

Town of Milton

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MILTON IS OPEN FOR BUSINESS!

A Simple Guide to help your business get started

The Mayor and Council of the Town of Milton are supportive of business and offer these tips to help make your experience with Town Hall be as easy and productive as possible. Forms not yet available on-line can be faxed to your business office or home, upon request.

Getting Started

We encourage you to visit the Town of Milton website (www.milton.delaware.gov). On the left hand side, there is a short list of “headings” above the calendar. Select “Town Government” and, from that page, click on “Town Code” This is a link to a service called General Code - a site that maintains the Town of Milton municipal code. There is a search engine box in the upper right hand corner. The Zoning map (Section 220 Attachment 2) is a great place to start.

Location, Location, Location

You will note that the map uses color-coding to designate different zones. The commercial zone (C-1) is colored red and the Town Center zone (TC) is beige. There are zones for light industrial, manufacturing and residential, too. Your zone will determine the permitted uses of the building that you may be considering for your business location.

De-coding the Municipal Code

Section 220 of the Municipal Code has specific articles for different zones and related matters. The General Code search engine noted above may be used to help you find the articles most helpful to your application. The TC zone (220-16) and C1 zone (220-17) are good examples. Within each, you will find a long list of permitted uses. If your proposed business is listed, then your approval will most likely be subject only to approvals by the State Fire Marshall. If it is listed as a Special Permitted Use, then the Planning and Zoning Commission will need to approve your application.

Parking is another *very important* consideration. Details about parking may be found in Section 220-42. The type of business will dictate the parking requirements. A 1200 sq. ft. office will require four parking spaces. A medical office of the same size, however, will require six parking spaces.

Changes of Use and Exterior Modifications

Your proposed business may be permitted in the zone, but the type of use may be different from its last-known occupied use. It may also require so exterior modifications. Section 220-38 explains the Administrative Review process. This process has been created to help make your application move more quickly. A structure within the Historic Preservation Overlay District may require additional study. In any case, though, the Building and Code Department will be pleased to help you.

Applications and Fees

The Town of Milton requires that businesses be licensed by the town, as well as any additional authorities such as the State of Delaware and regulatory agencies. The fee to operate a business in the town is established by a Resolution of the Town Council. Refer to the current fee schedule.