the final decision has been reached regarding the revised boundary that is to be proposed as a part of the District Renewal application. Minutes of this public hearing or hearings must accompany the District Renewal application.

Application Criteria

Districts must fill out the “DDD District Designation Renewal Application Form,” included in this document as Appendix 6.

The application process will include these items and criteria:

- A Resolution approving the application for a DDD District Designation Renewal from the local government’s legislative body.
- A summary of the performance of district responsibilities by the municipality.

- A discussion of the continued need for such a district, supported by data and analysis prepared by the municipality.
- An analysis of the district's effectiveness in creating capital investment.
- An analysis of the district's effectiveness in increasing population.
- An analysis of the district's effectiveness in creating jobs.
- An analysis of the district's effectiveness in improving housing stock.
- An analysis of the district's effectiveness in providing enhanced retail and entertainment opportunities
- A summary of how the district has otherwise improved the quality of life within such district.
- An analysis of the effectiveness of the local incentives, which may include a proposed amended or new local incentive package.
- An updated District Plan with a focus on the next five years of district redevelopment, including revised goals, objectives, strategies, and Key Priority Projects.

APPENDIX 1: SAMPLE DISTRICT PLANS

Summary of Plan 1, Town of XYZ – The “Superior” Plan

This is a summary of a hypothetical District Plan that includes the elements that would make such plan an example of a “superior” submission by a municipality or county. It serves to demonstrate how these elements may be combined in a District Plan.

District Description

The Town of XYZ identified a district centered on Main Street, the core of their traditional historic downtown CBD. The town has a population of 15,000 people, so they chose a district of 120 acres that includes their CBD and some adjacent residential areas and connected commercial properties. These areas are all in need of revitalization. The residential neighborhoods are among the poorest in the city and the buildings are mostly in need of repair, which the community feels is hampering economic development activities on the Main Street. The town has worked with the public through a variety of participation activities, including a charrette, to determine the boundaries of the area and the key objectives for redevelopment. The town has been working for years to redevelop a vacant commercial property that they own adjacent to Main Street. In their District Plan this property is identified as a Key Priority Project, and a key component of phase 1 of the plan is to attract a developer to construct the mixed use development on the parcel that they envision.

The town used relevant data to support the need for the creation of the district. With Census and other data they were able to submit verifiable evidence that the proposed District has a high poverty rate, low homeownership, many vacant buildings and a high number of structures with code violations.

The town was able to identify a variety of potential positive impacts, including economic development, increased services for residents, and jobs near transportation and neighborhoods. By attracting more residents the town hopes that more transit will be available downtown as density increases. They also feel that redevelopment of the downtown will increase pride in the community, and in turn, encourage more investment.

Development / Redevelopment Strategy

The District Plan clearly articulates several overarching goals and objectives that will guide the community as it implements the plan. For example, one goal is to increase home ownership

and it is linked to the objective of coordinating homeownership incentives in the District between local incentives, DSHA programs, and the DDD funds.

This town went further by specifying some key actions that will enable the community to achieve these lofty goals. One key action has been already completed. As a result of the charrette the town enacted a form based code and other land use regulation which allows for administrative review of development projects that meet the plan. These regulations greatly reduce the time for approval and do not require public hearings unless the development deviates from the approved development plan and regulations. The public was fully engaged in the development of the plan and regulations through the charrette, and is fully supportive.

An example of another key action is that the town identified several specific projects that are either “shovel-ready” or are on the cusp on being redeveloped if the right incentives are available. In its application, the town described the efforts it would undertake to bring these projects to fruition, which included educating stakeholders on all of incentives available, including local incentives and the DDD program. In addition, the Town identified their Key Priority Project as a future mixed use development that is ready to get started within 6 months. Since the Town controls the property, they will be able to work directly with the future developer to expedite the process.

Of the 120 acres of the DDD, the Town selected a 60-acre area as the first phase. This phase contains the four most important blocks of the CBD, including the above mentioned specific properties and the Key Priority Project. The plan indicates that they intend to concentrate incentives in this area in hopes that new development here will catalyze other redevelopment activities throughout the District in future years.

Local Incentives

The town council has already amended the land use regulations to speed up the land use review process to allow administrative review available for projects that meet the plan. In addition, Council has introduced an ordinance that would waive building permit fees and allow for reduced sewer and water impact fees for projects in the District that are in conformance with the District Plan. The town has also committed to piloting a community policing program in the District and stepping up efforts to enforce code violations against problem landlords.

Consistency with other Planning Documents

The proposed District is in Level 1 in the *State Strategies*, and has been identified in The Town of XYZ’s comprehensive plan as a mixed use downtown area. Other chapters of their comprehensive plan address redevelopment in the downtown and correspond to the goals of

the DDD Program. The Town has been in the process of implementing their comprehensive plan, which has included the charrette and the new form based code and land use regulations recently adopted. This District Plan is presented as an extension of the implementation of the Town's comprehensive plan.

Coordination

The town has established a leadership role to guide the successful implementation of the comprehensive plan, and that team will continue their work by adding on the responsibilities of the DDD program. A key component of the town's approach is working with other governmental organizations, businesses, and non-profits. They have signed agreements with the local Main Street group and a non-profit housing organization to coordinate efforts. In addition, the town has appointed its town planner to be an ombudsman to walk applicants through the development process in the proposed DDD. Other Town departments, such as public works, are actively involved and are working to realign the CIP to prioritize projects in the DDD that will compliment redevelopment efforts.

Discuss Land Use and Urban Design Rules and Regulations

In their application, the town included the text and maps from its comprehensive plan that identified the downtown area and set the goals for redevelopment. The town also provided the report written because of the charette process which detailed desired urban design features, and led to the new land use regulations that have already been adopted. Finally, the town presented the new regulations which are graphic in nature, and give a clear picture of the desired outcomes.

Public Comment and Council Approval

The charrette process used to create the new land use regulations was really a detailed master planning exercise. It included widespread public outreach and many residents and business owners from the downtown participated. As evidenced by a resolution passed unanimously by town council in support of the plan and application, the town received significant "buy-in" with respect to its redevelopment strategy. Land use regulations passed without opposition. There were also public meetings as the District Plan and application were being prepared, and the community is excited to be included in the program and enthusiastically supports the application.

Summary

As you can see, the community is aware of the difficulties faced in their downtown and has taken concrete steps over a period of time to reach solutions to these issues. The District Plan is an extension of these efforts and will add to efforts already underway. The District Plan

contains not only goals and objectives backed up by data, but also some specific projects that members of the community have identified. In short, the Town of XYZ appears to be well positioned to provide leadership for redevelopment activities in their downtown and the DDD program will provide them additional incentives to help further their efforts.

Summary of Plan 2, Town of ABC – The “Less than Ideal” Plan

This is a summary of an imaginary District Plan that does not include the elements envisioned by the DDD Program. Although the municipality has filled out the application and created a District Plan it appears that the community is not well positioned to successfully implement a downtown redevelopment program.

District Description

Even though the Town of ABC has only 9,100 residents, they have selected the maximum size for the District, 170 acres. They only chose to include a small portion of the traditional downtown area, although the rest of the downtown clearly could benefit from redevelopment activities. The boundaries do not have a regular shape, but rather they appear to be gerrymandered to include lower density residential neighborhoods and suburban style strip commercial areas that front the highway.

The town’s overall goals and objectives were very general and it was not clear how, or if, these goals informed the creation of the proposed District. The positive potential impacts were similarly general, and the data did not support the need because the neighborhoods and commercial areas selected did not appear to need redevelopment.

Development / Redevelopment Strategy

The overarching goals and objectives were very general, and the plan did not clearly and concisely describe actions and strategies. Although the goals and objectives were generally applicable to downtown redevelopment, it could not be determined from the application that they were relevant to this town or the areas selected. No specific parcels were identified as being “shovel ready” or otherwise poised to take advantage of the incentives offered under the DDD Program.

The Town selected the maximum acreage, but did not propose any phasing or timing. There are no specific projects mentioned, and the Town is not involved in any specific redevelopment activities at the present time.

Local Incentives

In their application the Town of ABC indicated that they will be exploring a reduction in the building permit fee for projects in the proposed District. However, it is not clear if there is any council support for this proposal because no ordinances have been introduced yet and there is not even a draft ordinance available to attach to the application. The Town indicates that they

are not considering reducing their sewer or water impact fees currently. They did not mention land use regulations or the land use process in their application

Consistency with other Planning Documents

Most of the proposed District is in Level 1 of the *State Strategies*, and portion of the low density residential neighborhood is in Level 2. The Town's comprehensive plan identifies these areas as low density residential and highway commercial. The small portion of the downtown CBD that is in the District is identified for commercial use. It is not clear from the application or the plan how these designations support compact, mixed use development.

Coordination

There are two downtown organizations and a non-profit housing group active within the identified district, all working on different projects. These groups work independently of one another. Although two of the groups have town council members on their boards, the Town is not formally involved with any of these organizations. The application makes no mention of any attempt to coordinate their activities.

Discuss Land Use and Urban Design Rules and Regulations

The land use regulations support low density residential and highway commercial development, not the mixed use development that is discussed in the application. In fact, the small portion of the CBD included in the district is identified as "commercial" which does not allow for residential dwellings in either the plan or the current zoning ordinance.

The zoning ordinance itself was last updated in 1973, and appears to be a traditional Euclidean ordinance that calls for a strict separation of uses. The application makes no mention of revising the ordinance.

Public Comment and Council Approval

It does not appear that the Town of ABC held any public workshops or other outreach efforts as they prepared their application. They did provide minutes to demonstrate that it was an agenda item at a regular council meeting, but there was no public hearing. The town's application did not include a resolution evidencing the town council's support of the plan and application.

Summary

It appears that The Town of ABC is not ready for the program. The area they chose was large, unfocused, not phased, and included areas that do not appear to match the goals of the Downtown Development Districts Program. The goals and objectives are very general and not

specific to the community. It does not appear that the Town is interested in or able to take a leadership role in coordinating with other groups involved in downtown redevelopment. Finally, the Town Council has not provided a resolution supporting the application or any evidence of a meaningful and compelling package of local incentives.

APPENDIX 2: DISTRICT PLAN CHECKLIST

Plan Elements ⁶	Content
District Description	Describe: <ul style="list-style-type: none"> <input type="checkbox"/> Citywide map with outlined district <input type="checkbox"/> District map - Districts must be contiguous, and be no more than 105 acres in area for local governments with a population under 9,000 and no more than 200 acres in area for local governments with a population between 9,000 and 30,000 and no more than 275 acres for local governments with a population over 30,001. If using the maximum acreage it is recommended that you identify phasing and prioritization of the area. <input type="checkbox"/> Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)⁷. The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. <input type="checkbox"/> The need for the Downtown Development District economic incentives must be documented with the use of relevant data and other methods as discussed in the application. <input type="checkbox"/> Identify the potential positive impacts that are likely to accrue due to designation as a District.
Development/ Redevelopment Strategy	<ul style="list-style-type: none"> <input type="checkbox"/> Describe overall goals and objectives for the selected area. <input type="checkbox"/> The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. <input type="checkbox"/> If proposing the maximum acreage, phasing and prioritization is preferable. <input type="checkbox"/> Identify Key Priority Projects. <input type="checkbox"/> List any known projects that can be underway within 6 to 12 months <input type="checkbox"/> Include an implementation timeline.
Local Incentives	<ul style="list-style-type: none"> <input type="checkbox"/> What local incentives will be available to the district upon its designation (e.g., fee or tax reductions, permit or licensing reform ...)? <input type="checkbox"/> Describe how these incentives will work in concert with the Downtown Development District benefits.
Consistency with other planning documents	<ul style="list-style-type: none"> <input type="checkbox"/> The most recently certified comprehensive plan; <input type="checkbox"/> The Strategies for State Policies and Spending; <input type="checkbox"/> local and state land use regulations; <input type="checkbox"/> other overlay district regulations (e.g., historic districts, BIDS, ...)
Discuss land use and urban design rules and regulations that will be applied to the district	<ul style="list-style-type: none"> <input type="checkbox"/> Adequacy of current zoning <input type="checkbox"/> Adequacy of current land use regulations <input type="checkbox"/> Adequacy of current design standards such as historic review overlays, ... <input type="checkbox"/> Map showing current zoning and land use regulations that apply <input type="checkbox"/> Map showing proposed zoning and land use changes needed (if any) to accomplish goals and objectives
Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan <input type="checkbox"/> If other governmental, non-governmental and/or quasi governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.
Public Comments	<ul style="list-style-type: none"> <input type="checkbox"/> How will public input be obtained?

⁶ More detailed information on the plan elements can be found in the application document.

⁷ Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

APPENDIX 3: DOWNTOWN DEVELOPMENT CORRIDORS AND DISTRICTS ACT

In September of 2025 the Downtown Development District Act of 2014 was amended. The new act builds on the success of the Downtown Development Districts Act, Chapter 19 of Title 22 of the Delaware Code, by permitting a municipality with a population of 30,000 or more in the 2020 federal census, which includes Wilmington, Dover, and Newark, to designate an area in the municipality as a "Downtown Development Corridor". This Act also makes technical corrections to conform existing law to the standards of the Delaware Legislative Drafting Manual.

Guidelines and the application process for Downtown Development Corridors are under development, and are not available at the time of publication.

LAWS OF DELAWARE
VOLUME 85
CHAPTER 200
153rd GENERAL ASSEMBLY
FORMERLY
SENATE BILL NO. 33

AN ACT TO AMEND TITLE 22, TITLE 29, AND TITLE 30 OF THE DELAWARE CODE RELATING TO THE DOWNTOWN DEVELOPMENT CORRIDORS AND DISTRICTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

Chapter 19. The Downtown Development Corridors and Districts Act

Section 2. Amend Chapter 19, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

Subchapter I. Establishment, Amendment, and Termination of Corridors and Districts

Section 3. Amend § 1902, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1902. Definitions.

As used in this chapter:

(1) “Committee” means the Cabinet Committee on State Planning Issues established ~~pursuant to~~ under § 9101 of Title 29.

(2) “Corridor plan” or “District plan” means the strategic plan or other detailed description of the overall strategy for the development of a proposed corridor or district submitted by the municipality or unincorporated area as part of its application for corridor or district designation.

(3) “Downtown” means that portion of a city, town, or unincorporated area that traditionally comprises its downtown or central business district, as determined by such city, town, or unincorporated area in accordance with guidelines promulgated by the Office.

(4) “Downtown Development Corridor” or “corridor” means an area within a municipality with a population of 30,000 or more based on the 2020 federal census that is designated as a Downtown Development Corridor under this chapter.

~~(4)~~(5) “Downtown Development District” or “district” means an area within a municipality or unincorporated area designated as a Downtown Development District ~~in accordance with the provisions of~~under this chapter.

~~(5)~~(6) “DSHA” means the Delaware State Housing Authority.

~~(6)~~(7) “Municipality” means any incorporated town or city of this State.

~~(7)~~(8) “Office” means the Office of State Planning Coordination.

~~(8)~~(9) “Unincorporated area” means an area of ~~the~~ this State having a concentration of population that is not a municipality and that is eligible to apply for and receive district designation in accordance with rules promulgated by the Office.

Section 4. Amend § 1903, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1903. Applications for corridor or district designation.

(a) At the request of the Governor, the Office shall solicit applications from municipalities and unincorporated areas to have an area designated as a Downtown Development Corridor or Downtown Development District. Such application shall include a description of the area to be included; the need for corridor or district incentives; the corridor plan or district plan; local incentives offered; and such other information as may be required by the Office.

(b) ~~The Office of State Planning Coordination~~ shall administer the application process and establish criteria to determine what areas qualify as Downtown Development Corridors and Downtown Development Districts. The Office is authorized to take such actions as may be necessary or convenient to fulfill its responsibilities ~~hereunder,~~ including but not limited to under this chapter, including promulgating rules and regulations relating to the establishment, amendment, and termination of corridors and districts and providing assistance to municipalities and unincorporated areas in connection with the application process.

(c) The criteria for designating ~~areas~~ an area as a Downtown Development Corridor or Downtown Development Districts ~~shall include:~~ District must include all of the following:

(1) The need and impact of ~~such a~~ the designation for ~~such the~~ the area, including ~~but not limited to~~ income, unemployment rate, homeownership rate, and prevalence of vacant or abandoned housing units in ~~such the~~ the

municipality or unincorporated area. Need and impact factors ~~shall~~must account for at least 50 percent of the consideration given to applications for ~~corridor or district designation;~~ designation.

(2) The quality of the municipality's or unincorporated area's ~~district plan;~~ corridor plan or district plan.

(3) The quality of the local incentives ~~offered;~~ and offered.

(4) Such other criteria as may be determined by the Office.

Section 5. Amend § 1904, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1904. Review and approval of applications.

(a) Applications for corridor or district designation ~~shall~~ must be evaluated by the Cabinet Committee on State Planning Issues, which shall recommend to the Governor those applications with the greatest potential for accomplishing the purposes of this chapter.

(b) ~~Upon~~On receipt from the Committee of any recommended application, the Governor ~~may;~~ may do any of the following

(1) Designate immediately the recommended area as a ~~district;~~ corridor or district.

(2) Designate the recommended area as a corridor or district effective 1 year from the date of ~~such~~ the determination by the ~~Governor;~~ or Governor.

(3) Deny ~~such~~ the application.

(c) ~~The initial round of applications shall result in the immediate designation of at least 1 but no more than 3 districts.~~ [Repealed.]

Section 6. Amend § 1905, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1905. Designation, renewal, and amendment of corridors or districts.

(a) ~~No~~ Not more than 15 districts ~~shall~~ may be designated at any 1 time. ~~Designation of the first 3 districts shall include 1 district in each county.~~ Not more than 1 corridor may be designated for each municipality.

(b) ~~Districts shall~~ A corridor or district is to be designated for an initial 10-year period. ~~Upon~~On recommendation of the Committee, the Governor may renew ~~districts~~ a corridor or district for up to 2 5-year renewal periods. Recommendations for renewals ~~shall~~ must be based on the performance of corridor or district responsibilities by the ~~municipality (or municipality, or county in the case of a district in an unincorporated area);~~ area; the continued

need for ~~such a~~ the corridor or district; and ~~its~~ the corridor's or district's effectiveness in creating capital investment, increasing population, creating jobs, improving housing stock, providing enhanced retail and entertainment opportunities, and otherwise improving the quality of life within ~~such~~ the corridor or district.

(c) Any ~~municipality (or municipality, or county in the case of a district in an unincorporated area)~~ area, having a corridor or district within its borders ~~shall be~~ is responsible for providing the local incentives specified in its application, providing timely submission of reports and evaluations as required by rule or regulation, implementing an active local development corridor or district program within the context of overall economic and community development efforts, and fulfilling such other responsibilities as may be required by law, rule, or regulation in connection with ~~such~~ the corridor or district.

(d) Each corridor or district shall ~~be required to~~ submit regular reports and information to the Office as may be necessary to evaluate ~~such~~ the corridor's or district's effectiveness and compliance with this section.

Section 7. Amend § 1906, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1906. Local incentives.

(a) ~~Any~~ A municipality or unincorporated area ~~submitting an application applying for district designation, or municipality applying for a corridor designation,~~ shall propose local incentives that address local economic and community conditions, and that will help achieve the purposes set forth in § 1901 of this title. ~~Such~~ The local incentives may include ~~but are not limited to~~ a reduction in fees or taxes. In addition, the application may also contain proposals for regulatory flexibility, which may include ~~but are not limited to~~ permit process reforms, special zoning districts, or exemptions from local ordinances.

(b) All incentives proposed in the application ~~shall be binding upon the municipality (or county in the case of an unincorporated area) upon~~ are binding on a municipality or unincorporated area applying for district designation, or municipality applying for a corridor designation, on designation of the corridor or district. The extent and duration of ~~such~~ the incentives ~~shall~~ must be consistent with the requirements of the Delaware Constitution and the United States Constitution.

(c) A municipality or county may establish eligibility criteria for local incentives that differ from the criteria required to qualify for the incentives provided in this chapter.

Section 8. Amend § 1907, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1907. Amendments to corridor or district boundaries and incentives.

A municipality or county may apply to the Office to amend the boundaries of ~~the~~ a corridor or district or to amend 1 or more corridor or district incentives, ~~provided that~~ incentives for a corridor or district designated by the municipality or county, if any revised incentive proposed by the municipality or county ~~shall be~~ is equal or superior to the incentive for which the amendment is sought. All proposed amendments are subject to approval by the Committee.

Section 9. Amend § 1908, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1908. Formal review and termination of corridors or districts.

(a) If a ~~municipality (or a county in the case of an unincorporated area)~~ municipality or county fails to fulfill its obligations ~~pursuant to~~ under § 1905 of this title or as otherwise set forth in this chapter, ~~then~~ the Office may recommend to the Committee that the corridor or district be placed under formal review or that its corridor or district designation be terminated.

(b) ~~Except in instances where a city, town, or~~ Unless a municipality fails to provide local incentives ~~in accordance with~~ under § 1906 of this title ~~hereunder~~, the Office may not recommend any of the following:

(1) Placing ~~any~~ a corridor or district under formal review for at least 2 years following the initial designation of ~~such district, and~~ the corridor or district.

(2) Terminating the designation of ~~any~~ a corridor or district for at least 1 year following the placement of the corridor or district on formal review by the Committee.

(c) ~~In no event shall the~~ The Office may not recommend formal review or termination of ~~any~~ a corridor or district without providing sufficient notice and opportunity to be heard to ~~such~~ the corridor or district.

(d) The Committee may approve any recommendation by the Office to place a corridor or district under formal review or to terminate a corridor's or district's designation ~~upon~~ on the affirmative vote of $\frac{3}{5}$ of the members of the Committee.

(e) The Office may promulgate regulations to authorize the continuation of previously authorized corridor or district incentives for a reasonable period following termination of the ~~district, provided, however, that no new~~

~~incentives shall be~~ corridor or district. A new incentive may not be authorized for any entity after the date of termination.

Section 10. Chapter 19, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

Subchapter II. Downtown Development Corridor and District Grants

Section 11. Amend § 1921, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1921. Qualifications for Downtown Development Corridor and Downtown Development District ~~Grants~~.
Grants; definitions.

(a) Subject to the limitations set forth in this subchapter, any qualified corridor or district investor making a qualified real property investment in a corridor or district ~~shall be~~ is entitled to a grant in an amount up to 20% of the qualified real property investments made by ~~such~~ the qualified corridor or district investor in excess of the minimum qualified investment threshold.

(b) For purposes of this ~~chapter~~: subchapter:

(1) “DDC Grant”, “DDD Grant” Grant”, or “grant” ~~shall mean~~ means a Downtown Development Corridor or Downtown Development District Grant ~~as set forth in~~ under subsection (a) of this ~~section hereunder~~.
section.

(2) “Facility” means a complex of buildings, co-located at a single physical location within a corridor or district, all of which are necessary to facilitate the conduct of the same residential, trade, or business use. This definition applies to new construction as well as to the rehabilitation and expansion of existing structures.

(3) “Minimum qualified investment threshold” means the minimum level of qualified real property investments required to be made by a qualified corridor or district investor in a building or facility ~~in order~~ to qualify for a ~~DDD Grant, grant~~, grant, as determined by DSHA. ~~Notwithstanding the foregoing, for the fiscal year ending June 30, 2015, the minimum qualified investment threshold shall be \$25,000 with respect to a single residential or mixed-use building or a facility. No~~ Not more often than once per year, DSHA may amend the minimum qualified investment threshold with respect to uses (residential, commercial, industrial, etc.), types of projects (rehabilitation, new construction, etc.), or other criteria determined by DSHA to be necessary or convenient to accomplish the purposes of this chapter.

(4) “Qualified ~~corridor or district~~ investor” means an owner or tenant of real property located within a ~~corridor or district~~ who that expands, ~~rehabilitates~~ rehabilitates, or constructs ~~such the~~ real property for residential, commercial, ~~industrial~~ industrial, or mixed use. ~~In the case of~~ For a tenant, the amounts of qualified real property investment specified in this section ~~shall relate~~ relates to the proportion of the building or facility for which the tenant holds a valid lease. ~~In the case of~~ For an owner of an individual unit within a “common interest community,” as ~~such term is~~ defined in § 81-103 of Title 25, the amounts of qualified real property investments specified in this chapter ~~shall relate~~ relates to that proportion of the building for which the owner holds title and not to common elements.

(5)a. “Qualified real property investment” means the amount in excess of the minimum qualified investment threshold that is properly chargeable to a capital account for improvements to rehabilitate, ~~expand~~ expand, or construct depreciable real property placed in service during the calendar year within a corridor or district. Specific inclusions and exclusions from the definition of “qualified real property investments” ~~shall be~~ to be determined by DSHA, but ~~such the~~ definition ~~shall~~ must generally include expenditures associated with all of the following:

a.1. Any exterior, interior, structural, ~~mechanical~~ mechanical, or electrical improvements necessary to construct, ~~expand~~ expand, or rehabilitate a building or facility for residential, commercial, industrial, or mixed ~~use~~ use.

b.2. ~~Excavations~~; Excavations.

e.3. Grading and ~~paving~~; paving.

d.4. Installing ~~driveways~~; driveways.

e.5. Landscaping or land ~~improvements~~; and improvements.

f.6. Demolition.

b. Notwithstanding ~~the foregoing~~, ~~no~~ paragraph (b)(5)a. of this section, an investment in the rehabilitation, expansion, or construction of any building or facility in a corridor or district ~~shall be~~ is not a qualified real property investment unless it is performed in accordance with the corridor plan or district plan.

Section 12. Amend § 1922, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1922. Limitations and conditions.

(a) The availability of ~~Downtown Development District Grants~~ grants in any given year ~~shall be~~ is subject to appropriation by the General Assembly.

(b) In addition to its other powers and responsibilities ~~hereunder~~, under this chapter, DSHA is expressly authorized to establish ~~such~~ other limitations and conditions with respect to grants as may be necessary or convenient to accomplish the purposes of this chapter, including ~~but not limited to~~: all of the following:

(1) Amending the minimum qualified investment ~~threshold~~; threshold.

(2) Establishing caps or limits on ~~DDD Grants~~ grants available to any qualified corridor or district investor, alone or in combination with other local, state, or federal incentives for any individual building or ~~facility~~ (~~including but not limited to facility, including~~ state historic preservation tax credits ~~pursuant to~~ under Chapter 18 of Title 30); 30.

(3) Establishing additional qualifying criteria with respect to uses (residential, commercial, industrial, etc.) or types of projects (rehabilitation, new construction, ~~etc.~~); etc.).

(4) Incentivizing particular types of uses or projects in 1 or more ~~districts~~; and corridors or districts.

(5) Establishing ~~such~~ other limitations and conditions in 1 or more corridors or districts as DSHA ~~shall determine from time to time~~; determines.

(c) DSHA may not establish or amend the ~~foregoing~~ limitations and conditions ~~no~~ authorized under this section more often than once per year.

Section 13. Amend § 1923, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1923. Policies and procedures for allocation of Downtown Development Corridor Grants and Downtown Development District Grants.

(a) Qualified corridor or district investors ~~shall be eligible to~~ may receive ~~DDD Grant~~ a grant provided for in this chapter to the extent that ~~they~~ the investors apply for and are approved for grant allocations through DSHA.

(b) The accuracy and validity of information on qualified real property investments ~~shall be~~ is subject to verification procedures in accordance with rules promulgated by DSHA on forms supplied by DSHA and in accordance with dates specified by DSHA.

Section 14. Amend § 1924, Title 22 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1924. Administration.

(a) DSHA ~~shall have~~ has the primary responsibility for administering the ~~DDD Grant program, grants program.~~ In connection therewith, with administering the grants program, DSHA's powers and duties ~~shall include but not be limited to the following:~~ include all of the following:

(1) Adopting ~~such~~ rules and procedures as may be necessary or desirable to effectuate the provisions of this ~~chapter;~~ chapter.

(2) Administering, enforcing, and interpreting ~~such the~~ rules and ~~procedures;~~ procedures adopted under paragraph (a)(1) of this section.

(3) Allocating grant funds in accordance with the provisions of this ~~chapter;~~ and subchapter.

(4) Monitoring the implementation and operation of this subchapter.

(b) Beginning ~~no~~ not later than December 31, 2015, DSHA shall issue an annual report to the Governor and the General ~~Assembly~~ Assembly, with a copy to the Director of the Division of Legislative Services evaluating the effectiveness of the grant program established ~~hereunder;~~ under this subchapter.

(c) DSHA may delegate to, and receive assistance from, other entities including the Office, the Division of Small ~~Business~~ Business, and other state agencies in carrying out its responsibilities ~~hereunder;~~ under this subchapter.

Section 15. Amend § 9101, Title 29 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 9101. Cabinet Committee on State Planning Issues.

(c) The Committee shall consider matters relating to the orderly growth and development of the State, ~~including, but not limited to:~~ including all of the following:

(6) Performing such other duties and responsibilities with respect to the Downtown Development Corridors and Districts Act as set forth in Chapter 19 of Title 22.

(h) The Office of State Planning Coordination shall render local planning technical assistance. The Office of State Planning Coordination may serve as the lead agency to engage other state agencies, local governments, and other governmental and nongovernmental organizations for the purposes of coordinating planning activities, promoting liaison between various state agencies and local governments, building capacity through training and sharing of digital and other information, developing infrastructure plans and master plans, addressing specific growth and design issues, and such other actions as are appropriate to achieve the purposes of this chapter. The Office of State Planning

Coordination shall develop and promote cooperation and coordination among state agencies and local governments to ensure effective and efficient planning and infrastructure investment. The Office of State Planning Coordination may make grants available to county and municipal governments to assist them in achieving any of the objectives outlined in this section, provided that funded activities and deliverables are in compliance and in harmony with the Strategies for State Policies and Spending. The Office of State Planning Coordination shall further have such authority and responsibility with respect to the Downtown Development Corridors and Districts Act as set forth in Chapter 19 of Title 22.

Section 16. Amend § 1812, Title 30 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1812. Definitions.

The following words, terms and phrases, when used in this subchapter, shall have the meanings ascribed to them herein, except where the context clearly indicates a different meaning (singular includes plural):

(6) “Downtown Development Corridor or Downtown Development District” means an area of a ~~city or town~~ municipality or an unincorporated area that has been designated by the Governor as a Downtown Development Corridor or Downtown Development District ~~in accordance with~~ under Chapter 19 of Title 22.

Section 17. Amend § 1816, Title 30 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1816. Total amount of credits permitted in each fiscal year; allocation of such credits.

(a) The maximum amount of credit awards under this chapter in any fiscal year shall not exceed \$5,000,000. One hundred thousand dollars of the credit awards in a fiscal year must be reserved for distribution to qualified resident curators. If in any fiscal year there are insufficient qualified resident curators to exhaust this allotment, the unused credit amount will be available in the next fiscal year for award to persons qualifying under § 1813(a)(1) or (2) of this title. In any 1 year, \$1,500,000 of tax credits shall be reserved for projects receiving a credit of not more than \$300,000. In addition, in any 1 year, \$1,500,000 of tax credits shall be reserved for projects located in ~~Downtown Development Districts;~~ Downtown Development Corridors or Downtown Development Districts of which \$500,000 shall be reserved for projects in such corridors or districts receiving a credit of not more than \$300,000. On April 1 of each year, any unused balance of the foregoing pools of tax credits shall be available to any eligible project. However,

should a credit award exceed the actual credit claimed, the amount of the excess credit award shall not be available for a subsequent award.

Section 18. The initial round of applications for Downtown Development Corridors under this Act must result in the designation of at least 1 Downtown Development Corridor.

Approved September 2, 2025

APPENDIX 4: FY26 APPLICATION FOR DESIGNATION AS A DISTRICT

DELAWARE DOWNTOWN DEVELOPMENT DISTRICTS FY26 APPLICATION FOR DESIGNATION AS A DISTRICT



February 4, 2026



Downtown Development Districts

FY26 Application for Designation as a District

How to Use this Application Form

This application is a Microsoft Word document that has been modified so that the text cannot be edited. The fields that can be edited are gray. Please complete the application and return it to us as a Word document.

Many of the fields are questions that ask you to respond in either 100 or 750 words. You might find it helpful to write and edit your responses in a separate Word document and then paste them into the application once they are complete. The 100-word statement is to be used internally for review and in printed materials where we need a concise description of each proposed District. Almost all other questions are suggested to be no more than 750 words. In these responses it is important to clearly and concisely answer each question. Your District Plan can go into much more detail about each topic, and it is appropriate and expected that you will reference your District Plan in these 750-word responses. There is no penalty for exceeding 750 words, but if you find that you are writing much more than that please consider putting additional information in your District Plan.

There are numerous attachments mentioned throughout this application. The most obvious one will be the District Plan. The application also asks for various maps, spreadsheets, letters of support, resolutions and data to be attached associated with particular questions. Please compile all the attachments into one Adobe Acrobat (.pdf) document. It would be wonderful if you could include a

table of contents and organize these attachments in the order of the questions.

It is likely that when you are done with the application form (Word document) and the attachments (.pdf document) the combination of both documents will be larger than 15mb, which is the limit for external email in the State system. Instructions on how to send your application digitally will be forwarded to all jurisdictions at least one month prior to the deadline. If you have your application ready prior to that, please contact Rose Zappacosta (Rose.Zappacosta@delaware.gov) or Jason Vogl (Jason.Vogl@delaware.gov) for instructions on how to submit your completed application.

OSPC will provide technical assistance with Census data and GIS mapping if requested by local governments that can demonstrate the need for the assistance. We will provide assistance to all local governments on the technical aspects of completing this application and transmitting/ uploading finished applications. To request assistance or if you have questions about any part of this application or the program in general, please contact your Circuit Rider Planner at the Office of State Planning Coordination, (302) 739-3090.

Once the application is submitted no other assistance can be provided. The application must be submitted by the deadline of 11:59 pm June 15, 2026. No applications will be accepted after this date.



Downtown Development Districts

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Section I: General Guidelines

The Downtown Development Corridors and Districts Act of 2025 (the Act)¹ was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long-term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments² that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

Completed applications will be considered by the Cabinet Committee on State

¹ This application is specific to the Downtown Development Districts program only. Guidelines for the Downtown Development Corridors program are under development. A separate application for the DDD Corridors program will be available at a later time.

Planning Issues (the Committee). The Committee will make recommendations to the Governor, who may then designate additional Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five-year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive rebates to offset up to 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Rebate funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mr. David L. Edgell, AICP
Director
Office of State Planning Coordination
122 Martin Luther King Jr. Blvd, S.
Dover, DE 19901

**Application Due Date for FY26 Cycle:
June 15, 2026**

² Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.



Downtown Development Districts

FY26 Application for Designation as a District

Section II: Specific Requirements

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)³. Districts must be no more than 105 acres in area for jurisdictions with a population under 9,000⁴ persons, no more than 200 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 275 acres in area for jurisdictions with a population over 30,001 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. The applicant must fully describe the rationale for choosing the boundaries as a part of this application. Guidelines for preparing District boundaries are found on page 13 of this application in the section titled “Map of the Proposed Downtown Development District.”

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

³ Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services,

There are four primary components of the application for designation as a District:

- The capacity to administer the DDD program if designated
- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

Administration of the District –The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

The **Administration** section will account for 10% of the consideration given to scoring each application.

Need and Impact: The applicant must describe the need for the economic incentives that will be available in designated District. The need must be

governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

⁴ Population to be based on the 2020 US Census.



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documented with relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

District Plan – The local government must present a District Plan that will be used to guide development activities and revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government’s certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi-governmental organizations are involved with revitalization efforts in the downtown area they must be identified, and it must be demonstrated that

coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

In addition, it is encouraged that the District Plan identify Key Priority Projects⁵ that are intended to catalyze redevelopment activity and provide significant positive impacts to the District.

The quality of the **District Plan** will account for 20% of the consideration given to scoring each application.

Local Incentives – The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District. It is expected that local incentive(s) will be available to all

⁵ Key Priority Project: See *DDD Program Guidelines* for more information.



Downtown Development Districts

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qualified projects within the District, and not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification in this application for the discretionary review and approval of specific incentives.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Rebate funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

Section III: Application Instructions

Local governments that wish to be considered for designation as a Downtown Development District must fill out the application form for the current FY26 application cycle.

Here are some details about the various parts of the application form:

Check List - self-explanatory.

Information Sheet - The local government must supply the jurisdiction's name,

mailing address, and phone numbers. The applicant must provide the date of the last update of the comprehensive plan and briefly describe the District being proposed. All local governments must complete this form, even those with applications on file from a previous round.

Administration of the District –The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

Map of the Proposed District – The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps must be created with GIS software, and the associated computer files shall be shared as a Shape file OR File Geodatabase and rendered in NAD 1983 StatePlane Delaware FIPS 0700 (Meters) to aid our review of the proposal. Districts must be contiguous, and be no more than 105 acres in area for local governments with a population under 9,000 persons, no more than 200 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 275

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acres in area for jurisdictions with a population over 30,001 persons. There are guidelines detailed on page 12 of this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

Summary of Need and Impact – The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.

Summary of District Plan – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this form, along with any relevant supporting documentation.

Written Documentation from Supporting Organizations – The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

Summary of Local Incentives – The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with

any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Legislative Body Resolution – The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation. All local governments must provide a resolution from the legislative body.

Applicants are advised to carefully review the *DDD Program Guidelines* which include additional guidance and information regarding the application preparation and review process.



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Application Cover Sheet and Check List

Jurisdiction Name: _____

Date of Application _____

Date Received _____

Check List for Application Materials

- Application Cover Sheet and Check List.
- Information Sheet.
- Administration of the District summary.
- Map of the Proposed District (GIS files required).
- Map of Future Land Use in Proposed District (GIS files required)
- Map of Zoning in Proposed District (GIS files required)
- Summary of Need and Impact (with attachments).
- Summary of District Plan (with attachments).
- Written Documentation from Supporting Organizations (attachments).
- Summary of Local Incentives (with attachments).
- Legislative Body Resolution (attachment).
- Attended DDD Pre-Application Workshop.

Name of attendee _____



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Information Sheet

Municipality / County: _____

Contact Person for Application	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Proposed District Administrator (if different)	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Date of certified Comprehensive Plan _____

Population of the municipality or county (as per 2020 US Census) _____

Population of proposed District (based on 2020 US Census Block data) _____

Area of proposed District in acres _____

Area Verified by OSPC Staff _____
OSPC use only



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Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials



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Administration of the District: 10%

District Administrator: An individual appointed by the local elected body to be the administrator of the DDD program for that community. The District Administrator will be the chief point of contact for the District and will be responsible for all record keeping and reporting that are required by the program. The District Administrator will supervise and ultimately be responsible for all tasks involved in implementing the local government’s DDD program. The District Administrator must be a local government staff person, or an elected or appointed official of the local government. See the *DDD Program Guidelines* for more information about the role of the District Administrator.

Name of the District Administrator

Title of District Administrator

By checking here, the applicant acknowledges that the District Administrator will be formally appointed by the local elected body within two months of District designation. By checking here, the applicant also acknowledges that in the event of a personnel change in the District Administrator role the Office of State Planning Coordination will be notified as soon as is practical, and the new District Administrator will be formally appointed by the local elected body within two months.



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Administration of the District - continued

10%

Please describe the staffing and resources that the local government will dedicate to the administration of the Downtown Development District Program in the following areas:

Economic Development Outreach and Marketing

DDD Promotional Materials and Website

Economic Development Assistance to DDD Qualified Real Property Investors

DDD Program Record Keeping

DDD Reporting to OSPC and DSHA

Will the local government be relying upon staff or consultants (or a combination) to perform the above tasks?

What is the expected local government budget (staff time and/or dollars) to be dedicated to the DDD program administration?



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Map of the Proposed Downtown Development District

Instructions: Prepare a map series for the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

- The maximum size of the District is 105 acres for local governments with populations below 9,000, 200 acres for local governments with a population between 9,000 and 30,000, and 275 acres for local governments with populations over 30,001 (population as per the 2010 US Census).
- The District Boundary must be contiguous.
- The District Boundary must include the streets and rights-of-way within it. These count towards the maximum acreage.
- Enclaves within the District Boundary are not acceptable.
- The District Boundary shall include entire tax parcels. Partial or split parcels are not acceptable.
- The District Boundary, and amendments to the District Boundary, should not be oriented along commercial corridors without also including surrounding areas and neighborhoods that could also benefit from revitalization. The DDD program is intended to revitalize entire districts, not just corridors.
- Districts should not include suburban style highway corridors and/or land uses such as strip malls, big-box stores, etc.
- Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.

District Boundary Map

The District Boundary shall be presented on a map or maps that are created using Geographic Information System (GIS) software. The GIS data used to create the boundary must be shared with OSPC as a Shape file or Geodatabase and rendered in NAD 1983 StatePlane Delaware FIPS 0700 (Meters). OSPC will use the GIS data in verifying the acreage and integrating into statewide DDD maps and map projects.

The local government shall prepare a map or maps showing the following information as a part of any DDD Application or DDD Boundary Amendment application:



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- The District Boundary
- The Future Land Use within the District Boundary as per the adopted and certified comprehensive plan.
- The current Zoning and/or Land Use regulations within the District Boundary
- The Floodplain within the District Boundary
- Any special overlays or districts that are within the District Boundary (e.g. Historic District; special tax district etc.)

It is acceptable to display these data layers on one or more maps, if the information is legible for review and reference purposes.

District Boundaries Map(s) Attached

GIS data is available and will be electronically transferred to OSPC

Name of person who created the maps: _____

Phone _____

Email _____



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Map of the Proposed Downtown Development District - continued

Describe the rationale for choosing the boundaries of the proposed District (please limit your response to 750 words or less).

Attach a map showing the future land use of the District from the local government's certified Comprehensive Plan.

Map Attached

GIS data is available and will be electronically transferred to OSPC

Attach a map showing the zoning or land use regulations that apply to lands within the District

Map Attached

GIS data is available and will be electronically transferred to OSPC

Attach a map showing the floodplain within the District

Map Attached

GIS data is available and will be electronically transferred to OSPC

Attach a map showing any special overlays or districts that are within the District Boundary.

Map Attached

GIS data is available and will be electronically transferred to OSPC



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Map of the Proposed Downtown Development District - continued

Discuss how the plan and land use regulations support the application for the District (Please limit your response to 750 words or less).

Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, Business Improvement District (BID) taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (Please limit your response to 750 words or less).



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FY26 Application for Designation as a District

Summary of Need and Impact: 50%

Instructions: Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, **however** please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Need and Impact – continued

50%

Attach relevant data to that demonstrates and documents the **need** for the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the *FY26 DDD Census Summary Spreadsheet* (available on OSPC website with this application), and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

Required Data from the US Census

The municipality or county as a whole

Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	

The Census Tract(s) that contain the proposed District

Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	% Low / Mod Income

The Census Block(s) that most closely correspond to the proposed District

Total Population	% Homeownership	% Vacancy
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Summary spreadsheet and other documentation attached

Please provide any other data that supports the municipality’s application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

Suggested Data from a Variety of Sources

Blight	Condemned Properties	Code Violations
Crime Statistics	Economic Analysis	CDBG Program Statistics
Market Studies	Redevelopment Authority Activities	Public Works Projects
Education Data	Infrastructure Condition or Need	Other

Additional data and documentation attached



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Need and Impact – continued

50%

Describe how the attached data demonstrates the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).

Describe the **potential positive impacts** of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach supporting documentation if applicable (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan: 20%

Instructions: through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for rebates and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided in the *DDD Program Guidelines* document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (please limit your response to 750 words or less).

List primary implementation strategies for the District Plan. (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Are there any known projects or proposals that can be underway within six to twelve months of District designation? If so, please describe here (please limit your response to 750 words):

List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

Written documentation attached from all other organizations



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Describe any actions your local government has taken to ensure energy efficient and environmentally sensitive development, and to prepare for flooding and sea level rise, if applicable. How will these efforts be implemented in the proposed District? (please limit your response to 750 words or less).

Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (please limit your response to 750 words or less).

<https://2025-delaware-state-strategies-delaware.hub.arcgis.com/>



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Local Incentives: 20%

Instructions: The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

It is expected that local incentive(s) will be available to all qualified projects within the District, and will not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives.

The following table includes **examples of** local incentives proposed by other applicants.

Examples of Local Incentives

Fee or Tax Reductions	Regulatory Flexibility	Permit or Licensing Reform
Special Zoning Districts	Exemptions from Local Ordinances	Streamlined Permitting
Technical Assistance	Grants or Loans	Other



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Local Incentives - continued 20%

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

Local Incentive	Funding Source

For each local incentive please summarize the value and/or benefit of the incentive to potential Qualified Real Property Investors. Please be as specific as possible.

Local Incentive	Value and/or Benefit to Investors



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Local Incentives - continued 20%

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

It is expected that local incentive(s) will be available to all qualified projects within the District, and will not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives in this response.

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Legislative Body Resolution

Instructions: Attach a resolution that has been adopted by the legislative body of your municipality or county during the current FY26 application cycle. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution _____

Resolution Number _____

Resolution Attached.

**APPENDIX 5: GUIDELINES GOVERNING THE ADMINISTRATION AND REVIEW FOR
DESIGNATION AS DOWNTOWN DEVELOPMENT DISTRICTS**

EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION
Statutory Authority: 22 Delaware Code, Section 1903 (22 **Del.C.** §1903)

GENERAL NOTICE

PUBLIC NOTICE

Guidelines Governing the Administration and Review of Applications for Designation as Downtown Development Districts

The November 2014 *Register of Regulations* included proposed guidelines relating to the administration and review of applications for designation as Downtown Development Districts (the "Guidelines"). See 18 DE Reg. 359 (11/01/14) (Prop.). As set forth in the Guidelines, public comments were accepted through November 30, 2014. In the November *Register*, the proposed procedures were incorrectly designated as Regulations. For that reason, the Guidelines have been designated for inclusion in the General Notice section of the January 2015 *Register of Regulations*, and will not be included in the Administrative Code. No changes were made to the Guidelines as a result of the public comment period described above.

Guidelines Governing the Administration and Review of Applications for Designation as Downtown Development Districts

1.0 Authority

These guidelines are authorized pursuant to 22 **Del.C.** §1903.

2.0 Background and Purpose

2.1 On June 5, 2014, Governor Markell signed Senate Bill 191, the Downtown Development Districts Act. The purposes of the Act are:

2.1.1 To spur private capital investment in commercial business districts and surrounding neighborhoods;

2.1.2 To stimulate job growth and improve the commercial vitality of such districts and neighborhoods;

2.1.3 To help build a stable community of long-term residents in such districts and neighborhoods by improving housing opportunities for persons of all incomes and backgrounds; increasing homeownership rates; building a diverse array of successful businesses; and reducing the number of vacant houses; and

2.1.4 To help strengthen neighborhoods, while harnessing the attraction that vibrant downtowns hold for talented young people, innovative small businesses, and residents from all walks of life.

2.2 Under the Act, the Office of State Planning is responsible for administering the application process. The purpose of these Guidelines is to establish procedures relating to the administration and review of Applications for Designation as Downtown Development Districts.

3.0 Definitions

"Act" means the Downtown Development Districts Act, 22 **Del.C.** §1901 *et seq.*

"Agency Liaison" means the person designated by the Secretary or Director of a Reviewing Agency to fulfill the Reviewing Agency's obligations under §6.0 hereunder.

"Applicant" means any municipality or unincorporated area (as such terms are defined in the Act) filing an Application.

"Application" means the Application for Designation as a Downtown Development District promulgated by the Office in accordance with the Act.

"Central Business District" means an area around the downtown portion of a city or town that allows for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

"CCSPI" or "Committee" means the Cabinet Committee on State Planning Issues established pursuant to the Delaware Planning Act, 29 **Del.C.** §9101 *et seq.*

"DDD," "District," or "Downtown Development District" means an area within a municipality or unincorporated area designated as a Downtown Development District in accordance with the Act.

"District Plan" means the strategic plan or other detailed description of the overall strategy for the development of a proposed district submitted by the municipality or unincorporated area as part of its Application.

“Downtown” means that portion of a city, town, or unincorporated area that traditionally comprises its downtown or central business district, as determined by such city, town, or unincorporated area in accordance with guidelines promulgated by the Office.

“Local Incentives” means the incentives offered by an Applicant as part of its Application that address local economic and community conditions, and that will help achieve the purposes set forth in the Act.

“Office” or “OSPC” means the Office of State Planning Coordination.

“Reviewing Agency” means any State Agency assigned by the Office to review and provide comments regarding an Application or any portion thereof.

“Staff Report” means any report prepared by the Office, with assistance from Reviewing Agencies, to aid the Committee in determining which Applications to recommend to the Governor for District designation.

4.0 Responsibilities of Office of State Planning Coordination

In accordance with the Act, the Office:

- 4.1 Shall develop the Application and other supporting materials and information, with input from other state agencies as appropriate;
- 4.2 Shall solicit Applications, at the request of the Governor, from municipalities and unincorporated areas to have areas designated as Downtown Development Districts;
- 4.3 Shall provide assistance to potential Applicants and other stakeholders in connection with the Application process;
- 4.4 Shall evaluate completed Applications and present recommendations to the Committee in accordance with §7.0 below; and
- 4.5 Shall perform such tasks assume such other responsibilities as may arise from time to time in connection with the administration and review of Applications.

5.0 Content of Applications

5.1 In accordance with §1903(c) of the Act, the Application shall include but not be limited to the following elements:

5.1.1 Need and Impact

- 5.1.1.1 The Application must require the Applicant to describe the need for the incentives that will be available in the proposed District, and to describe the potential positive impacts that are likely to accrue due to District designation.
- 5.1.1.2 Whenever possible, the Application should require the Applicant to demonstrate need and impact through the use of U.S. Census data or other objective information.
- 5.1.1.3 The Applicant shall be permitted to submit as part of its Application any additional information it deems relevant to demonstrate the need for and potential impact of the proposed District designation.

5.1.2 District Plan

- 5.1.2.1 The Application must require the Applicant to submit a detailed description of the overall strategy for the development of the proposed District, with such maps, descriptions, and other information as the Office may require.
- 5.1.2.2 At minimum, the Application:
 - 5.1.2.2.1 Must require each District Plan to describe the key actions and strategies that will be used to guide growth and revitalization efforts in the proposed District;
 - 5.1.2.2.2 Must require each Applicant to demonstrate that the District Plan is consistent with its certified Comprehensive Plan, the *Strategies for State Policies and Spending*, and any other applicable local planning documents or studies;
 - 5.1.2.2.3 Must require each Applicant to include its Central Business District in its District Plan; and
 - 5.1.2.2.4 Must provide that the proposed District shall be contiguous.
- 5.1.2.3 In addition, the Application must state that Districts shall be subject to maximum acreage requirements as determined by the Office. For the initial round of Applications, Districts shall be subject to the following area limitations, based on the most recent U.S. Census data:
 - 5.1.2.3.1 No more than 85 acres in area for jurisdictions having a population of less than 9,000 persons; and
 - 5.1.2.3.2 No more than 170 acres for jurisdictions having a population between 9,000 and 30,000 persons; and

5.1.2.3.3 No more than 225 acres for jurisdictions having a population greater than 30,000 persons.

5.1.3 Local Incentives

5.1.3.1 The Application must require the Applicant to propose Local Incentives that will help achieve the purposes set forth in the Act, as set forth in §2.1 above. These incentives must address local economic and community conditions, and may include but not be limited to reductions in fees or taxes, permit process and licensing reform, special zoning districts, and exemptions from local ordinances.

5.1.3.2 Upon designation as a District the Applicant shall be required to implement the proposed Local Incentives for the duration of the District designation.

5.1.4 Resolution

5.1.4.1 The Application shall require the Applicant to provide a resolution adopted by its governing body stating that the governing body supports the Application and will adhere to the District Plan and the Local Incentives for the duration of the District designation.

5.1.4.2 Upon the written approval of the Office, the Applicant may provide a resolution adopted by its governing body that deviates from the requirements of §5.1.4.1. In no event, however, shall the requirement to provide a resolution be waived.

5.2 In addition to the above, the Office may include such other provisions and adopt such other requirements in connection with the Application process as may be necessary or desirable in connection with the consideration of Applications, or any of them.

6.0 Initial Review by Office; Comments from Reviewing Agencies

6.1 Immediately following the Application deadline, the Office will conduct an initial review to determine the completeness of each Application and, if necessary, to request and receive additional clarifying information.

6.2 If the Office determines that a Reviewing Agency has expertise relevant to the consideration of any Application, the Office may forward the Application or any portion thereof to the Reviewing Agency for review and comment.

6.3 Each Reviewing Agency will designate an Agency Liaison to serve as the Office's point of contact during the Application process. The Agency Liaison will ensure that the Reviewing Agency reviews and provides comments on the Application in accordance with the deadlines established by the Office. Reviewing Agencies are advised that the Office may request responses on an expedited basis.

6.4 Comments by Reviewing Agencies shall address:

6.4.1 The principal strengths of the Application from the Reviewing Agency's perspective, including those considerations set forth in §8.0 that are within the Reviewing Agency's area of expertise;

6.4.2 The principal weaknesses of the Application from the Reviewing Agency's perspective, including those considerations set forth in §8.0 that are within the Reviewing Agency's area of expertise; and

6.4.3 Such other information as the Reviewing Agency shall determine is relevant to its consideration of the Application and the District Plan and Local Incentives contained therein.

7.0 Staff Reports and Recommendations—Procedure

7.1 Following a review of each Application and comments from Reviewing Agencies, the Office will prepare a Staff Report to assist the Committee in fulfilling its obligations under §9.0 below.

7.2 The Office will summarize or incorporate in the body of each Staff Report those comments from Reviewing Agencies that the Office determines are relevant to its review of the underlying Application. In addition, the Office may attach *verbatim* the comments of the Reviewing Agency as an exhibit to such Staff Report.

7.3 Upon completion of all Staff Reports, the Office will determine which Applications, in its opinion, have the greatest potential for accomplishing the purposes of the Act, as set forth more fully in §2.1 above.

7.3.1 In distinguishing among competing Applications, the Office will evaluate Applications in accordance with the considerations set forth in §8.0 of these Guidelines.

7.3.2 For the initial round of District designations, the Office will make separate recommendations pursuant to §7.3 for each county.

7.4 The Office will present each Staff Report, as well as its recommendations pursuant to §7.3 above, at the next meeting of the Committee. Copies of all Staff Reports, recommendations, and other relevant materials will be provided to members of the Committee at least ten (10) days prior to the date of such meeting.

8.0 Evaluation of Applications

8.1 General Principles

8.1.1 It is understood that Applicants will be given significant flexibility and authority to create a District Plan and propose Local Incentives that best meet the needs of their communities. As a result, each Application will be different, and the evaluation of each Application will require qualitative judgments as well as quantitative factors.

8.1.2 Notwithstanding the above, a substantive framework is necessary to assist the Office and Reviewing Agencies in determining which Applications have the greatest potential for accomplishing the purposes of the Act in accordance with §2.1 above, and to distinguish among competing Applications. To that end, Applications will be reviewed in accordance with the considerations set forth in this section.

8.1.3 Nothing in this section shall be construed to prohibit the establishment or consideration of such other matters as may be necessary or desirable in connection with the consideration of any Application.

8.2 Need and Impact – Need and impact factors will account for 50 percent of the consideration given to each Application. Evaluation of need and impact may include but shall not be limited to the following:

8.2.1 Economic considerations, including median income, poverty rate, and percentage of low- and moderate-income residents or households;

8.2.2 Considerations relating to housing and community conditions, including the number or percentage of vacant or abandoned properties, homeownership and rental rates, median home value, and average or median age of dwelling units or structures;

8.2.3 Other considerations as set forth in the Application pursuant to §5.1.1.2, which may include but shall not be limited to considerations relating to population, crime, and education levels; and

8.2.4 The Applicant's description of the potential positive impacts that are likely to result from District designation.

8.3 District Plan – The District Plan will account for 30 percent of the consideration given to each Application. Evaluation of each District Plan may include but shall not be limited to the extent to which:

8.3.1 The District Plan is consistent with sound planning principles, including the extent to which:

8.3.1.1 The size and shape of the proposed District make sense from an urban planning and revitalization perspective;

8.3.1.2 The District Plan clearly and specifically identifies the types of projects and uses intended to be promoted—and discouraged—within the proposed District, for purposes of administering the DDD Grant Program and otherwise;

8.3.1.3 The District Plan is consistent with the Applicant's certified Comprehensive Plan, the *Strategies for State Policies and Spending*, and any other applicable planning documents or studies;

8.3.1.4 The District Plan is well-coordinated, with clear lines of authority among local government agencies, members of the community, for- and non-profit organizations, and other stakeholders;

8.3.1.5 The District Plan complements and is consistent with existing revitalization efforts, including (if applicable) any historic districts or business improvement districts; and

8.3.1.6 The District Plan promotes energy-efficient and environmentally sensitive development, and addresses the potential effects of flooding and sea level rise as applicable;

8.3.2 The District Plan is likely to leverage significant private funding, including whether District designation is likely to assist or result in specific projects moving forward within the first six (6) to twelve (12) months of District designation;

8.3.3 District designation is likely to benefit a wide variety of stakeholders, including investors and other businesses (large and small, non-profit and for-profit), homeowners, and other stakeholders;

8.3.4 The District Plan evidences input from, and the support of, such stakeholders;

8.3.5 The extent to which the proposed District concentrates benefits in as small an area as possible, which may but shall not be required to include prioritization, phasing, and/or timing of redevelopment activities as appropriate to maximize the effectiveness of District incentives;

8.3.6 The key actions and strategies proposed in the District Plan are realistic in light of existing economic and other conditions;

8.3.7 The District Plan encourages accountability by establishing clear lines of responsibility for the applicant to meet its District obligations; and

8.3.8 The District Plan evidences a strong and sustained commitment of the Applicant to ensure the long-term success of the District, to the extent it is so designated.

8.4 Local Incentives – The Local Incentives shall account for 20 percent of the consideration given to each Application. Evaluation hereunder may include but shall not be limited to the extent to which the proposed Local Incentives:

- 8.4.1 Are coordinated with and integrated into the District Plan, i.e., they support the specific initiatives contained in or contemplated by such Plan;
- 8.4.2 Are likely to leverage significant private funding;
- 8.4.3 Are meaningful and substantial, thereby demonstrating the Applicant's commitment to the success of the proposed District;
- 8.4.4 Are likely to benefit a wide variety of stakeholders, including those stakeholders described in §8.3.3 above;
- 8.4.5 Promote energy-efficient and environmentally sensitive development, and address the potential effects of flooding and sea level rise as applicable;
- 8.4.6 Are user-friendly, easy to understand, and to the extent possible, cut or minimize red tape;
- 8.4.7 Clearly and specifically describe which person(s) are responsible for ensuring that the Local Incentives are available throughout the life of the District; and
- 8.4.8 Are measurable with respect to determining the success or failure of such Local Incentives in accomplishing the purposes of the Act, as set forth more fully in §2.1 above.

9.0 Committee Review of Applications

- 9.1 At a reasonable time following the close of the Application period, a meeting of the Committee will be convened to consider, discuss, and evaluate the Applications.
- 9.2 At such meeting, the Office shall present to the Committee each Application and associated Staff Report, as well as the Office's recommendations in accordance with §7.3 above. The Committee shall give significant weight to the Staff Reports and the recommendations contained therein, but shall not be bound thereby.
- 9.3 At the conclusion of the meeting, the Committee shall recommend to the Governor those applications with the greatest potential for accomplishing the purposes of the Act. In connection therewith, the Committee shall consider the provisions of §§2.1 and 8.0 above.
- 9.4 Recommendations of the Committee shall be made by a resolution adopted by no less than a majority of Committee members present. If the Committee is unable to adopt a resolution at the conclusion of the meeting, the Committee shall defer its recommendations until the next meeting, which shall be scheduled at the earliest possible opportunity in accordance with FOIA. In connection therewith, the Committee may request that the Office provide additional information relevant to its consideration of Applications hereunder.
- 9.5 As soon as is practicable following the date upon which the Committee issues its recommendations, the Office shall forward to the Governor:
 - 9.5.1 All Applications recommended by the Committee in accordance with this §9.0, and any supporting materials submitted by the Applicant in connection therewith;
 - 9.5.2 All Staff Reports prepared by the Office and presented to the Committee in connection with such Applications, including all comments of Reviewing Agencies;
 - 9.5.3 The minutes of the Committee meeting held pursuant to §9.0 above; and
 - 9.5.4 Such other information as the Office or the Committee shall deem relevant, or as otherwise requested by the Governor or his designee(s).

10.0 Review and Designation; Agreements Evidencing Designation

- 10.1 As set forth in §1904(b) of the Act, following receipt of any Application set forth in §9.5 above, the Governor:
 - 10.1.1 Shall approve the Application for immediate designation as a District; or
 - 10.1.2 Shall approve the Application for designation as a District, effective one (1) year from the date of such determination by the Governor; or
 - 10.1.3 Shall deny such Application.
- 10.2 In connection with the Designation of any District hereunder, the Office may require the successful Applicant to execute such documents and enter into such agreements as may be necessary or desirable in connection with such designation and the rights and obligations of the Applicant thereunder.

11.0 Preservation of Applications

- 11.1 Any Application that is not approved for District designation will remain on file with the Office for a period of not less than four (4) years from the date the original Application was filed.
- 11.2 In subsequent Application periods, any Applicant whose Application remains on file will not be required to submit an entirely new Application. Instead, the Office will request that the prior Applicant revise, amend, or supplement only those portions of the prior Application as necessary to update the Application for consideration in the subsequent round of Applications.

- 11.3 Nothing in this section shall prohibit or prevent the prior Applicant from revising, amending, or supplementing such portions of the Application as may be necessary to improve upon the prior Application and to better position the Applicant for District designation in the subsequent round of Applications.
- 11.4 Notwithstanding the foregoing, a prior Applicant seeking to renew its Application in any subsequent round of Applications shall be required to obtain and submit a new Resolution in accordance with §5.1.4 above.

18 DE Reg. 581 (01/01/15) (Gen. Notice)

APPENDIX 6: APPLICATION FOR FIVE YEAR DISTRICT RENEWAL



Downtown Development Districts

Application for District Renewal

District Renewal Application for Expiring DDD Districts

Application Period and Deadlines: The application period opens three years prior to expiration. Applications for extensions must be submitted within 6 months of the current DDD program expiration. Applications are accepted on a rolling basis and reviewed by the Cabinet Committee on State Planning Issues (CCSPI) at their next scheduled meeting. Application must be accompanied by a Resolution from the legislative body supporting the application for a DDD District Designation Extension, and an updated District Plan.

Review and Approval: Applications for five-year DDD District Renewal are reviewed by OSPC and agency partners. OSPC will prepare a report and recommendation which will be presented to the CCSPI which will in turn make a recommendation to the Governor. The Governor may renew Districts for up to two 5-year renewal periods. Completed applications should be sent to OSPC@delaware.gov

Completeness: Applications for District Renewal will be evaluated by the Office of State Planning Coordination for completeness upon receipt. Incomplete applications will not be reviewed and will not be forwarded to the Cabinet Committee on State Planning Issues for their consideration. Applicants are encouraged to meet with the OSPC early in the process, and work with the OSPC Principal Planners throughout the application process to ensure a complete and accurate application.

Municipality / County: _____

DDD Program expiration date _____

- Check list:
- Application Form
 - Legislative Body Resolution
 - Updated District Plan

If proposing the removal of parcels from the original District Boundary:

- Certified Mail Receipts, to owners of all parcels to be removed
- Public Hearing Minutes, revised boundary meeting



Downtown Development Districts

Application for District Renewal

Contact Person for Application	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

District Administrator (if different)	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Legislative Body Resolution:

The resolution must affirmatively indicate that the legislative body supports the application for the extension of Downtown Development District designation and is willing to adhere to the District Plan and the Local Incentives for the extended duration.

Date of Resolution in support of DDD Extension Application: _____

Resolution number: _____

Program Administration:

Describe any proposed changes in how the DDD program will be administered (such as new organizational structure or personnel to enhance implementation of the DDD program).



Downtown Development Districts

Application for District Renewal

Need and Impact:

Describe the impact the DDD program has had on your downtown thus far. In the response, please consider the program's effectiveness in creating capital investment, creating jobs, improving housing stock, increasing residents and visitors, providing enhanced retail and entertainment opportunities, and otherwise improving the quality of life within such district. Refer to the Key Priority Projects identified in the initial DDD program application; Was the District successful in implementing these projects?

Provide justification as to why the program should be extended.

District Plan:

Revise the current District Plan to include the listed items below. The revised plan is intended to supersede the existing one and must be included with the Extension Application. The updated plan should assess progress made since program implementation, reflect relevant changes that may have occurred since plan adoption, and provide up-to-date guidance for redevelopment for the next 5 years and beyond.

District Plan update must include the following:

1. Rationale as to why the five-year extension is necessary and/or desirable to achieve redevelopment goals stated in the District Plan.
2. An evaluation and self-assessment of past program implementation and performance.
3. Updated demographic and redevelopment data, and analysis of that data in the current plan.
4. An evaluation, and revision if necessary, of the vision, goals and strategies for downtown redevelopment.
5. Updated maps that reflect current conditions. Note any changes (within the District) to zoning or to the Future Land Use Map in the adopted comprehensive plan.

Briefly summarize changes made to the plan here:



Downtown Development Districts

Application for District Renewal

Local Incentives:

List the local incentive package currently in place and briefly assess the effectiveness of each using data from completed projects. Please note any changes proposed to these incentives and describe why the change is needed.

List any new incentive options being proposed and explain how these new incentives will address the goals of the District Plan for the next 5-year period.

Key Priority Projects:

The DDD application was updated in 2019 to include discussion of Key Priority Projects. These projects were to be identified in the District Plan as potential catalysts for other redevelopment activity or as examples of superior urban design. Key Priority Projects are specific projects expected to provide significant impact to the District when implemented. See *DDD Program Guidelines* for more information. [ddd-program-guidelines-2022.pdf \(delaware.gov\)](http://ddd-program-guidelines-2022.pdf)

With this definition in mind, please describe the Key Priority Projects that were implemented during the past 10-year period. Briefly assess their impact and/or describe any barriers to implementation. Moving forward, what are the Key Priority Projects for the 5-year extension?



Downtown Development Districts

Application for District Renewal

District Boundary Revisions:

As a part of the District Renewal process the local jurisdiction may revise the original District Boundary to meet the redevelopment goals of the next five-year period. The updated District Plan must fully describe the rationale for the revised boundary. The revised boundary must meet all guidelines and criteria for the District Boundary as described in Chapter 5 of the *DDD Program Guidelines*.

It is permissible to remove parcels from the original District Boundary and reallocate that acreage to other areas of the downtown as a part of the boundary revisions during the District Renewal process. Should the local jurisdiction propose removing parcels from the original boundary, the following is required:

- The owners of all parcels that are proposed to be removed from the District Boundary must be noticed of the change via Certified Mail or similar method. The local jurisdiction shall keep receipts or other documentation of this notice and submit it with the District Renewal application.
- All property owners that are proposed to be removed from the District Boundary must be given an opportunity to speak at a public hearing hosted by the local jurisdiction, to be held before the final decision has been reached regarding the revised boundary that is to be proposed as a part of the District Renewal application. Minutes of this public hearing or hearings must accompany the District Renewal application.

If the revised District Boundary proposes to remove any parcels from the original District Boundary, please briefly describe the rationale for removing the parcels and where the acreage has been reallocated to:

If the revised District Boundary proposes to remove any parcels from the original District Boundary, please include the receipts or other documentation of the public notice to all property owners to be removed, as well as the minutes of the public hearing where the boundary revisions were discussed in the District Renewal application.

APPENDIX 7: LINKS TO ADDITIONAL RESOURCES

Delaware Office of State Planning Coordination

<http://stateplanning.delaware.gov/>

Downtown Development Districts Program

<https://stateplanning.delaware.gov/about/ddd.shtml>

Delaware State Historic Preservation Office (SHPO)

<http://history.delaware.gov/>

Tax Credit Program

<http://history.delaware.gov/preservation/taxcredit.shtml>

Delaware State Housing Authority

<http://www.destatehousing.com/>

District Rebate Program

<https://www.destatehousing.com/build/ddd-program/>

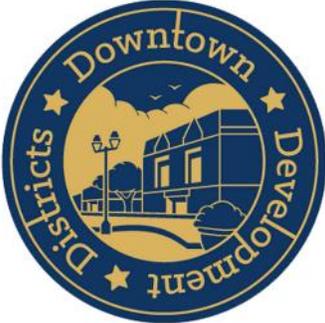
Delaware Division of Small Business

<https://business.delaware.gov/>

Delaware Prosperity Partnership

<https://www.deprosperitypartnership.com/>

DELAWARE DOWNTOWN DEVELOPMENT DISTRICTS FY26 APPLICATION FOR DESIGNATION AS A DISTRICT



February 4, 2026

Inside Front Cover



Downtown Development Districts

FY26 Application for Designation as a District

How to Use this Application Form

This application is a Microsoft Word document that has been modified so that the text cannot be edited. The fields that can be edited are gray. Please complete the application and return it to us as a Word document.

Many of the fields are questions that ask you to respond in either 100 or 750 words. You might find it helpful to write and edit your responses in a separate Word document and then paste them into the application once they are complete. The 100-word statement is to be used internally for review and in printed materials where we need a concise description of each proposed District. Almost all other questions are suggested to be no more than 750 words. In these responses it is important to clearly and concisely answer each question. Your District Plan can go into much more detail about each topic, and it is appropriate and expected that you will reference your District Plan in these 750-word responses. There is no penalty for exceeding 750 words, but if you find that you are writing much more than that please consider putting additional information in your District Plan.

There are numerous attachments mentioned throughout this application. The most obvious one will be the District Plan. The application also asks for various maps, spreadsheets, letters of support, resolutions and data to be attached associated with particular questions. Please compile all the attachments into one Adobe Acrobat (.pdf) document. It would be wonderful if you could include a

table of contents and organize these attachments in the order of the questions.

It is likely that when you are done with the application form (Word document) and the attachments (.pdf document) the combination of both documents will be larger than 15mb, which is the limit for external email in the State system. Instructions on how to send your application digitally will be forwarded to all jurisdictions at least one month prior to the deadline. If you have your application ready prior to that, please contact Rose Zappacosta (Rose.Zappacosta@delaware.gov) or Jason Vogl (Jason.Vogl@delaware.gov) for instructions on how to submit your completed application.

OSPC will provide technical assistance with Census data and GIS mapping if requested by local governments that can demonstrate the need for the assistance. We will provide assistance to all local governments on the technical aspects of completing this application and transmitting/ uploading finished applications. To request assistance or if you have questions about any part of this application or the program in general, please contact your Circuit Rider Planner at the Office of State Planning Coordination, (302) 739-3090.

Once the application is submitted no other assistance can be provided. The application must be submitted by the deadline of 11:59 pm June 15, 2026. No applications will be accepted after this date.



Downtown Development Districts

FY26 Application for Designation as a District

Section I: General Guidelines

The Downtown Development Corridors and Districts Act of 2025 (the Act)¹ was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long-term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments² that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

Completed applications will be considered by the Cabinet Committee on State

Planning Issues (the Committee). The Committee will make recommendations to the Governor, who may then designate additional Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five-year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive rebates to offset up to 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Rebate funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mr. David L. Edgell, AICP
Director
Office of State Planning Coordination
122 Martin Luther King Jr. Blvd, S.
Dover, DE 19901

**Application Due Date for FY26 Cycle:
June 15, 2026**

¹ This application is specific to the Downtown Development Districts program only. Guidelines for the Downtown Development Corridors program are under development. A separate application for the DDD Corridors program will be available at a later time.

² Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.



Downtown Development Districts

FY26 Application for Designation as a District

Section II: Specific Requirements

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)³. Districts must be no more than 105 acres in area for jurisdictions with a population under 9,000⁴ persons, no more than 200 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 275 acres in area for jurisdictions with a population over 30,001 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. The applicant must fully describe the rationale for choosing the boundaries as a part of this application. Guidelines for preparing District boundaries are found on page 13 of this application in the section titled “Map of the Proposed Downtown Development District.”

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

³ Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services,

There are four primary components of the application for designation as a District:

- The capacity to administer the DDD program if designated
- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

Administration of the District –The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

The **Administration** section will account for 10% of the consideration given to scoring each application.

Need and Impact: The applicant must describe the need for the economic incentives that will be available in designated District. The need must be

governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

⁴ Population to be based on the 2020 US Census.



Downtown Development Districts

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documented with relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

District Plan – The local government must present a District Plan that will be used to guide development activities and revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government’s certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi-governmental organizations are involved with revitalization efforts in the downtown area they must be identified, and it must be demonstrated that

coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

In addition, it is encouraged that the District Plan identify Key Priority Projects⁵ that are intended to catalyze redevelopment activity and provide significant positive impacts to the District.

The quality of the **District Plan** will account for 20% of the consideration given to scoring each application.

Local Incentives – The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District. It is expected that local incentive(s) will be available to all

⁵ Key Priority Project: See *DDD Program Guidelines* for more information.



Downtown Development Districts

FY26 Application for Designation as a District

qualified projects within the District, and not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification in this application for the discretionary review and approval of specific incentives.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Rebate funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

Section III: Application Instructions

Local governments that wish to be considered for designation as a Downtown Development District must fill out the application form for the current FY26 application cycle.

Here are some details about the various parts of the application form:

Check List - self-explanatory.

Information Sheet - The local government must supply the jurisdiction's name,

mailing address, and phone numbers. The applicant must provide the date of the last update of the comprehensive plan and briefly describe the District being proposed. All local governments must complete this form, even those with applications on file from a previous round.

Administration of the District –The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

Map of the Proposed District – The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps must be created with GIS software, and the associated computer files shall be shared as a Shape file OR File Geodatabase and rendered in NAD 1983 StatePlane Delaware FIPS 0700 (Meters) to aid our review of the proposal. Districts must be contiguous, and be no more than 105 acres in area for local governments with a population under 9,000 persons, no more than 200 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 275

FY26 Application for Designation as a District

acres in area for jurisdictions with a population over 30,001 persons. There are guidelines detailed on page 12 of this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

Summary of Need and Impact – The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.

Summary of District Plan – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this form, along with any relevant supporting documentation.

Written Documentation from Supporting Organizations – The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

Summary of Local Incentives – The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with

any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Legislative Body Resolution – The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation. All local governments must provide a resolution from the legislative body.

Applicants are advised to carefully review the *DDD Program Guidelines* which include additional guidance and information regarding the application preparation and review process.



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FY26 Application for Designation as a District

Application Cover Sheet and Check List

Jurisdiction Name: _____

Date of Application _____

Date Received _____

Check List for Application Materials

- Application Cover Sheet and Check List.
- Information Sheet.
- Administration of the District summary.
- Map of the Proposed District (GIS files required).
- Map of Future Land Use in Proposed District (GIS files required)
- Map of Zoning in Proposed District (GIS files required)
- Summary of Need and Impact (with attachments).
- Summary of District Plan (with attachments).
- Written Documentation from Supporting Organizations (attachments).
- Summary of Local Incentives (with attachments).
- Legislative Body Resolution (attachment).
- Attended DDD Pre-Application Workshop.

Name of attendee _____



Downtown Development Districts

FY26 Application for Designation as a District

Information Sheet

Municipality / County: _____

Contact Person for Application	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Proposed District Administrator (if different)	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Date of certified Comprehensive Plan _____

Population of the municipality or county (as per 2020 US Census) _____

Population of proposed District (based on 2020 US Census Block data) _____

Area of proposed District in acres _____

Area Verified by OSPC Staff _____
OSPC use only



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Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials



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Administration of the District: 10%

District Administrator: An individual appointed by the local elected body to be the administrator of the DDD program for that community. The District Administrator will be the chief point of contact for the District and will be responsible for all record keeping and reporting that are required by the program. The District Administrator will supervise and ultimately be responsible for all tasks involved in implementing the local government’s DDD program. The District Administrator must be a local government staff person, or an elected or appointed official of the local government. See the *DDD Program Guidelines* for more information about the role of the District Administrator.

Name of the District Administrator

Title of District Administrator

By checking here, the applicant acknowledges that the District Administrator will be formally appointed by the local elected body within two months of District designation. By checking here, the applicant also acknowledges that in the event of a personnel change in the District Administrator role the Office of State Planning Coordination will be notified as soon as is practical, and the new District Administrator will be formally appointed by the local elected body within two months.



Downtown Development Districts

FY26 Application for Designation as a District

Administration of the District - continued

10%

Please describe the staffing and resources that the local government will dedicate to the administration of the Downtown Development District Program in the following areas:

Economic Development Outreach and Marketing

DDD Promotional Materials and Website

Economic Development Assistance to DDD Qualified Real Property Investors

DDD Program Record Keeping

DDD Reporting to OSPC and DSHA

Will the local government be relying upon staff or consultants (or a combination) to perform the above tasks?

What is the expected local government budget (staff time and/or dollars) to be dedicated to the DDD program administration?



Downtown Development Districts

FY26 Application for Designation as a District

Map of the Proposed Downtown Development District

Instructions: Prepare a map series for the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

- The maximum size of the District is 105 acres for local governments with populations below 9,000, 200 acres for local governments with a population between 9,000 and 30,000, and 275 acres for local governments with populations over 30,001 (population as per the 2010 US Census).
- The District Boundary must be contiguous.
- The District Boundary must include the streets and rights-of-way within it. These count towards the maximum acreage.
- Enclaves within the District Boundary are not acceptable.
- The District Boundary shall include entire tax parcels. Partial or split parcels are not acceptable.
- The District Boundary, and amendments to the District Boundary, should not be oriented along commercial corridors without also including surrounding areas and neighborhoods that could also benefit from revitalization. The DDD program is intended to revitalize entire districts, not just corridors.
- Districts should not include suburban style highway corridors and/or land uses such as strip malls, big-box stores, etc.
- Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.

District Boundary Map

The District Boundary shall be presented on a map or maps that are created using Geographic Information System (GIS) software. The GIS data used to create the boundary must be shared with OSPC as a Shape file or Geodatabase and rendered in NAD 1983 StatePlane Delaware FIPS 0700 (Meters). OSPC will use the GIS data in verifying the acreage and integrating into statewide DDD maps and map projects.

The local government shall prepare a map or maps showing the following information as a part of any DDD Application or DDD Boundary Amendment application:



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FY26 Application for Designation as a District

- The District Boundary
- The Future Land Use within the District Boundary as per the adopted and certified comprehensive plan.
- The current Zoning and/or Land Use regulations within the District Boundary
- The Floodplain within the District Boundary
- Any special overlays or districts that are within the District Boundary (e.g. Historic District; special tax district etc.)

It is acceptable to display these data layers on one or more maps, if the information is legible for review and reference purposes.

District Boundaries Map(s) Attached

GIS data is available and will be electronically transferred to OSPC

Name of person who created the maps: _____

Phone _____

Email _____



Downtown Development Districts

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Map of the Proposed Downtown Development District - continued

Describe the rationale for choosing the boundaries of the proposed District (please limit your response to 750 words or less).

Attach a map showing the future land use of the District from the local government's certified Comprehensive Plan.

- Map Attached
- GIS data is available and will be electronically transferred to OSPC

Attach a map showing the zoning or land use regulations that apply to lands within the District

- Map Attached
- GIS data is available and will be electronically transferred to OSPC

Attach a map showing the floodplain within the District

- Map Attached
- GIS data is available and will be electronically transferred to OSPC

Attach a map showing any special overlays or districts that are within the District Boundary.

- Map Attached
- GIS data is available and will be electronically transferred to OSPC



Downtown Development Districts

FY26 Application for Designation as a District

Map of the Proposed Downtown Development District - continued

Discuss how the plan and land use regulations support the application for the District (Please limit your response to 750 words or less).

Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, Business Improvement District (BID) taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (Please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Need and Impact: 50%

Instructions: Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, **however** please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Need and Impact – continued

50%

Attach relevant data to that demonstrates and documents the **need** for the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the *FY26 DDD Census Summary Spreadsheet* (available on OSPC website with this application), and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

Required Data from the US Census

The municipality or county as a whole

Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	

The Census Tract(s) that contain the proposed District

Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	% Low / Mod Income

The Census Block(s) that most closely correspond to the proposed District

Total Population	% Homeownership	% Vacancy
------------------	-----------------	-----------

Summary spreadsheet and other documentation attached

Please provide any other data that supports the municipality’s application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

Suggested Data from a Variety of Sources

Blight	Condemned Properties	Code Violations
Crime Statistics	Economic Analysis	CDBG Program Statistics
Market Studies	Redevelopment Authority Activities	Public Works Projects
Education Data	Infrastructure Condition or Need	Other

Additional data and documentation attached



Downtown Development Districts

FY26 Application for Designation as a District

Summary of Need and Impact – continued

50%

Describe how the attached data demonstrates the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).

Describe the **potential positive impacts** of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach supporting documentation if applicable (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan: 20%

Instructions: through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for rebates and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided in the *DDD Program Guidelines* document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (please limit your response to 750 words or less).

List primary implementation strategies for the District Plan. (please limit your response to 750 words or less).



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Are there any known projects or proposals that can be underway within six to twelve months of District designation? If so, please describe here (please limit your response to 750 words):

List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

Written documentation attached from all other organizations



Downtown Development Districts

FY26 Application for Designation as a District

Summary of District Plan – continued

20%

Describe any actions your local government has taken to ensure energy efficient and environmentally sensitive development, and to prepare for flooding and sea level rise, if applicable. How will these efforts be implemented in the proposed District? (please limit your response to 750 words or less).

Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (please limit your response to 750 words or less).

<https://2025-delaware-state-strategies-delaware.hub.arcgis.com/>



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Summary of Local Incentives: 20%

Instructions: The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

It is expected that local incentive(s) will be available to all qualified projects within the District, and will not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives.

The following table includes **examples of** local incentives proposed by other applicants.

Examples of Local Incentives

Fee or Tax Reductions	Regulatory Flexibility	Permit or Licensing Reform
Special Zoning Districts	Exemptions from Local Ordinances	Streamlined Permitting
Technical Assistance	Grants or Loans	Other



Downtown Development Districts

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Summary of Local Incentives - continued 20%

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

Local Incentive	Funding Source

For each local incentive please summarize the value and/or benefit of the incentive to potential Qualified Real Property Investors. Please be as specific as possible.

Local Incentive	Value and/or Benefit to Investors



Downtown Development Districts

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Summary of Local Incentives - continued 20%

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

It is expected that local incentive(s) will be available to all qualified projects within the District, and will not require discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives in this response.

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).



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Legislative Body Resolution

Instructions: Attach a resolution that has been adopted by the legislative body of your municipality or county during the current FY26 application cycle. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution _____

Resolution Number _____

Resolution Attached.

Downtown Development District Application

Census Data Spreadsheet Template

Name of Town / City / County:

	City	Tract(s)	Block(s)
Total Population			
Median Household Income			
Poverty Rate, All People			
% Housing Built 1949 or earlier			
% Homeownership			
% Rental			
% Vacant Housing Units			
Median Home Value			
% Low / Mod Income			

Census Tract (s) that include proposed District:						

Census Blocks that most closely correspond to proposed District:						

Census Tract Worksheet

	Tract #	Tract #	Tract #	Totals
Total Population				
Median Income				
Poverty Rate				
Age of Structures				
% Homeownership				
% Rental				
Vacancy				
Median Home Value				
% Low / Mod Income				

Census Block Worksheet

	Block #	Block #	Block #	Totals
Total Population				
Housing Units Owned				
Housing Units Rented				
Housing Units Occupied				
Housing Units Vacant				