



Town of Milton “Start a Business” Process

Purpose: To define the steps for both the Applicant and Town/Gov’t, and duration of each Town step to start a business in the Town of Milton. The duration of the steps that are the responsibility of the Applicant are under the control the Applicant. The identified durations for all other steps are identified to provide the Applicant with a realistic view of the amount of time required to complete each step.

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| Pre-Process | |
| Responsible Party | Applicant |
| | <p>Prior to filling out an Application for a Business License, it is strongly advised that the Applicant call the Town Project Coordinator, PC (302-684-4110) for a pre-application conversation. This conversation will provide the Applicant with advance information as to what will be required prior to filling out the Application and will help ensure that it is complete and accurate.</p> <p>If the business is to be located within the Town of Milton, then in all cases the Fire Marshall must be contacted as well.</p> |

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| Step 1 | |
| Responsible Party | Applicant |
| Step | <p>Applicant Fills Out Application For Business License: Either via the Town Web Site http://milton.delaware.gov/forms/ or at Town Hall, the Applicant obtains the “Application For Business License” and fills out the appropriate information. The Applicant submits the Application to Town Hall. Upon acceptance the Application is time stamped. The Project Coordinator, tel. # 302-684-4110, receives the Application.</p> |
| Step Duration | Applicant Responsibility |

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| Step 2 | |
| Responsible Party | Project Coordinator |
| Step | <p>Project Coordinator (PC) Processes Business License Application and Notifies Applicant of Required Permits and Provides Appropriate Contact Information: The PC reviews the Application; i.e. checks applicable items that the Applicant may not have recognized as being applicable. The PC also identifies which permits will be required and provides contact information for the appropriate entities that the applicant must obtain assistance and/or approvals.</p> <p>If the application is a simple application that does not require any additional reviews or approvals by either Town Entities or Outside Agencies, as determined by the Project Coordinator, then the Applicant proceeds directly to Step 14.</p> <p>If the application requires additional review/approvals by either Town Entities or Outside Agencies as determined by the Project Coordinator, then the Applicant goes to the next step in the process.</p> |
| Step Duration | 5 Business Days |

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| Step 3 | |
| Responsible Party | Applicant |
| Step | Schedule and Meet with Town PC: The Applicant calls the PC (302-684-4110) to schedule an appointment to review the Application. |
| Step Duration | Applicant Responsibility |

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| Step 4 | |
| Responsible Party | Both |
| Step | <p>Review All Items on the Application That May Include an Application for a Building Permit: The Applicant and PC jointly review the Application and make any modifications, as necessary. At this meeting the Applicant obtains all necessary information and forms regarding Town Entities that are required to be part of the process. In addition if required, the Applicant may fill out an Application for a Building Permit at this time.</p> <p>The Applicant returns the Application and required documents back to the PC.</p> |
| Step Duration | N/A |

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| Step 5 | CRITICAL |
| Responsible Party | Project Coordinator |
| Step | <p>The PC Notifies the Applicant of the Time / Location When Applicant Information Will Be Reviewed and Voted On. At the Appropriate Time, the PC Forwards Info to Each Town Entity to Include on Their Agenda: While it takes only 5 business days for the PC to notify the Applicant about the required meetings, it can take from 15 to 45 business days to actually attend the meeting. Getting on a meeting agenda is driven by FIOA rules and local meeting schedules. If the timeframe for getting on the agenda is missed, this part of the process can be delayed by one month or more.</p> <p>At the appropriate time, the PC will forward the required meeting information to the appropriate Town entities for inclusion in the meeting agenda.</p> |
| Step Duration | 5 BD for PC Notification to Applicant but from 15 to 45 BD to get on meeting agenda and attend meeting |

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| Step 6 | |
| Responsible Party | Applicant |
| Step | <p>Applicant is Responsible for Contacting and Scheduling Meetings with Outside Agencies that Require Review and Approval Based on the Business Application Information: Based on information obtained from the PC at the joint meeting, the Applicant contacts all appropriate outside agencies (DNREC, DELDOT, etc.) and schedules meetings, as required. This can include Public Hearings.</p> |
| Step Duration | Applicant Responsibility |

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| Step 7 | CRITICAL |
| Responsible Party | Project Coordinator |
| Step | <p>At Least 7 Days Prior to the Review Meeting(s) the PC Notifies the Applicant of Any Questions That May Be Raised at the Meeting(s): Seven days prior to the meeting(s) and to ensure that the Applicant is prepared to answer questions at the Town meeting(s), the PC make the Applicant aware of questions/issues that may come up at the meeting(s). This is a critical step as questions not able to be answered can delay approval until the next monthly meeting.</p> |
| Step Duration | 7 Business Days |

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| Step 8 | |
| Responsible Party | Both |
| Step | Meeting(s) and Public Hearings Held and Approval/Denial Decisions Made: The Applicant attends the meeting(s) and provides clarifications to questions/issues that may arise during the meeting(s). |
| Step Duration | As previously noted, depending on scheduling it could take between 15 and 45 BDs. |

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| Step 9 | |
| Responsible Party | Applicant |
| Step | Applicant Makes a Decision Whether to Address Issues or Cease the Process: If the result of the Town meeting(s) is approval, then the Applicant can move forward with work not requiring outside agencies approval. If the result of the meeting(s) is denial, the Applicant decides to either modify the Application request and reapply or cease the process. |
| Step Duration | Applicant Responsibility |

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| Step 10 | |
| Responsible Party | Applicant |
| Step | In the Event an Issue Needs Clarification/Re-review/Rework, the Applicant is Required to Go Back to the Appropriate Step in the Process for Resolution: The purpose of this step is to show that depending on the issue, the Applicant may be required to go back to a particular step in the process to obtain resolution. As any particular issue has it's own resolution, this step is a "generic" step to demonstrate that further steps may be required. |
| Step Duration | Applicant Responsibility |

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| Step 11 | |
| Responsible Party | Applicant |
| Step | Applicant Has All Required Building Renovations Performed After the Building Permit is Issued: The Applicant oversees all work required to meet the requirements of the Application For Business License. This work can only proceed after the Building Permit is issued. |
| Step Duration | Applicant Responsibility |

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| Step 12 | |
| Responsible Party | Applicant |
| Step | Applicant Schedules Appropriate Inspections with Both Town and Outside Agency's Inspectors: As work is performed, the Applicant ensures that all appropriate inspections are scheduled and performed. |
| Step Duration | Applicant Responsibility – estimate 20 BD |

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| Step 13 | |
| Responsible Party | Applicant |
| Step | Applicant Provides PC with Proof of Approvals from Town and Outside Agencies: The Applicant provides the PC with all inspection approvals. |
| Step Duration | Applicant Responsibility |

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| Step 14 | |
| Responsible Party | Applicant |
| Step | Applicant Pays Business License Fee: Upon receipt and forwarding of all required inspection reports to the PC, the Applicant pays the required fee to obtain the Business License. |
| Step Duration | Applicant Responsibility |

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| Step 15 | |
| Responsible Party | Code Enforcement Officer |
| Step | Code Enforcement Officer Completes Business License and Provides to Applicant: Upon receipt of all required inspection reports and upon receipt of the Application fee, the PC issues the Business License. |
| Step Duration | 3 Business Days |

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| Step 16 | |
| Responsible Party | Applicant |
| Step | Pending Issuance of Certificate of Occupancy, If a Building Permit is Required in Step 4, Applicant May Open Business: With receipt of the Business License and CO, if required and at the discretion of the Applicant, the business may be opened. |
| Step Duration | Applicant Responsibility |

| Entity | Contact Information |
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| Town of Milton Web Site | http://milton.delaware.gov |
| Milton Town Hall | 115 Federal St., Milton, DE 19968 P: (302) 684-4110 F: (302) 684-8999 |
| Town Manager | Kristy Rogers krogers@ci.milton.de.us |
| Town of Milton Project Coordinator | John Collier jcollier@ci.milton.de.us 302-684-4110 Mr. Collier is the Town Hall liaison to the Historic Preservation Commission, the Planning & Zoning Commission and the Board of Adjustment |
| Code Enforcement Officer | Michael Trotta mtrotta@ci.milton.de.us 302-684-4110 |
| Planning & Zoning Commission | 302-684-4110 http://milton.delaware.gov/committees/planning-and-zoning-commission/ Meetings scheduled on third Tuesday of each month at 6:30pm |
| Board of Adjustment | 302-684-4110 http://milton.delaware.gov/committees/board-of-adjustment/ Meetings scheduled on fourth Tuesday of each month at 7 pm |
| Historic Preservation Commission | 302-684-4110 http://milton.delaware.gov/committees/historic-preservation-commission/ Meetings scheduled on second Tuesday of each month at 7 pm |