

**CONSTRUCTION AND PROPERTY MAINTENANCE
CODE BOARD OF APPEALS
AGENDA**



OCTOBER 24, 2018 - 4:00 P.M.

**CITY HALL CONFERENCE ROOM
15 LOOCKERMAN PLAZA, DOVER, DELAWARE**

AGENDA ADDITIONS/DELETIONS

- 1. CODE VIOLATIONS (CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 70-4 - THROWING AND KICKING OBJECTS AND PLAYING GAMES IN STREETS AND PUBLIC PLACES; AND CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I - IN GENERAL, SECTION 98-6 - DUTY OF PERSONS OCCUPYING COMMERCIAL ESTABLISHMENTS AND PREMISES TO KEEP SIDEWALKS CLEAR) - APPEAL OF DECISION TO REMOVE BASKETBALL GOAL FROM CITY RIGHT-OF-WAY - 18 BALTUSROL COURT (JOSEPH P. MAIER IV)**
(DURING THEIR MEETING OF JULY 31, 2018, THE BOARD TO DEFER THIS MATTER AND ALLOW 60 DAYS FOR THE APPROPRIATE LAWFUL AUTHORITY IN THE CITY TO SEE IF THEY WISH TO SPECIFICALLY DESIGNATE THIS CUL-DE-SAC AS PERMISSIBLE TO BE A PLAY AREA, IN ACCORDANCE WITH CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 70-4 - THROWING AND KICKING OBJECTS AND PLAYING GAMES IN STREETS AND PUBLIC PLACES. MR. DAVE HUGG, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT, NOTED THAT NO ADVERSE ENFORCEMENT ACTION WOULD BE TAKEN DURING THE 60 DAYS.)
- 2. PROPERTY MAINTENANCE CODE CITATIONS (CHAPTER 22 - BUILDINGS AND BUILDING REGULATIONS, ARTICLE XII - VACANT BUILDINGS, SECTION 22-403 - REGISTRATION AND REGISTRATION FEE) - APPEAL OF REGISTRATION FEE - 201 WEST LOOCKERMAN STREET (MATRICIA MCCOY)**
- 3. APPEAL OF REQUIREMENT FOR PLACES OF ASSEMBLY TO BE SPRINKLERED (CHAPTER 46 - FIRE PREVENTION AND PROTECTION, ARTICLE IV - PUBLIC OCCUPANCIES, SECTION 46-162 - SPRINKLER REQUIREMENTS) - 144 KINGS HIGHWAY (GOVERNORS CAFÉ) (RAYMOND SEARLES)**
- 4. SCHEDULING MONTHLY CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS MEETINGS**
- 5. ADJOURNMENT**

/DD

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\MISC-AGENDAS\CPMCBA\10-24-2018 CPMCBA AGENDA.WPD

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

City of  Dover

October 17, 2018

Mr. Joseph P. Maier IV
18 Baltusrol Court
Dover, DE 19904
Email: [REDACTED]

Re: Appeal of Decision - Basketball Goal in Right-of-Way - 18 Baltusrol Court, Dover, DE
Case #: 18-00001878

Mr. Maier:

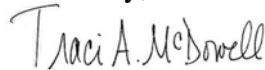
On Tuesday, July 31, 2018, the Construction and Property Maintenance Code Board of Appeals considered your appeal of the decision of the Building Inspector to have the basketball goal removed from the right-of-way near your property located at 18 Baltusrol Court, in accordance with Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-4 - Throwing and kicking objects and playing games in streets and public places; and Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-6 - Duty of persons occupying commercial establishments and premises to keep sidewalks clear.

After reviewing the case history and considering your testimony, it was the decision of the Board to defer this matter and allow 60 days for the appropriate lawful authority in the City to see if they wish to specifically designate this cul-de-sac as permissible to be a play area, in accordance with Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-4 - Throwing and kicking objects and playing games in streets and public places. Mr. Dave Hugg, Director of Planning and Community Development, noted that no adverse enforcement action would be taken during the 60 days.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, October 24, 2018 at 4:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901 to review staff's decision regarding the designation of your cul-de-sac as a play area.

Please feel free to contact me by e-mail at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Sincerely,



Traci A. McDowell, MMC
City Clerk

TAM/dld

S:\APPEALS\2018\18 BALTUSROL COURT-BASKETBALL GOAL IN RIGHT-OF-WAY-MAIER\Follow Up Meeting Notice-Basketball Goal in Right-of-Way-18 Baltusrol Ct-Maier.wpd

cc: Nicholas Rodriguez, City Solicitor
William Pepper, Deputy City Solicitor
Donna Mitchell, City Manager
David Hugg III, Director of Planning and Community Development
Tim Taraila, Code Enforcement Supervisor
Velvet Bowen, Code Enforcement Officer

City of  Dover

July 27, 2018

Attn: Mr. Joseph P. Maier IV
18 Baltusrol Court
Dover, DE 19904

Re: Appeal of Decision - Basketball Goal in Right-of-Way - 18 Baltusrol Court, Dover, DE
Case #: 18-00001878

Mr. Maier:

I have received your request to appeal the decision of the Building Inspector to have the basketball goal removed from the right-of-way, in accordance with Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-4 - Throwing and kicking objects and playing games in streets and public places; and Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-6 - Duty of persons occupying commercial establishments and premises to keep sidewalks clear.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Tuesday, July 31, 2018 at 4:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901 to hear your appeal.

Please feel free to contact me by e-mail at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Sincerely,



Traci A. McDowell, MMC
City Clerk

TAM/dld

S:\APPEALS\2018\18 BALTUSROL COURT-BASKETBALL GOAL IN RIGHT-OF-WAY-MAIER\Receipt of Appeal-Basketball Goal in Right-of-Way-18 Baltusrol Ct-Maier.wpd

cc: David Hugg, Director of Planning and Community Development
Nicholas Rodriguez, City Solicitor
William Pepper, Deputy City Solicitor
Tim Taraila, Code Enforcement Supervisor
Velvet Bowen, Code Enforcement Officer

RECEIVED

JUL 03 2018

OFFICE OF THE CITY CLERK

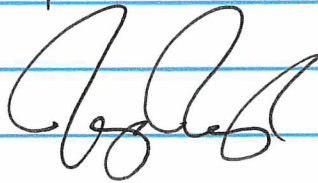
I, Joseph P. Maier IV who resides
at 18 Baltusrol Ct. in the neighborhood of
Fox Hall here by appeal the code violations
brought upon me and my residence.
The following case number and codes can
be used as reference.

Case # 18-00001878

Ordinance # 70-4

Section # 98-6

Respectfully



Joseph P. Maier IV



~~1878~~

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

June 15, 2018

JOSEPH PATRICK IV MAIER
18 BALTUSROL CT
DOVER DE 19904

RE: Property address: 18 BALTUSROL CT
Tax Parcel Number: ED-05-067.13-01-800.000-000
Case Number: 18-00001878

Dear Sir/Madam:

On June 15, 2018, the City of Dover, Department of Inspections during a routine drive by inspection noticed a basketball goal in the City Right of Way at 18 BALTUSROL CT.

The goal being placed in the Right of Way is a violation of the City of Dover Code of Ordinances Section 70-4 (copy enclosed). The goal being placed on the sidewalk is a violation of Section 98-6 (copy enclosed).

Please have the basketball goal removed from the Right of Way by July 06, 2018, or further action will be taken. The intent of this ordinance is to prevent games from being played in the street or within public places. If the basketball goal is placed on private property in such a manner that it allows games to be played in the public way, the basketball goal is in violation of the code.

Thank you for your cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact me at (302) 736-7011.

Sincerely,

VELVET BOWEN
Code Enforcement Officer

cc: File



Sec. 70-4. - Throwing and kicking objects and playing games in streets and public places.

It shall be unlawful for any person to throw, kick or project, in any manner whatsoever, any stone, ball or other object in the city streets and public places, or to play or practice athletic games, quoits, pitching pennies and like games on the city streets and public places, unless those places are specifically designated for those purposes by lawful authority.

(Code 1968, § 20-20; Ord. of 5-12-1975; Code 1981, § 14-7)

Charter reference— Power of council to regulate use of streets, subpart A, § 29.

Sec. 98-6. - Duty of persons occupying commercial establishments and premises to keep sidewalks clear.

All persons occupying commercial establishments or premises fronting on any street or public place shall keep the sidewalk immediately in front of their premises clear of debris or other materials so that pedestrians may conveniently pass, and shall not sell, display or advertise goods or services on the sidewalk. Further, upon obtaining special permission from the city manager, such persons may utilize, for the display of merchandise, areas within the sidewalk right-of-way.

(Code 1968, § 28-34; Ord. of 6-13-1977; Code 1981, § 19-6; Ord. of 7-12-1993; Ord. of 5-10-1999)

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover



Phone: (302) 736-7011
Fax: (302) 736-4217

SECOND NOTICE

July 6, 2018

JOSEPH PATRICK IV MAIER
18 BALTUSROL CT
DOVER DE 19904

RE: Property address: 18 BALTUSROL CT
Tax Parcel Number: ED-05-067.13-01-800.000-000
Case Number: 18-00001878

Dear Sir/Madam:

On June 15, 2018, Code Enforcement Officer Velvet Bowen from the City of Dover, Department of Inspections conducted a re-inspection of 18 BALTUSROL CT. The re-inspection revealed that the basketball goal in the City Right of Way violation still exists.

The basketball goal being placed in the Right of Way is a violation of the City of Dover Code of Ordinances Section 70-4. The goal being placed on the sidewalk is a violation of Section 98-6.

Please have the basketball goal removed from the Right of Way by July 20, 2018, or a summons will be issued. Be advised that fines may run as high as One Thousand Dollars (\$1000.00) per day for as long as the violation exists.

Thank you for your cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact me at (302) 736-7011.

Sincerely,

A handwritten signature in cursive script that reads "Velvet L. Bowen".

VELVET BOWEN
Code Enforcement Officer

cc: File



Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

June 15, 2018

JOSEPH PATRICK IV MAIER
18 BALTUSROL CT
DOVER DE 19904

RE: Property address: 18 BALTUSROL CT
Tax Parcel Number: ED-05-067.13-01-800.000-000
Case Number: 18-00001878

Dear Sir/Madam:

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The goal being placed in the Right of Way is a violation of the City of Dover Code of Ordinances Section 70-4 (copy enclosed). The goal being placed on the sidewalk is a violation of Section 98-6 (copy enclosed).

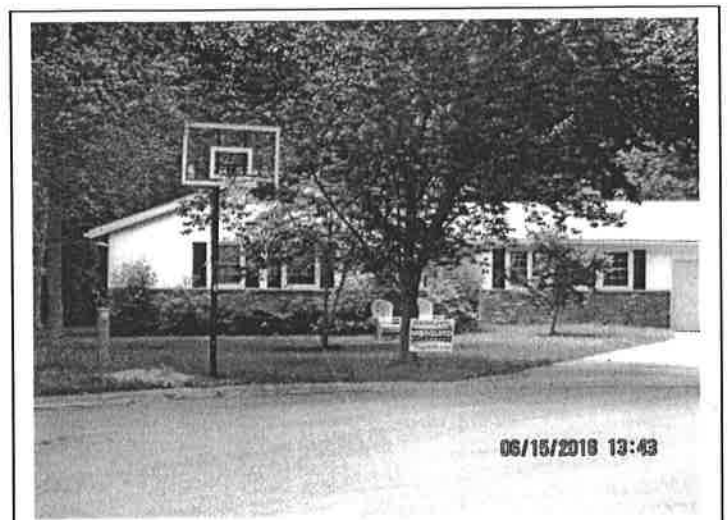
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Thank you for your cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact me at (302) 736-7011.

Sincerely,

VELVET BOWEN
Code Enforcement Officer

cc: File



Sec. 70-4. - Throwing and kicking objects and playing games in streets and public places.

It shall be unlawful for any person to throw, kick or project, in any manner whatsoever, any stone, ball or other object in the city streets and public places, or to play or practice athletic games, quoits, pitching pennies and like games on the city streets and public places, unless those places are specifically designated for those purposes by lawful authority.

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Charter reference— Power of council to regulate use of streets, subpart A, § 29.

Sec. 98-6. - Duty of persons occupying commercial establishments and premises to keep sidewalks clear.

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(Code 1968, § 28-34; Ord. of 6-13-1977; Code 1981, § 19-6; Ord. of 7-12-1993; Ord. of 5-10-1999)

City of  Dover

October 16, 2018

LO-RO-ROSA, LLC
c/o Matricia McCoy
1228 Woodrow Court
Dover, DE 19904
Email: [REDACTED]

Re: Appeal of Decision - 10th Year Vacant Building Fee - 201 West Lookerman Street, Dover, DE
Case #: 07-00001985

Ms. McCoy:

I have received your request to appeal the decision of the Building Inspector in regard to the 10th year vacant building fee related to your property located at 201 West Lookerman Street, in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings.

In response to your requests, the Construction and Property Maintenance Code Board of Appeals meeting previously scheduled for Thursday, October 18, 2018 was rescheduled for Friday, October 19, 2018, and subsequently rescheduled for Wednesday, October 24, 2018. **The Construction and Property Maintenance Code Board of Appeals will meet on Wednesday, October 24, 2018 at 4:00 p.m. in the City Hall Conference Room, 15 Lookerman Plaza, Dover, DE 19901 to hear your appeal.** If you have any additional documentation that you would like the Committee to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

Please feel free to contact me by e-mail at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Sincerely,



Traci A. McDowell, MMC
City Clerk

TAM/dd

S:\APPEALS\2018\201 WEST LOOCKERMAN STREET-VACANT BUILDING-MCCOY\Receipt of Appeal - Vacant Building-201 WEST LOOCKERMAN ST-MCCOY.wpd

cc: Nicholas Rodriguez, City Solicitor
William Pepper, Deputy City Solicitor
David Hugg III, Director of Planning and Community Development
Tim Taraila, Code Enforcement Supervisor
Ron Coburn, Code Enforcement Officer

September 21, 2018

RECEIVED

SEP 24 2018

OFFICE OF THE CITY CLERK

Construction and Property Maintenance Board of Appeals
City Clerks Office
15 W. Loockerman Street
Dover, Delaware 19904

To Whom It May Concern,

This letter is a request to appeal the Vacant Building Fee of \$5,000, because of the renovations in progress at 201 W. Loockerman Street, Dover, Delaware, as outlined in the attached copy of the email sent to Mr. Ron Coburn, concerning this matter.

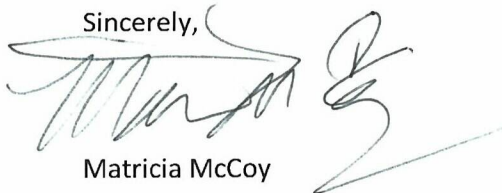
I am in the process of re-doing electrical wiring that was done by a previous contractor in order to meet the new coding requirements as well as completing plumbing and other renovations.

This building will be used as a non-profit facility for at risk Diabetic youth.

I can be reached at: 1228 Woodrow Court, Dover, Delaware, 19904. Telephone: (718) 791-9150

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matricia McCoy', with a long horizontal flourish extending to the right.

Matricia McCoy

RE: 201 W Lookerman St

From: Coburn, Ron <RCoburn@dover.de.us>
To: [REDACTED] m [REDACTED] n>
Cc: Hugg, Dave <dhugg@dover.de.us>; City Clerks Office <CityClerk@dover.de.us>
Date: Wed, Sep 19, 2018 11:55 am

Ms. McCoy,

As stated in my first email, you can appeal to the Construction and Property Maintenance Board of Appeals.

If you wish to appeal please provide a written appeal to the City Clerks Office. They will schedule a hearing date.

Ronald L. Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

From: [REDACTED] m [REDACTED] n>
Sent: Wednesday, September 19, 2018 11:48 AM
To: Coburn, Ron <RCoburn@dover.de.us>
Subject: Re: 201 W Lookerman St

Dear Mr. Coburn,

There has been active work done on the building located at 201 W. Lockerman Street since Bill Byler applied for the permit. I received this permit in January, 2018. That is the reason my Contractor, Melvin Weaver extended the permit in May, 2018. He is working with Alan Miller, who is doing the plumbing work and Daniel Steinhauer, the Electrician.

I have not renewed the contract with the Realtor for sale because of this work. I am aware that the electrical utilities are turned off. That is why the electrical work is being done. The Electrician informed me of his progress in reviewing and replacing the electrical wiring that had been done by a previous contractor. He explained to me that he is updating the wiring in order to meet new codes and electrical inspections required not by the City of Dover.

It is my understanding that once a building is placed for sale or lease, there is a five year period that is allowed for exemption. The building was not placed for sale for that five year period.

Thank you for your consideration.

Sincerely,

Matricia McCoy

-----Original Message-----

From: Coburn, Ron <RCoburn@dover.de.us>
To: [REDACTED] m [REDACTED] n>
Cc: Hugg, Dave <dhugg@dover.de.us>; City Clerks Office <CityClerk@dover.de.us>
Sent: Mon, Sep 17, 2018 1:42 pm
Subject: 201 W Lookerman St

Ms. McCoy,

I am denying your request for exemption of \$5000.00 registration fees for the vacant building at 201 W Lookerman Street.

There is a building permit for the location which was issued on November 27, 2017 and extended for 6 months on May 22, 2018. City code allows for exemption of fees with an active building permit; if work is progressing in an expedient manner to prepare the building for occupancy. During the 10 months that the permit has been issued no inspections have occurred and no signs that the building is ready to be occupied.

The utilities to the building have been off since March 8, 2016.

You may appeal this to the Construction and Property Maintenance Board of Appeals. Appeals must be made in writing to the City Clerks Office within 30 days of the notice.

Failure to appeal before September 27, 2018 will result in a lien being placed against the property for the amount of the registration fee (\$5000.00).

Ronald L. Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

Matricia McCoy
1228 Woodrow Court
Dover, Delaware

7018 1130 0000 8021 7218

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS. FOLD AT DOTTED LINE
CERTIFIED MAIL



7018 1130 0000 8021 7218

NAME _____

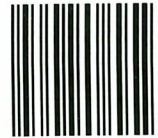
1ST NOTICE _____

2ND NOTICE _____

RETURN _____



1000



19904

U.S. POST
FCM LET
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10301
SEP 21
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R2305K1

Construction and Property Maintenance
Board of Appeals
City Clerk's Office
15 ~~th~~ Lockerman Street
Dover, Delaware 19904

RECEIVED

SEP 24 2018

OFFICE OF THE CITY CLERK

1990487323 0008



June 13, 2007 first notice was sent to owner to register the building as vacant.

August 25, 2007 notice sent to the owner stating the building was registered by the City as a vacant Building.

September 22, 2009 a notice was sent to the owner on record requesting an interior inspection. No response from the owner.

November 12, 2009 a letter and citation were sent to the owner for failure to schedule the Interior inspection. This fine was dismissed on December 20, 2010 by Brenda Bradley, unsure why.

February 17, 2010 received a registration form from the owner asking for exemption due to contractor problems. Pending lawsuit.

September 17, 2012 a notice was sent by certified mail to the owner that 4th year registration and fees in the amount of \$1000.00 was due. No response. Fee was placed on 2014 tax bill, paid.

December 17, 2013 a notice was sent by certified mail to the owner that 5th year registration and fees in the amount of \$2000.00 was due. No response. Fee was placed on 2014 tax bill, paid.

March 25, 2015 a notice was sent by certified mail to the owner that 6th year registration and fees in the amount of \$2000 was due. Fee was waived by then Director Mrs. Townsend as Ms. McCoy stated she was hiring a new contractor to finish renovations.

November 5, 2015 Mr. Greg Akers email Mr. Byler, Ms. McCoy's architect, information required to submit revised or new plans.

January 7, 2016 a notice was sent by certified mail to the owner stating that 8th year registration and fees in the amount of \$5000 was due. Ms. McCoy again requested an extension of the exemption for one year, so contractor could begin work. This request was denied by Director Mrs. Townsend. Received a vacant building registration form sign and dated by Ms. McCoy February 8, 2016 requesting exemption as she was placing the building on the market for sale in the amount of \$250,000. The fee was waived.

August 26, 2016 notice was by certified mail to the owner stating 9th year registration and fees in the amount of \$5000 was due. Fees were waived as the building was listed for sale in the amount of \$250,000.

September 25, 2017 notice was sent by certified mail to the owner stating 10th year registration and fees in the amount of \$5000 was due.

October 17, 2017 Mr. Greg Akers again provided Mr. Byler information need to submit new or revised plans.

October 26, 2017 received via email a listing agreement to sale the building from Adazio Realty Association.

November 3, 2017 sent email to Ms. McCoy stating I need the listing sheet showing the building was actively listed for sale.

November 11, 2017 received another listing agreement with Allstar Realty. Advised the agent that I needed the listing sheet not the contract.

November 14, 2017 received the listing sheet from the realtor and advised Ms. McCoy that the fees have been waived, she never did provide an update registration form.

November 16, 2017 received an email from Allstar Realty that the listing agreement was voided.

August 27, 2018 notice was sent by certified mail to owner stating 10th year registration and fees in the amount of \$5000 was due.

September 10, 2018 letter was revived from Ms. McCoy requesting exemption of fee as the building was undergoing renovations and has active permits.

September 17, 2018 a letter sent to Ms. McCoy via email and certified letter denying her request. The building was not currently being renovated, no work has taken place in some time. As per code the fees can be waived for permits if work is progressing in an expedient manner, no inspections have occurred since the permit was issued November 27, 2017. There has been no building, mechanical or plumbing inspection on the work that has taken place since November 14, 2008 at which time all three failed final inspection.

****Please note that in the early years of the vacancy sequence was thrown off and a few years were missed as I was in the Air Force Reserves at the time and spent time on active duty. However, I tried to get the building caught up and back in sequence with dates.**

Department of
Planning & Inspections
15 E. Loockerman St.
Dover, DE 19901

City of Dover



Phone: (302) 736-4457
Fax: (302) 736-4217

September 17, 2018

LO-RO-Rosa LLC
C/O Matricia McCoy
1228 Woodrow Court
Dover DE 19904

RE: 201 W Loockerman Street
Dover, Delaware 19904
Case # 07-00001985

Ms. McCoy,

I am denying your request for exemption of \$5000.00 registration fees for the vacant building at 201 W Loockerman Street.

There is a building permit for the location which was issued on November 27, 2017 and extended for 6 months on May 22, 2018. City code allows for exemption of fees with an active building permit; if work is progressing in an expedient manner to prepare the building for occupancy. During the 10 months that the permit has been issued no inspections have occurred and no signs that the building is being made ready to be occupied.

The utilities to the building have been off since March 8, 2016.

ARTICLE XII. - VACANT BUILDINGS

Sec. 22-405. - Exemptions—Types of buildings eligible for exemption status from the registration fee.

(b) The following properties shall be registered as vacant, but they are exempt from the registration fee:

(1) The building is actively being offered for sale or lease for a maximum period of five years. After such time this article will be in effect. Proof of activity shall fall on the owner to provide. See definition.

(2) The owner has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy.

(3) The property is in probate or where the owner has entered a long-term care facility within six months of the building being vacant.

(4) The property is undergoing currently environmental cleanup or assessment.

This is the fourth year the dwelling has been vacant, and the fees had been waived the previous three.

The first year the dwelling was granted an exemption as the dwelling was for sale by owner, \$100,000.

Department of
Planning & Inspections
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

You may appeal this to the Construction and Property Maintenance Board of Appeals. Appeals must be made in writing to the City Clerks Office within 30 days of the notice.

Failure to appeal before September 27, 2018 will result in a lien being placed against the property for the registration fee (\$5000.00).

Sincerely,

A handwritten signature in cursive script that reads 'Ronald L. Coburn Jr.' The signature is written in black ink and is positioned above the printed name.

Ronald L. Coburn Jr
City of Dover
Code Enforcement Officer
302.736.7010

7018 1130 0001 2696 2379

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$ _____

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$ _____
<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____

Postage

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904



September 10, 2018

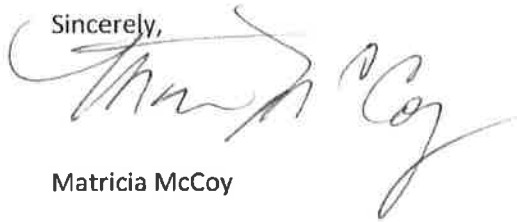
Mr. Ron Coburn
City of Dover – Code Enforcement
15 Loockerman Plaza
Dover, Delaware 19901

Dear Mr. Coburn,

In response to your letter to me regarding my vacant building, it is exempt from fees since it is currently undergoing renovation. The City of Dover has approved the building permit for renovation submitted by Bill Byler, Architect and extended by Melvin Weaver, Contractor.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Matricia McCoy". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Matricia McCoy

Sec. 22-405. - Exemptions—Types of buildings eligible for exemption status from the registration fee.

- (a) The following are exempt from the registration: The building has fire damage. The owner has 90 days to file for a permit to start construction or demolition or it will be determined a vacant property.
- (b) The following properties shall be registered as vacant, but they are exempt from the registration fee:
 - (1) The building is actively being offered for sale or lease for a maximum period of five years. After such time this article will be in effect. Proof of activity shall fall on the owner to provide. See definition.
 - (2) The owner has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy.
 - (3) The property is in probate or where the owner has entered a long term care facility within six months of the building being vacant.
 - (4) The property is undergoing currently environmental cleanup or assessment.
- (c) Failure to register. If the owner of the property fails to register the property with the City of Dover within 30 days of notification to do so by the City of Dover staff, then the property owner/agent may not be entitled to exemption from the fees.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Prepared 9/17/18,11:04:09
Program HTDFTAL
User ID RLC

Application Inquiry-(BPN200I001)
Screen detail for Program: BP BPN200I
Application 17-00002205

Page 1

Property Information

Address: 201 W LOCKERMAN ST
DOVER, DE 199043247
Location ID: 10902
Owner name: LO-RO-ROSA LLC
Tax Map Number: ED-05-077,09-01-600,000-000
DRS from Location Master:
Zoning: C-2 CENTRAL COMMERCIAL
Subdivision:

Application Information

Application desc: FIRST FLOOR INTERIOR RENOVATIONS
Application status: PAID
Status Date: 5/22/2018
Application type: COMMERCIAL RENOVATIONS
Application date: 11/27/2017
Valuation: 15000
Square footage: 0
Public building: NO
Reviewed by: KRM KRISTEN MULLANEY
Pin number: 913265
Entered by: CMK

Contractor Information

Contractor Name: WEAVERS CONTRACTING
Contractor Number: 18-00000398
Type: CONTRACTOR - GENERAL
Status: ACTIVE
Contractor Requirements Doc Number Exp Date

CONTRACTORS LICENSE

Outstanding Inspections

Type	Insp ID	Schedule Date	Confirmation Number	Permit Description	Pmt Seq	Min	Max
No outstanding inspections exist							

Work Description

Code	Description	Quantity
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CO Information

Str/seq	CO Issue Date	Status	Description
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Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$5000.00	Amount Paid:			
Date Due:	09/27/2018	Case #	07-00001985	Date Registered:	08/25/2007
Vacant Since:	06/13/2007	Tax Parcel #	ED-05-077.09-01-600.000-000		
Property Address:	201 W Loockerman Street Dover DE 19904				
Current Property Owner:	Lo-Ro-Rosa-LLC				
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904				
Phone:		Cellular:	[REDACTED]		
E-Mail:					
** Local agent is required for any owner residing outside of Kent County Delaware					
Responsible Person/Agent:					
Address:					
Phone:		Cellular:			
E-Mail:					

Insurance on Building: Y / N
If Yes: Name of Insurance Company: Griffin Ins. Inc.

Exempt from Registration Fee: Y / N Exemption #2 (i) re attached letter of appeal
Explanation of Exemption if granted: Not entitled to anymore exemptions

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: _____

**** Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: [Signature] Date: 9/10/18

Fees as follows:
Buildings vacant one year or less; \$375.00
Buildings vacant for more than one year but less than two years; \$750.00
Buildings vacant for more than two years but less than three years; \$1,500.00
Buildings vacant for more than three years but less than five years; \$3,000.00
Buildings vacant for five years or longer; \$5,000.00

REVISED 01/01/2016

Community Excellence Through Quality Service

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover



Phone: (302) 736-7011
Fax: (302) 736-4217

August 27, 2018

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
10th Year Fee Due \$5000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by *September 27, 2018*. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald P. Coburn". The signature is written in a cursive style with a large, sweeping flourish at the end.

Ron Coburn
Code Enforcement Officer

Attachments
file

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com™.

OFFICIAL USE

7017 0660 0001 1040 5950

Certified Mail Fee \$
 Extra Services & Fees (check box, add fee as appropriate)
 Return Receipt (hardcopy) \$
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$
 Postage \$
 LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 1228 WOODROW CT
 DOVER DE 19904
 Postmark Here
 Inspections & Planning
 AUG 28 2018
 07-1985
 sdsn rc
 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 1228 WOODROW CT
 DOVER DE 19904



9590 9402 2791 7069 8648 78

2. Article Number (Transfer from service label)

7017 0660 0001 1040 5950

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 Agent
 Addressee
 B. Received by (Printed Name)
 C. Date of Delivery
 Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
 Adult Signature
 Adult Signature Restricted Delivery
 Certified Mail®
 Certified Mail Restricted Delivery
 Collect on Delivery
 Collect on Delivery Restricted Delivery
 Insured Mail
 Mail Restricted Delivery (00)
 Priority Mail Express®
 Registered Mail™
 Registered Mail Restricted Delivery
 Return Receipt for Merchandise
 Signature Confirmation™
 Signature Confirmation Restricted Delivery

SEP 01 2018

DOVER DE 19904

rc
07-1985

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due: \$5000.00		Amount Paid:	
Date Due: 09/27/2018	Case # 07-00001985	Date Registered: 08/25/2007	
Vacant Since: 06/13/2007	Tax Parcel #	ED-05-077.09-01-600.000-000	
Property Address:	201 W Loockerman Street Dover DE 19904		
Current Property Owner:	Lo-Ro-Rosa-LLC		
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904		
Phone:		Cellular:	
E-Mail:			
** Local agent is required for any owner residing outside of Kent County Delaware			
Responsible Person/Agent:			
Address:			
Phone:		Cellular:	
E-Mail:			

Insurance on Building: Y / N
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N
Explanation of Exemption if granted: Not entitled to anymore exemptions

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

REVISED 01/01/2016

Community Excellence Through Quality Service

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: August 27, 2018
Invoice #: 07-00001985-10

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee	\$5000.00
TOTAL	\$5000.00

Please make all checks payable to City of Dover
Payment must be received before September 27, 2018

Coburn, Ron

From: DocuSign System <dse@docusign.net> on behalf of Lawrence Tobler via DocuSign <dse@docusign.net>
Sent: Thursday, November 16, 2017 5:42 PM
To: Coburn, Ron
Subject: Voided: Exclusive_Listing_Agreement_-_813_ts82814



Lawrence Tobler
allstarrealtypa@gmail.com

Exclusive_Listing_Agreement_-_813_ts82814 has been voided for the following reason:
not needed

Powered by  DocuSign.

Envelope ID
a86ac84d-9d26-4d8b-8c9d-bca0e2d0f61d

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This message was sent to you by Lawrence Tobler who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

Coburn, Ron

From: Coburn, Ron
Sent: Tuesday, November 14, 2017 7:59 AM
To: [REDACTED]
Cc: Stein, Jody; City Clerks Office
Subject: 201 W Lookerman St

Mrs. McCoy,

I have finally received a copy of the listing sheet and you will have this year's vacant building registration fees waived.

Ronald L Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

201 W Lookerman St, Dover, DE 19901

Commercial

Active

\$249,900



1 / 1

MLS # **7083538**
 Tax ID # **[ED-05-07709-01-6000-000](#)**
 County **Kent**
 MLS Area **Capital (30802)**
 Subdiv / Neigh **None Available**
 School District **Capital**
 - High
 Waterfront **No**

Lot Info

Acres / Lot Sq Ft **.03 / 1,307**
 Lot Dimensions **0**
 Land Use / Zoning **C2**
 Block / Lot **01 / 6000-000**

Sale / Lease Information

Sale or Lease **Both**
 Price per Sq Ft
 Sq Ft Available
 Date Available **12/11/2017**
 Total Expenses
 Gross Annual Income

Features

Building / Business **Commercial**

Exterior **Flat Roof**

Utilities **Public Water, Public Sewer, No Heat, 200-300 Amps**

Remarks

Public

Location, Location, Location!! Corner commercial property at the corner Lookerman Street and Governors Avenue. Nice 2 story store front with great location in Down Town Dover location Beautiful storefront glass. There has been upgrades made on the interior for restaurant cafe style business. Many of the kitchen appliances are installed. Upgraded electric, patrons restrooms are complete, and dining room/lounge area has ample space. The second floor has many possibilities, You can add it to your first floor business, make it an apartment or use it as office space. Property was also once a very popular formal wear retail store. This property is located in the City of Dover Economic Development District.

Building Sq Ft
 # Bldgs / Units
 # Stories
 # Leased Units
 Age **117**
 Land Only
 Ownership **No**
 Type **Fee Simple Commercial**

Tax Info

Taxes / Year **\$1,362 / 2016**
 Assessment **\$28,200**
 Land Assessment
 Improvement Asmt

Lease Type
 Min Lease (Months) **12**
 Monthly Lease Price **\$900.00**
 Annual Lease Price **\$10,800**
 Annual Lease Prc/SqFt
 Terms of Tenancy

Listing Information

MLS # 7083538

Earliest Possession **Immediate**

Days On Market **4**

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Created: 11/14/2017 07:53 AM

Coburn, Ron

From: Coburn, Ron
Sent: Saturday, November 11, 2017 8:09 AM
To: 'Allstar Realty'
Subject: RE: 201 w Loockerman St Dover DE

Mr. Tobler,

By City Ordinance I only need a copy of the MLS sheet. Please provide at your earliest, thank you.

Ronald L Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

-----Original Message-----

From: Allstar Realty [mailto:allstarrealty@gmail.com]
Sent: Saturday, November 11, 2017 8:04 AM
To: Coburn, Ron <RCoburn@dover.de.us>
Subject: 201 w Loockerman St Dover DE

Mr Coburn,

On behalf of LO-RO-ROSA,LLC I thought you needed the listing contract as well as mls active sheet of this property being for sale abs then found out you just need trend listing for sale. I will send you the active listing sheet no later than mi day.

Sincerely,
Lawrence Tobler
Allstar Realty Group
267-716-1026
www.allstarrealty.com

Sent from my iPhone
Please excuse typo's



EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT

1. **BROKER.** AllStar Realty Group, LLC
 in consideration of diligent services to be performed is granted the exclusive right to sell my/our property identified in paragraph #3 herein from effective date as stated on the last page of this Agreement.

2. **SELLER NAME & MAILING ADDRESS.**

Lo-Ro-Rosa, LLC
1228 Woodrow Court, Dover, DE 19904
 Email Address: _____
 Primary Phone: _____ Secondary Phone: _____

3. **PROPERTY DESCRIPTION.** TAX PARCEL # ED-05-07709-01-6000-000 being situated in
Kent County, Delaware and further identified as 201 W Lookerman St
Dover, DE 19904-3247

INCLUSIONS/EXCLUSIONS: Unless specifically excluded by this Agreement the listed price shall also include the following, as and if now installed, stored in, or located on the Property: all presently existing plumbing, heating, electrical and central air conditioning systems; and all other permanent or attached fixtures including but not limited to, all existing shutters, awnings, wall to wall carpeting, radiator covers, cabinets, shelves, mirrors fixed in place, attic/exhaust fans, lighting and plumbing fixtures, and landscaping. Certain other now existing items which may be considered personal property, whether installed or stored upon the Property are included, as follows: (If neither column is checked, item shall be considered excluded.) *Should the Sellers Disclosure of Real Property Condition Report differ from the below list of included items, the below list shall supersede; however, the Agreement of Sale will be the final list of what is included or excluded.*

YES	NO	YES	NO	YES	NO
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Additional Inclusions (Not previously checked):

Additional Exclusions (Not previously checked) :

4. **LEASE CONDITION.** Is Property sold subject to any existing lease/rental agreements? Yes No

5. **LISTED PRICE.** The listed price of the property is: \$ 250,000.00 unless modified in writing by Seller.

6. **POSSESSION.** Possession is to be conveyed at time of settlement or on such other date agreed to by Seller and Buyer.

7. **TERMINATION.** This Agreement will expire at 11:59pm November 10 2018. Broker shall not be obligated to continue to market the property after an offer has been accepted by the Seller. In the event an agreement of sale is ratified during the term of this Exclusive Right To Sell Listing Agreement which subsequently becomes null and void prior to the termination date herein, the Broker shall continue to market the property for the duration of this Agreement and any extension thereof. Should any agreement of sale ratified during the term of this Exclusive Right to Sell Listing Agreement not settle until after the Termination date herein, any Brokerage Fee due Broker under this Listing Agreement shall remain due to Broker no later than the date of final settlement.

8. **CANCELLATION.** Either party may cancel this Agreement upon 30 days written notice after 30 days from effective date.

9. **BROKERAGE FEE.** Seller agrees to pay Broker a commission of 5 (% of the selling price and/or \$) for services rendered, if, during the term of this Agreement (or extension): (1) Broker produces Buyer ready, willing and able to purchase subject property at the listed price/terms contained in this Agreement or other price/terms acceptable to Seller; or (2) subject property is sold or exchanged by any other Broker or person whomsoever including Seller. The Brokerage Fee will also be due Broker in the event subject property is sold, conveyed, or otherwise transferred by Seller within 30 days after termination of this Agreement to a Buyer introduced to subject property by Broker or other cooperating Broker during the term of this Agreement. (This provision does **NOT APPLY** in the event subject property is listed with another Broker at time of sale).

10. **CO-OPERATION.** Broker is authorized to offer cooperation and compensation from Brokerage fee to other Brokers as a Buyer(s) Agent with the Broker/Agent representing the Buyer of the property. Broker is X is not _____ authorized to offer cooperation and compensation to other Brokers as subagents. Compensation to other Brokers: 2.5 (% of the selling price and/or \$)

11. **EXCLUSIVE RIGHT TO SELL.** During the term of this Agreement, or any extension(s) thereof, Seller agrees not to sell or negotiate for the sale of subject property except through Broker designated herein, nor give any other Broker, firm, or person authorization to sell or negotiate for the sale of subject property.

12. **DISBURSEMENT OF DEPOSITS.** The Seller acknowledges and agrees that deposit monies held on account by Broker shall only be disbursed under one of the following conditions:

- A. Upon final settlement hereunder; OR
- B. Upon a release being signed by all parties to the transaction authorizing disposition of these funds; OR
- C. Upon the filing of an interpleader action in the proper court, thereby causing these funds to be deposited with the court; OR
- D. At such time as one of the parties to the transaction files suit and the court orders the disbursement of these funds.

Seller agrees that upon payment of deposit monies into court, Seller shall have no further right, claim, demand or action against Broker regarding the return or disposition of the deposit monies and shall indemnify and hold Broker harmless from any and all such rights, claims, demands or actions. In the event of a dispute, and after no less than fifteen (15) days advance notice delivered by certified mail to the parties of the disputed transaction at the addresses identified in the Agreement of Sale, should Broker elect to file an action of interpleader as herein provided, Seller further agrees and hereby expressly and irrevocably authorizes Broker to deduct from the Deposit all costs incurred by Broker in the filing and maintenance of such action of interpleader including but not limited to filing fees, court costs, service of process fees and attorneys' fees, provided that the amount deducted shall not exceed the lesser of Five Hundred Dollars (\$500) or the amount of the Deposit held by Broker. All such fees and costs authorized herein to be deducted may be deducted by Broker from the Deposit prior to paying the balance of the Deposit to the court. Seller further agrees and expressly declares that all such fees and costs so deducted shall be the exclusive property of Broker. If the amount deducted by Broker is less than the total of all of the costs incurred by Broker in filing and maintaining the interpleader action, then Seller agrees to jointly with Buyer reimburse Broker for all such excess costs upon the conclusion of the interpleader action.

13. SELLER REPRESENTATION.

- A. Seller warrants that the information in this Agreement is true and correct to the best of Seller's knowledge and belief, and may be used as a basis for presenting the Property to prospective Buyers.
- B. Seller shall indemnify and hold Broker harmless from any claim, damages, judgment, and costs, expressly including reasonable attorney fees, arising out of or from any occurrence incident to any mistake, exaggeration, omission, inaccuracy of said information, or escrow dispute, including any omission or inaccuracy on applicable disclosure documents.
- C. Seller hereby agrees to conduct all negotiations pertaining to the sale of the Property through the Broker and cooperate with the Broker fully in the Broker's efforts to sell the Property.
- D. Seller further understands and agrees that Seller, and not the Broker, is responsible for the care and physical condition of the Property, its management, maintenance, and repair.
- E. Seller acknowledges reading and signing the Consumer Information Statement of the Delaware Real Estate Commission.

14. SELLER OBLIGATIONS.

- A. Seller will convey to Buyer a good, marketable, fee simple title by deed of special warranty, or assignment of Leasehold estate and/or title to manufactured home, as applicable, free and clear of encroachments that would be shown by a survey, liens, and encumbrances of record, but subject to all existing easements and restrictions of record.
- B. Seller agrees to execute any agreement, deed, leasehold interest assignment or other document(s) necessary to fulfill this Agreement. As appropriate, such documents will contain covenants of warranty conveying good and marketable title to Buyer. Evidence of marketable title may be in the form of a Policy of Title Insurance obtained at expense of Buyer. In the event a title examination discloses title is imperfect and marketable title cannot be delivered by Seller within a reasonable time, Broker will nevertheless be entitled to the full agreed commission provided herein.
- C. Seller agrees to furnish Broker such documents as necessary and reasonable to bring about the sale of subject property, such as, but not limited to: proof of ownership, tax records, property income/expense records, existing rental/lease agreements, any current well &/or septic inspection reports, and similar documents, and authorizes the Broker to give this information to prospective Buyers.
- D. Taxes, special assessments, water, sewer, and other public charges, ground rent, condominium fees, rental monies, fuel, public utility charges and other fixed charges are to be prorated as of date of settlement unless otherwise designated herein. Seller acknowledges realty transfer tax obligation as applicable.
- C. Seller grants Broker permission to use a house key and/or a keyed combination, or electronic lockbox for the purpose of entering and exiting the Property for showings and inspections.
- D. Seller agrees to refer to Broker all inquiries of Brokers, Agents or others expressing interest in Seller's property.
- E. If applicable, Seller warrants to Broker and all potential Buyers that all known defects contained in the Property have been fully, accurately, and truthfully disclosed in writing to the best knowledge of the Seller on any Sellers Disclosure of Real Property Condition Report, Radon Disclosure Form, Lead Based Paint Disclosure, or any other applicable disclosure forms, and that no defects have been communicated to the Broker by Seller, either verbally or in writing, that are not contained on those forms. Broker is authorized to convey the aforementioned disclosures to prospective Buyer.
- F. Sale may be contingent on Buyer obtaining mortgage financing which may be contingent upon inspections and/or appraisals required by the lender. In this event, Seller agrees to permit access to the Property at reasonable times for such purpose and will insure that all utilities are on for all inspections until time of settlement.

15. SELLER ACKNOWLEDGMENT.

- A. Seller recognizes that persons not under the control of Broker, such as other Brokers, other Broker's Salespersons, prospective Buyers and experts retained by prospective Buyers may come into Seller's house and property without Broker's supervision through the use of a lockbox and/or key. Seller is cautioned to safeguard their valuable possessions so as to avoid theft or damage. Broker will in no way be responsible for any injury to prospective Buyers, inspectors or appraisers that occur on the Property or any loss or damage to Seller's Property.
- B. Seller agrees to indemnify and hold harmless Broker, Broker's salespersons, Cooperating Brokers, their associated Salespersons, the State or local Associations of REALTORS®, and experts retained by a Buyer or prospective Buyer, from and against any and all claims or damages, including their reasonable attorney's fees and costs, arising out of the use of a lockbox and/or key, including but not limited to, claims for loss of property or for injury to persons or property. Seller shall maintain fire and liability insurance until the time of settlement. Seller agrees that Broker is not responsible for fire, vandalism, theft, damage or destruction of any nature caused by others during the term of this Agreement.
- C. Seller hereby acknowledges that the listing Agent may take interior and exterior photographs, prepare virtual tours, and/or use other media for the purpose of advertising the property, including multiple listing services and the internet. Under certain circumstances, a Buyer accompanied by an Agent may record images of the property for purposes of facilitating a sale. Broker cannot control unauthorized use of digital or social media.
- D. Seller authorizes Broker to show the property to prospective Buyers and to place a "for sale" sign on the property. Once the property is under an Agreement of Sale, Broker may display a "sale pending/sold" sign on property until date of final settlement. All signs will be removed upon termination of this Agreement.

16. BROKER AUTHORIZATION.

- A. Broker is authorized to accept and hold in escrow a deposit to apply towards purchase price. In the event the deposit is forfeited, one-half will be paid to Seller and one-half paid to Broker as compensation, provided Broker's share does not exceed agreed commission amount.
- B. All advertising, which may include, but is not limited to, magazines, newspapers, internet, signs, and other promotional vehicles, deemed advisable by Broker, is hereby authorized by Seller, and unless otherwise specified, shall be paid by Broker.

C. Broker is authorized to submit the property and related documents to any Multiple Listing Service in which Broker is a participant. Broker is authorized to report that the property is under contract when Owner enters into an agreement of sale and to report all sales information including the sale price and terms with the understanding that the sale price and terms will not be published before settlement.
 D. When submitting the property to any Multiple Listing Service, Broker shall disseminate property information in conformity with the Seller's instructions below. The Seller may elect to Opt Out of any of the following provisions by checking NO in the corresponding box:

- a. Yes No The Seller authorizes the listed property to be displayed on the Internet.
- b. Yes No The Seller authorizes the numerical address of the listed property to be displayed on the Internet.
- c. Yes No The Seller authorizes the automated valuation of the listed property.
- d. Yes No The Seller authorizes the blogging features associated with the listed property.

Seller understands and acknowledges that if they answer NO to question (a) above, consumers who conduct searches for listings on the Internet will not see information about the listed property in response to their searches. Seller further understands and acknowledges that certain data may be made available on the internet through other sources which the Broker and local MLS cannot control.

E. Broker is authorized to obtain descriptive and factual information from Seller about Property and to update such information as warranted.

F. In addition the Broker will:

- a. Receive delivery of, and present, offers and counteroffers.
- b. Assist the Seller in developing, communicating, negotiating and presenting offers, counteroffers and notices relating to offers and counteroffers.
- c. Answer Seller's questions relating to offers, counteroffers, notices, negotiations and contingencies.

G. Seller is advised that prospective Buyers or cooperating Brokers may inquire of Broker or Broker's Agents as to whether existing written offer(s) have been received for the purchase of the Property. The disclosure of the existence of written offer(s) could be either beneficial or detrimental to Seller. Such disclosure could result in the interested Buyer making the highest and best offer as promptly as possible, or, such disclosure could result in the interested Buyer electing not to make an offer, therefore, check only one box below:

- a. Seller does authorize the Broker or Broker's Agents to disclose the existence of other written offers in response to inquiries from prospective Buyers or cooperating Brokers.
- b. Seller does NOT authorize the Broker or Broker's Agents to disclose the existence of other written offers in response to inquiries from prospective Buyers or cooperating Brokers.
- c. Seller will authorize Broker or Broker's Agent at the time a written offer is presented to seller as to how to proceed with the distribution of appropriate information related to the offer(s) upon inquiries from prospective Buyers or cooperating Brokers.

17. FAIR HOUSING. All Parties agree to comply with all Fair Housing and Civil Rights laws in the purchase and sale of the Property and further agree specifically not to discriminate against any person because of RACE, COLOR, NATIONAL ORIGIN, RELIGION, CREED, SEX, MARITAL STATUS, FAMILIAL STATUS, AGE, SEXUAL ORIENTATION, GENDER IDENTITY, and/or HANDICAP/DISABILITY.

18. HEIRS AND ASSIGNS. This Agreement is binding upon the parties' respective heirs, personal representatives, successors and assigns.

19. ADDENDUMS. Any attached addendum(s) are only applicable if marked YES or checked. NO or a blank means Seller is waiving the opportunity to include the contingency or clause. If language in this Agreement and Addendum(s) are in conflict, unless otherwise provided herein, then the addendum(s) will supersede this Agreement.

- Seller's Disclosure of Real Property Condition Report, unless exempt by State Law
- Lead Based Paint Disclosure Form, unless exempt by Federal Law
- Radon Disclosure Form, unless exempt by State law
- DUCIOA (Delaware Uniform Common Interest Ownership Act) Resale Certification Form
- Consumer Information Statement
- Septic Certification
- List of Lienholder(s)
- Other _____
- Other _____

20. HOMEOWNER'S WARRANTY. Seller is advised that a Homeowner's Warranty may be available. A Homeowner's Warranty is only part of this Agreement if Seller agrees to purchase a warranty. Seller is advised to request information about what is included in the warranty and what is excluded (for example, preexisting conditions) and the amount of the deductible.

21. SPECIAL TERMS.

22. ENTIRE AGREEMENT. This Agreement constitutes the entire terms and provisions of this Exclusive Right to Sell Listing Agreement between Seller and Broker and may be used as a basis for presenting the property to prospective Buyer. If this Agreement is signed by more than one person, it shall constitute the joint and several obligations of each. This Agreement contains the entire agreement of the parties and cannot be changed except by their written consent. This Agreement shall survive execution and delivery of the Agreement of Sale and closing documents and shall not be merged therein. The singular forms "Seller" and "Buyer" are used in this Agreement solely as a convenience and is intended to include all parties who are Sellers and Buyers.

23. ACKNOWLEDGMENT. Seller acknowledges he/she has read, fully understands, and consents to this Exclusive Right to Sell Listing Agreement, and acknowledges receipt of a copy.

24. SELLER AUTHORITY. I/We hereby certify that I am/we are all the Seller(s) and am/are authorized to transfer the Property and hereby agree to the above terms, and that no other third party consent is necessary or has been omitted to execute this Agreement or convey the property and by signing below hereby agree to the above terms.

Seller _____ Date _____ 20 _____
 Lo-Ro-Rosa, LLC

Seller _____ Date _____ 20 _____

Seller _____ Date _____ 20 _____

Seller _____ Date _____ 20 _____

Broker Acceptance  LAWRENCE TOBLER	Effective Date <u>November 10, 2017</u>
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Certificate Of Completion

Envelope Id: A86AC84D9D264D8B8C9DBCA0E2D0F61D
 Subject: Exclusive_Listing_Agreement_-_813_ts82814
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Delivered

Envelope Originator:
 Lawrence Tobler
 1 Country View Road
 Suite 201
 Malvern, PA 19355
 allstarrealtypa@gmail.com
 IP Address: 71.175.5.240

Record Tracking

Status: Original
 11/10/2017 5:59:07 PM

Holder: Lawrence Tobler
 allstarrealtypa@gmail.com

Location: DocuSign

Signer Events

Lawrence Tobler
 allstarrealtypa@gmail.com
 Allstar Realty Group, LLC
 Suburban West Realtors Association
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signature



Using IP Address: 71.175.5.240
 Signed using mobile

Timestamp

Sent: 11/10/2017 5:59:07 PM
 Viewed: 11/10/2017 5:59:12 PM
 Signed: 11/10/2017 6:01:25 PM
 Freeform Signing

Matricia Moore

Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Accepted: 11/10/2017 6:54:54 PM
 ID: e93e9dfc-bb0a-4b85-8cc7-ed47833f2809

Sent: 11/10/2017 6:01:26 PM
 Viewed: 11/10/2017 6:54:54 PM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

R.coburn
 rcoburn@dover.de.us
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

COPIED

Sent: 11/10/2017 6:01:26 PM
 Viewed: 11/11/2017 7:02:36 AM

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent
 Hashed/Encrypted

11/10/2017 6:01:26 PM

Envelope Summary Events

Certified Delivered

Status

Security Checked

Timestamps

11/10/2017 5:59:13 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Suburban West Realtors Association (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Suburban West Realtors Association:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise Suburban West Realtors Association of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ammatteo@suburbanwestrealtors.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Suburban West Realtors Association

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to jbradyhomes@gmail.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Suburban West Realtors Association

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
 - ii. send us an e-mail to ammatteo@suburbanwestrealtors.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent..
- The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> ò Allow per session cookies ò Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Suburban West Realtors Association as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Suburban West Realtors Association during the course of my relationship with you.

Coburn, Ron

From: Coburn, Ron
Sent: Friday, November 03, 2017 1:04 PM
To: [REDACTED]
Subject: FW: 201 Loockerman Listing

Good Afternoon,

I have yet to receive the listing sheet. I need a copy of this to waive the fees.

Ronald L Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

From: [REDACTED]
Sent: Monday, October 30, 2017 5:00 PM
To: Coburn, Ron <RCoburn@dover.de.us>
Subject: Re: 201 Loockerman Listing

I spoke to my Realtor this afternoon and she will forward it to you.

Sent from my iPhone

On Oct 30, 2017, at 7:44 AM, Coburn, Ron <RCoburn@dover.de.us> wrote:

Good morning,

What you provide me was the listing agreement, what I need is the actual realtor's listing sheet.

Please provide at your earliest convenience.

Ronald L Coburn Jr
City of Dover
Code Enforcement
302.736.7010
rcoburn@dover.de.us

From: [REDACTED]
Sent: Friday, October 27, 2017 3:29 PM
To: Coburn, Ron <RCoburn@dover.de.us>
Subject: Fwd: 201 Loockerman Listing

Sent from my iPhone

Begin forwarded message:

From: Zonnie Adamolekun <adaziorealty@gmail.com>

Date: October 27, 2017 at 3:05:22 PM EDT

To: [REDACTED]

Subject: Re: 201 Loockerman Listing

Good Afternoon Mrs. McCoy,

Please find listing agreement attached.

Zonnie Adamolekun

Broker of Real Estate

9 E. Loockerman St. Ste. 301

Dover De 19904

o. (302) 730-1880

c. (302) 363-2127

f. (302) 730-1881

<image001.jpg><image002.jpg><image003.jpg>

Mission: " To Refine Your Quality of Life By Improving Your Standard of Living... "

On Thu, Oct 26, 2017 at 4:58 PM, [REDACTED] wrote:

Good afternoon,

Would you please forward your updated listing to me and rcoburn@dover.de.us

Thank you.

Matricia McCoy

-----Original Message-----

From: Zonnie Adamolekun <trend@trendmls.com>

To: matricia604 <[REDACTED]>

Sent: Mon, Aug 29, 2016 12:13 pm

Subject: 201 Loockerman Listing

[View Listing](#)

Zonnie Adamolekun

Delivered by TREND, [660 American Avenue, Suite 203, King of Prussia, PA 19406](#).

Click this link if you wish to Unsubscribe.

<http://matrixweb.trendmls.com/Matrix/Public/UnsubscribeDirectEmail.aspx?ID=2014664267-1&Eml=bWF0cmIjaWE2MDRAYW9sLmNvbQ%3d%3d>

Additional Inclusions (Not previously checked):

[Empty box for Additional Inclusions]

Additional Exclusions (Not previously checked):

[Empty box for Additional Exclusions]

4. LEASE CONDITION. Is Property sold subject to any existing lease/rental agreements? Yes No

5. LISTED PRICE. The listed price of the property is: \$ 250,000.00 unless modified in writing by Seller.

6. POSSESSION. Possession is to be conveyed at time of settlement or on such other date agreed to by Seller and Buyer

7. TERMINATION. This Agreement will expire at 11:59pm 06/01/2018 Broker shall not be obligated to continue to market the property after an offer has been accepted by the Seller. In the event an agreement of sale is ratified during the term of this Exclusive Right To Sell Listing Agreement which subsequently becomes null and void prior to the termination date herein, the Broker shall continue to market the property for the duration of this Agreement and any extension thereof. Should any agreement of sale ratified during the term of this Exclusive Right to Sell Listing Agreement not settle until after the Termination date herein, any Brokerage Fee due Broker under this Listing Agreement shall remain due to Broker no later than the date of final settlement.

8. CANCELLATION. Either party may cancel this Agreement upon 30 days written notice after 60 days from effective date.

9. BROKERAGE FEE. Seller agrees to pay Broker a commission of 6 (% of the selling price and/or \$) for services rendered, if, during the term of this Agreement (or extension): (1) Broker produces Buyer ready, willing and able to purchase subject property at the listed price/terms contained in this Agreement or other price/terms acceptable to Seller; or (2) subject property is sold or exchanged by any other Broker or person whomsoever including Seller. The Brokerage Fee will also be due Broker in the event subject property is sold, conveyed, or otherwise transferred by Seller within 120 days after termination of this Agreement to a Buyer introduced to subject property by Broker or other cooperating Broker during the term of this Agreement. (This provision does NOT APPLY in the event subject property is listed with another Broker at time of sale).

10. CO-OPERATION. Broker is authorized to offer cooperation and compensation from Brokerage fee to other Brokers as a Buyer(s) Agent with the Broker/Agent representing the Buyer of the property. Broker is is not authorized to offer cooperation and compensation to other Brokers as subagents. Compensation to other Brokers: 3 (% of the selling price and/or \$)

11. EXCLUSIVE RIGHT TO SELL. During the term of this Agreement, or any extension(s) thereof, Seller agrees not to sell or negotiate for the sale of subject property except through Broker designated herein, nor give any other Broker, firm, or person authorization to sell or negotiate for the sale of subject property.

12. DISBURSEMENT OF DEPOSITS. The Seller acknowledges and agrees that deposit monies held on account by Broker shall only be disbursed under one of the following conditions:

- A. Upon final settlement hereunder; OR
- B. Upon a release being signed by all parties to the transaction authorizing disposition of these funds; OR
- C. Upon the filing of an interpleader action in the proper court, thereby causing these funds to be deposited with the court; OR
- D. At such time as one of the parties to the transaction files suit and the court orders the disbursement of these funds.

Seller agrees that upon payment of deposit monies into court, Seller shall have no further right, claim, demand or action against Broker regarding the return or disposition of the deposit monies and shall indemnify and hold Broker harmless from any and all such rights, claims, demands or actions. In the event of a dispute, and after no less than fifteen (15) days advance notice delivered by certified mail to the parties of the disputed transaction at the addresses identified in the Agreement of Sale, should Broker elect to file an action of interpleader as herein provided, Seller further agrees and hereby expressly and irrevocably authorizes Broker to deduct from the Deposit all costs incurred by Broker in the filing and maintenance of such action of interpleader including but not limited to filing fees, court costs, service of process fees and attorneys' fees, provided that the amount deducted shall not exceed the lesser of Five Hundred Dollars (\$500) or the amount of the Deposit held by Broker. All such fees and costs authorized herein to be deducted may be deducted by Broker from the Deposit prior to paying the balance of the Deposit to the court. Seller further agrees and expressly declares that all such fees and costs so deducted shall be the exclusive property of Broker. If the amount deducted by Broker is less than the total of all of the costs incurred by Broker in filing and maintaining the interpleader action, then Seller agrees to jointly with Buyer reimburse Broker for all such excess costs upon the conclusion of the interpleader action.

13. SELLER REPRESENTATION.

- A. Seller warrants that the information in this Agreement is true and correct to the best of Seller's knowledge and belief, and may be used as a basis for presenting the Property to prospective Buyers.
- B. Seller shall indemnify and hold Broker harmless from any claim, damages, judgment, and costs, expressly including reasonable attorney fees, arising out of or from any occurrence incident to any mistake, exaggeration, omission, inaccuracy of said information, or escrow dispute, including any omission or inaccuracy on applicable disclosure documents.
- C. Seller hereby agrees to conduct all negotiations pertaining to the sale of the Property through the Broker and cooperate with the Broker fully in the Broker's efforts to sell the Property.
- D. Seller further understands and agrees that Seller, and not the Broker, is responsible for the care and physical condition of the Property, its management, maintenance, and repair.
- E. Seller acknowledges reading and signing the Consumer Information Statement of the Delaware Real Estate Commission.

14. SELLER OBLIGATIONS.

- A. Seller will convey to Buyer a good, marketable, fee simple title by deed of special warranty, or assignment of Leasehold estate and/or title to manufactured home, as applicable, free and clear of encroachments that would be shown by a survey, liens, and encumbrances of record, but subject to all existing easements and restrictions of record.
- B. Seller agrees to execute any agreement, deed, leasehold interest assignment or other document(s) necessary to fulfill this Agreement. As appropriate, such documents will contain covenants of warranty conveying good and marketable title to Buyer. Evidence of marketable title may be in the form of a Policy of Title Insurance obtained at expense of Buyer. In the event a title examination discloses title is imperfect and marketable title cannot be delivered by Seller within a reasonable time, Broker will nevertheless be entitled to the full agreed commission provided herein.
- C. Seller agrees to furnish Broker such documents as necessary and reasonable to bring about the sale of subject property, such as, but not limited to: proof of ownership, tax records, property income/expense records, existing rental/lease agreements, any current well &/or septic inspection reports, and similar documents, and authorizes the Broker to give this information to prospective Buyers.
- D. Taxes, special assessments, water, sewer, and other public charges, ground rent, condominium fees, rental monies, fuel, public utility charges and other fixed charges are to be prorated as of date of settlement unless otherwise designated herein. Seller acknowledges realty transfer tax obligation as applicable.
- C. Seller grants Broker permission to use a house key and/or a keyed combination, or electronic lockbox for the purpose of entering and exiting the Property for showings and inspections.
- D. Seller agrees to refer to Broker all inquiries of Brokers, Agents or others expressing interest in Seller's property.
- E. If applicable, Seller warrants to Broker and all potential Buyers that all known defects contained in the Property have been fully, accurately, and truthfully disclosed in writing to the best knowledge of the Seller on any Sellers Disclosure of Real Property Condition Report, Radon Disclosure Form, Lead Based Paint Disclosure, or any other applicable disclosure forms, and that no defects have been communicated to the Broker by Seller, either verbally or in writing, that are not contained on those forms. Broker is authorized to convey the aforementioned disclosures to prospective Buyer.
- F. Sale may be contingent on Buyer obtaining mortgage financing which may be contingent upon inspections and/or appraisals required by the lender. In this event, Seller agrees to permit access to the Property at reasonable times for such purpose and will insure that all utilities are on for all inspections until time of settlement.

15. SELLER ACKNOWLEDGMENT.

- A. Seller recognizes that persons not under the control of Broker, such as other Brokers, other Broker's Salespersons, prospective Buyers and experts retained by prospective Buyers may come into Seller's house and property without Broker's supervision through the use of a lockbox and/or key. Seller is cautioned to safeguard their valuable possessions so as to avoid theft or damage. Broker will in no way be responsible for any injury to prospective Buyers, inspectors or appraisers that occur on the Property or any loss or damage to Seller's Property.
- B. Seller agrees to indemnify and hold harmless Broker, Broker's salespersons, Cooperating Brokers, their associated Salespersons, the State or local Associations of REALTORS®, and experts retained by a Buyer or prospective Buyer, from and against any and all claims or damages, including their reasonable attorney's fees and costs, arising out of the use of a lockbox and/or key, including but not limited to, claims for loss of property or for injury to persons or property. Seller shall maintain fire and liability insurance until the time of settlement. Seller agrees that Broker is not responsible for fire, vandalism, theft, damage or destruction of any nature caused by others during the term of this Agreement.
- C. Seller hereby acknowledges that the listing Agent may take interior and exterior photographs, prepare virtual tours, and/or use other media for the purpose of advertising the property, including multiple listing services and the internet. Under certain circumstances, a Buyer accompanied by an Agent may record images of the property for purposes of facilitating a sale. Broker cannot control unauthorized use of digital or social media.
- D. Seller authorizes Broker to show the property to prospective Buyers and to place a "for sale" sign on the property. Once the property is under an Agreement of Sale, Broker may display a "sale pending/sold" sign on property until date of final settlement. All signs will be removed upon termination of this Agreement.

16. BROKER AUTHORIZATION.

- A. Broker is authorized to accept and hold in escrow a deposit to apply towards purchase price. In the event the deposit is forfeited, one-half will be paid to Seller and one-half paid to Broker as compensation, provided Broker's share does not exceed agreed commission amount.
- B. All advertising, which may include, but is not limited to, magazines, newspapers, internet, signs, and other promotional vehicles, deemed advisable by Broker, is hereby authorized by Seller, and unless otherwise specified, shall be paid by Broker.

C. Broker is authorized to submit the property and related documents to any Multiple Listing Service in which Broker is a participant. Broker is authorized to report that the property is under contract when Owner enters into an agreement of sale and to report all sales information including the sale price and terms with the understanding that the sale price and terms will not be published before settlement.

D. When submitting the property to any Multiple Listing Service, Broker shall disseminate property information in conformity with the Seller's instructions below. The Seller may elect to Opt Out of any of the following provisions by checking NO in the corresponding box:

- a. Yes No The Seller authorizes the listed property to be displayed on the Internet.
- b. Yes No The Seller authorizes the numerical address of the listed property to be displayed on the Internet.
- c. Yes No The Seller authorizes the automated valuation of the listed property.
- d. Yes No The Seller authorizes the blogging features associated with the listed property.

Seller understands and acknowledges that if they answer NO to question (a) above, consumers who conduct searches for listings on the Internet will not see information about the listed property in response to their searches. Seller further understands and acknowledges that certain data may be made available on the internet through other sources which the Broker and local MLS cannot control.

E. Broker is authorized to obtain descriptive and factual information from Seller about Property and to update such information as warranted.

F. In addition the Broker will:

- a. Receive delivery of, and present, offers and counteroffers.
- b. Assist the Seller in developing, communicating, negotiating and presenting offers, counteroffers and notices relating to offers and counteroffers.
- c. Answer Seller's questions relating to offers, counteroffers, notices, negotiations and contingencies.

G. Seller is advised that prospective Buyers or cooperating Brokers may inquire of Broker or Broker's Agents as to whether existing written offer(s) have been received for the purchase of the Property. The disclosure of the existence of written offer(s) could be either beneficial or detrimental to Seller. Such disclosure could result in the interested Buyer making the highest and best offer as promptly as possible, or, such disclosure could result in the interested Buyer electing not to make an offer, therefore, check only one box below:

- a. Seller does authorize the Broker or Broker's Agents to disclose the existence of other written offers in response to inquiries from prospective Buyers or cooperating Brokers.
- b. Seller does NOT authorize the Broker or Broker's Agents to disclose the existence of other written offers in response to inquiries from prospective Buyers or cooperating Brokers.
- c. Seller will authorize Broker or Broker's Agent at the time a written offer is presented to seller as to how to proceed with the distribution of appropriate information related to the offer(s) upon inquiries from prospective Buyers or cooperating Brokers.

17. **FAIR HOUSING.** All Parties agree to comply with all Fair Housing and Civil Rights laws in the purchase and sale of the Property and further agree specifically not to discriminate against any person because of RACE, COLOR, NATIONAL ORIGIN, RELIGION, CREED, SEX, MARITAL STATUS, FAMILIAL STATUS, AGE, SEXUAL ORIENTATION, GENDER IDENTITY, and/or HANDICAP/DISABILITY.

18. **HEIRS AND ASSIGNS.** This Agreement is binding upon the parties' respective heirs, personal representatives, successors and assigns.

19. **ADDENDUMS.** Any attached addendum(s) are only applicable if marked YES or checked. NO or a blank means Seller is waiving the opportunity to include the contingency or clause. If language in this Agreement and Addendum(s) are in conflict, unless otherwise provided herein, then the addendum(s) will supersede this Agreement.

- Seller's Disclosure of Real Property Condition Report, unless exempt by State Law
- Lead Based Paint Disclosure Form, unless exempt by Federal Law
- Radon Disclosure Form, unless exempt by State law
- DUCIOA (Delaware Uniform Common Interest Ownership Act) Resale Certification Form
- Consumer Information Statement
- Septic Certification
- List of Lienholder(s)
- Other _____
- Other _____

20. **HOMEOWNER'S WARRANTY.** Seller is advised that a Homeowner's Warranty may be available. A Homeowner's Warranty is only part of this Agreement if Seller agrees to purchase a warranty. Seller is advised to request information about what is included in the warranty and what is excluded (for example, preexisting conditions) and the amount of the deductible.

21. SPECIAL TERMS.

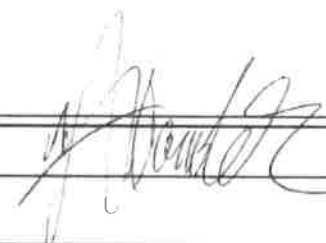
22. ENTIRE AGREEMENT. This Agreement constitutes the entire terms and provisions of this Exclusive Right to Sell Listing Agreement between Seller and Broker and may be used as a basis for presenting the property to prospective Buyer. If this Agreement is signed by more than one person, it shall constitute the joint and several obligations of each. This Agreement contains the entire agreement of the parties and cannot be changed except by their written consent. This Agreement shall survive execution and delivery of the Agreement of Sale and closing documents and shall not be merged therein. The singular forms "Seller" and "Buyer" are used in this Agreement solely as a convenience and is intended to include all parties who are Sellers and Buyers.

23. ACKNOWLEDGMENT. Seller acknowledges he/she has read, fully understands, and consents to this Exclusive Right to Sell Listing Agreement, and acknowledges receipt of a copy.

24. SELLER AUTHORITY. I/We hereby certify that I am/we are all the Seller(s) and am/are authorized to transfer the Property and hereby agree to the above terms, and that no other third party consent is necessary or has been omitted to execute this Agreement or convey the property and by signing below hereby agree to the above terms.

Seller	
Seller	<i>Matricia McCoy</i>
Seller	
Seller	

dotloop verified
06/01/17 11:57AM EDT
UYWG-0EY4-Z06T-5D0A

Broker Acceptance		Effective Date _____
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Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$5000.00		Amount Paid:		
Date Due:	10/25/16	Case #	07-00001985	Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000		
Property Address:	201 W Loockerman Street Dover DE 19904				
Current Property Owner:	Lo-Ro-Rosa-LLC				
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904				
Phone:		Cellular:	[REDACTED]		
E-Mail:	[REDACTED]				
** Local agent is required for any owner residing outside of Kent County Delaware					
Responsible Person/Agent:					
Address:					
Phone:		Cellular:			
E-Mail:					

Insurance on Building: Y / N

If Yes: Name of Insurance Company: IFC- Insurance Finance Co. LLC

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Not entitled to anymore exemptions

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: 250,000

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: [Signature] Date: 10-19-17

Fees as follows:

- Buildings vacant one year or less; \$375.00
- Buildings vacant for more than one year but less than two years; \$750.00
- Buildings vacant for more than two years but less than three years; \$1,500.00
- Buildings vacant for more than three years but less than five years; \$3,000.00
- Buildings vacant for five years or longer; \$5,000.00

REVISED 01/01/2016

Community Excellence Through Quality Service

Vacant building fees

From: [REDACTED]
To: cityclerk <cityclerk@dover.de.us>
Date: Thu, Oct 19, 2017 8:34 pm

Dear Ms. McDowell,

This letter is to appeal the Vacant Building Fee Notice I received, dated September 25, 2017.

The reasons for this appeal are as follows:

- 1) The building was placed up for sale last year and according to the Vacant Building Ordinance, I have five (5) years to rent or sale the property.
- 2) While in the process of acquiring a building renovation permit, I met with Mr. Akers and was instructed to submit new plans for the renovation in order to get a new permit. I have arranged for Bill Byler, Architect, to draw up new plans. I spoke with Bill Byler today and he informed me that he will meet with the Fire Marshall and Building Inspector next Thursday, September 27, 2017 at the property site to determine what is required. This is the earliest date all the parties are available to meet.

Thank you for your consideration.

Sincerely,

Matricia McCoy

Coburn, Ron

From: Akers, Gregory C
Sent: Friday, October 27, 2017 2:58 PM
To: William Byler
Cc: Osika, Jason A.; Brown, Matthew; Coburn, Ron
Subject: RE: 201 W. Lookerman Street
Attachments: Commercial Plans, 2016.pdf

Thanks Bill,

It likely goes unsaid that plans submitted would need to reference the vacant space for record. You will want to confirm compliance with the zoning ordinance(s) including and not limited to the vacant building ordinance.

Please understand that when a viable tenant is identified, that plans would be required to be submitted separately as is typical for vacant spaces.

For clarity and in the end there would be two spaces (tenant fit outs see our plans submission document), two separate addresses, separate plans submission, separate C/O's issued prior to occupancy.

106.3.3 Phased approval. The *code official* is authorized to issue a permit for the construction of foundations or any other part of a building before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

It is understood that while no one knows the future use of the upstairs, it may prove wise to consider separation / LS requirements now in preparation or commit to occupancies that require none.

Respectfully,

Greg Akers

From: William Byler [mailto:████████████████████]
Sent: Friday, October 27, 2017 2:05 PM
To: Akers, Gregory C <GAkers@dover.de.us>
Cc: Osika, Jason A. <josika@dover.de.us>; Brown, Matthew <mbrown@dover.de.us>
Subject: Re: 201 W. Lookerman Street

Yes "Business" She is only looking to finish out the current first floor since the new vacant ordinance that is coming will require first floors of any downtown building to be in use. The second floor will remain as it is until a viable tenant is developed.

Thanks,

Bill Byler

Architect

On Fri, Oct 27, 2017 at 1:45 PM, Akers, Gregory C <GAkers@dover.de.us> wrote:

Good afternoon Bill,

I apologize for being absent yesterday – there were circumstances beyond my control.

Regardless, it is good to know the owner will be moving forward, and if I am understanding correctly as a “business” in occupancy classification.

I am noticing that only the first floor is being referenced, is a complete submission the intention (all floors)?

Greg

Gregory C. Akers

CBI / Plans Examiner

Certified- IBC, IRC, IPMC

Member ICC, DBOA

City Hall - 15 Loockerman Plaza

The Capital City- Dover, Delaware

East Loockerman Street

19901

Office- 302.736.7010 or extension 7011

This e-mail, including attachments, is confidential and intended only for the designated recipient(s). If you are not an intended recipient, please delete this e-mail. The unauthorized use, dissemination, distribution or reproduction of this e-mail, including attachments, is prohibited and may be unlawful.

From: William Byler [mailto:████████████████████]
Sent: Friday, October 27, 2017 10:18 AM
To: Akers, Gregory C <GAkers@dover.de.us>; Osika, Jason A. <josika@dover.de.us>; Brown, Matthew <mbrown@dover.de.us>
Subject: [201 W. Loockerman Street](#)

Hello Greg...FYI....Matricia has decided to finish the first floor as an office space and not a cafe. So we plan to resubmit the drawings for permitting an office space for the first floor.

Thanks Jason and Mike for meeting yesterday and going over this me. She is to get her realtor to send Ron what he needs for the Vacant Building deadline today.

Thanks,

Bill Byler

Architect



City of Dover

Public Services

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

302-736-7010, 7011, 4457

Commercial Plans "General information" for: New Construction, Renovations and Tenant Fit Outs.

Construction documents: Minimum submission of *two complete wet sealed sets of plans* for approval and one *sealed digital copy for archive via CD, pdf format along with your permit application*. Include Energy Compliance Information per the **2012 IECC Energy Code w/ Delaware Amendments**- go to www.dnrec.delaware.gov or call 302.735.3480 for related information. *Submitted plans must include a detailed "Codes Data Summary", Building / Fire / Energy, MEP and FP drawings etc.* That reflects the applicable codes and as listed within this document. Includes and not limited to occupancy classification, type of construction, square footage occupant load, egress, accessibility etc. *A letter of permission from the property owner is required for all tenant fit outs.* **Attention: Design Professionals must have an active City of Dover Business license in addition to State License requirements.**

Permit Applications for occupancies that **intend Products for Human Consumption, Alcohol or Ambulatory Health Care Service** are to include plans received confirmation that those respective authorities having jurisdiction e.g. *Public Health (DHSS) - Alcohol and Beverage Control (OABCC) or the Center of Medicare / Medicaid Services (CMS via the State Fire Marshal's Office- SFMO)* have received plans as may be required by those agencies.

Permit applications for demolition / renovations, must include a report from a Delaware certified **Asbestos** inspector that confirms or denies the presence of asbestos. Contact **DNREC** (Dover-302.739.9402) requirements apply regarding removal and disposal. * For Delaware **"RRP" - Lead** Regulations Information contact - **DHSS**, 302.744.4546 www.LeadSafeDelaware.org

Existing rated assemblies, both horizontal and vertical must be repaired as needed and inspected before concealment.

"Open plenum" ceiling conditions must meet "plenum rated" requirements per code.

All Tenant Fit-outs and Renovations in a Covered Mall will require the installation of a Horn and Strobe Alarm Notification.

PERMITS

Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done shall first make application to the building official and obtain the required permit. Permit information must be completed and include (not limited to):

Occupancy Classification-
Type of Construction-
Square Footage –
Occupant Load –

The applicant is responsible for providing a documented fixture count (old vs new) for any credit toward impact fees prior to C/O or Building Final approval. Contact City of Dover Public Works for details at 302-736-7026 for DPW / Fixtures form. Note that no condensate is permitted to discharge into City Sanitary Sewer, contact Public Utilities for more information.

Contact City of Dover Public Works at 302-736-7026 regarding placement of dumpsters, and Planning and Zoning regarding site trailers at 302.736.7196, 7010, 7011 or 4457.

APPLICABLE CODES

IBC- International Building Code- 2009

IRC- International Residential Code- 2009

IPC- International Plumbing Code- 2015 (State of Delaware Requirements)

IMC- International Mechanical Code- 2015 (State of Delaware Requirements)

IFGC- International Fuel and Gas Code- 2015 (State of Delaware Requirements)

IECC- International Energy Conservation Code- (2012 + Delaware's Amendments- DNREC)

IEBC- International Existing Building Code- 2009

ICCPC- International Code Council Performance Code- 2009

ANSI A117.1-03- 2003 local, 2010 Federal

IFC- International Fire Code- 2009

2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA)

2013 NFPA 13 Installation of Sprinkler Systems (NFPA)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2015 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

CONTACT CITY OF DOVER FIRE MARSHAL'S OFFICE for smoke/carbon monoxide detection and specific sprinkler and fire alarm requirements including and not limited to certain **FMO LIFE SAFETY ORDINANCE REQUIREMENTS FOR "PLACES OF ASSEMBLY"** – See Sec. 46-162 "Sprinkler Requirements" via our website @ www.cityofdover.com . CONFIRM DSFPR DETAILS regarding sprinkler requirements for ALL BUILDINGS EXCEEDING 10,000 SF AND ALL BASEMENT AREAS EXCEEDING 2,500 SF.

Note that Fire Protection Architectural drawings are required with the "general submission" and that Contractor's FP "Shop Drawings" (in electronic format) are required to be submitted separately by the licensed contractor to the City of Dover Fire Marshal's Office with the proper "Fire Permit(s)" for approval that indicate conformance to the codes referenced, prior to installation of systems and before occupancy of the building.

NOTICE:

Medical Occupancies are required to be inspected and approved by CMS, the State of Delaware Fire Marshal's Office and the City of Dover Fire Marshal's Office. Contact CMS, State and City Fire Marshal Offices for plans submission requirements.

In order to obtain funding from The Center of Medicare and Medicaid Services, Ambulatory Surgical Centers must be approved by "CMS" as an ambulatory health care occupancy regardless of the number of persons who, in the event of an emergency, may be incapable of taking appropriate action due to disability, medication, anesthesia or security beyond their control. CMS requires plans submission and approval by the Delaware State Fire Marshal's Office. The applicant is to provide **Documents confirming SFMO receipt and approval before permits and plans are released by Dover.**

Other Important Information includes:

NOTE THAT ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE. Contact the Dover FM for a list of authorized agencies at 302.736.4457.

Contact The Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500, email: customerservice.dpr@state.de.us.

SFMO EMERGENCY POWER SOURCE REQUIREMENTS

SB 131 AMENDED 16 DEL. C. 122 TO DEFINE A DIALYSIS CENTER AS AN INDEPENDENT OR HOSPITAL BASED UNIT TO FURNISH OUTPATIENT DIALYSIS SERVICES (MAINTENANCE DIALYSIS OR HOME DIALYSIS TRAINING AND SUPPORT, OR BOTH) DIRECTLY TO END STAGE RENAL DISEASE PATIENTS.

IN ADDITION, **SB 131 INCLUDES A STANDARD REQUIREMENT FOR ALL DIALYSIS MACHINES IN A DIALYSIS CENTER TO BE CONNECTED TO AN EMERGENCY POWER SOURCE SO THAT ALL DIALYSIS MACHINES WILL OPERATE FOR AT LEAST 4 HRS FOLLOWING A POWER SHUTDOWN OR OUTAGE. THE EMERGENCY POWER SOURCE MUST BE IN WORKING CONDITION AT ALL TIMES AND THE DIALYSIS CENTER MUST CONDUCT AND DOCUMENT AT LEAST A MONTHLY TEST OF THOSE EMERGENCY POWER SOURCES. CONTACT THE OFFICE OF HEALTH FACILITIES LICENSING AND CERTIFICATION AT 302.283.7220 FOR QUESTIONS IN REGARD.**

Contact The Division of Professional Regulation for electrical code, permit and for list of inspection agencies (302) 744-4500, email: customerservice.dpr@state.de.us, **NOTE THAT ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE.**

ATTENTION!

DEPARTMENT OF SAFETY AND HOMELAND SECURITY – DIVISION OF COMMUNICATIONS REQUIRES COMPLIANCE WITH THE 2500 IN-BUILDING COMMUNICATIONS SYSTEMS REGULATION(S) WHICH APPLIES TO ALL NEWLY CONSTRUCTED BUILDINGS OF 25,000 SF OR MORE. CONTACT THE DOVER FIRE MARSHAL'S OFFICE FOR SUBMISSION DOCUMENTATION / INFORMATION- 302.736.4457.

ORDINANCE 46-128, MARKING RATED WALLS

Fire walls, fire barriers, shaft enclosures, fire partitions and smoke barriers shall be labeled with their rating. Markings shall be located on both sides of the separation wall, a minimum of four inches in height and shall be red in color. Markings shall be visible when ceiling tiles are removed for inspection. Markings shall be no more than fifteen feet apart for the length of the wall.

Ratings are to be marked as follows

One hour separation 1HR
Two hour separation 2HR
Three hour separation 3HR
Four hour separation 4HR
Smoke Barriers SB

Sec. 46-4. - Impact protection of natural gas and LP gas devices.

All natural gas and LP gas installations shall be installed per adopted NFPA and International codes, with the following amendments:

- (a) *When required.* The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. The fire marshal and/or chief building inspector shall reserve the right to apply this section whenever it is deemed necessary to provide impact protection to address a life or fire hazard.
- (b) *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.
- (c) *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
- (d) *Responsibility.* It shall be the responsibility of the property owner and/or contractor for the new installation to ensure that natural gas and LP gas meters, regulators, and valves are protected in accordance with these regulations.
- (e) *Compliance period.* All new construction projects shall comply with the provisions of this section. All existing multiple dwellings, schools, nursing homes, hospitals, and day care centers shall be protected in accordance with this section. All other existing structures shall be protected when deemed a life or fire hazard by the fire marshal.
- (f) *Exemptions.* Single-family homes, including townhouses, duplexes, and manufactured housing, except where natural gas and LP gas devices are located directly in front of head-in parking spaces and driveways, and where the fire marshal deems that impact protection is not necessary, shall be exempt from this section.

Code 1981, § 7-5; Ord. of 5-10-1999; Ord. No. 2014-21, 9-22-2014)

ALL TEMPORARY OFFICE AND STORAGE TRAILERS MUST BE LICENSED. ALL CONTRACTORS MUST HAVE A BUSINESS LICENSE FOR BOTH THE STATE OF DELAWARE AS WELL AS THE CITY OF DOVER.

THE PERMIT APPLICANT, GC AND OR CM IS REQUIRED TO PROVIDE A LIST OF SUBCONTRACTORS.

Contact the City of Dover Planning Office for details regarding license requirements, 302.736.7011, 7010 or 4457.

Access our web address <http://www.cityofdover.com/> for permits, fees, building code and other information or come in and browse our brochure display as well!

REQUIRED INSPECTIONS

This is a general list which may vary depending on the projects scope of work. It is the applicant's responsibility to confirm and schedule inspections as required.

Footing(s)

Foundation(s) and (prior to back fill)

Pre-slab inspection (after plumbing underground inspection)

Electrical Rough-3rd party inspection not performed by City of Dover - must be Inspected by an agency authorized by the State fire Marshal's Office.

Plumbing Rough

Mechanical Rough

Above ceiling inspections for Mechanical (includes Fire / Smoke Damper inspection), Plumbing, Fire / Smoke assemblies prior to concealment.

Frame- after electrical, plumbing and mechanical inspections are approved and before insulation.

Flashing- prior to exterior wall coverings (EIFS, brick, siding, etc...)

Insulation (Pre-Drywall)

Final Inspections required for Certificate of Occupancy

Final Electric-Before Building Final

Final Plumbing- Before Building Final

Final Mechanical- Before Building Final

Plumbing / Mechanical Inspections may be scheduled together -allow 1 hour min per.

Final Kent Conservation / DNREC

Final Public Utilities

Final Planning and Zoning

Building Final

Commercial Buildings will require Fire Marshall Final **prior to** Building C/O and Public Health after Fire Marshal and Plumbing Final inspections. A "Public Occupancy permit" may be required for certain occupancies after Fire Marshal approval and before application for a C/O. All associated fees must be paid prior to occupancy approval.

City of Dover Ordinance Sec. 22-65. Permit fees.

(h)-Re-inspections. There will be no charge for the first re-inspection of a permit. The applicant shall pay the sum of \$25.00 for the second re-inspection, \$50.00 for the third re-inspection and \$100.00 for any subsequent re-inspection.

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover



Phone: (302) 736-7011
Fax: (302) 736-4217

September 25, 2017

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
10th Year Fee Due \$5000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by *October 25, 2017*. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Ronald L. Coburn" followed by a stylized flourish.

Ron Coburn
Code Enforcement Officer

Attachments
File

7015 0640 0005 6574 2547

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$ **6.56**
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER, DE 19904



PS Form 3800, April 2012 PSN 7530-02-000-9053 for instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER, DE 19904



9590 9402 2792 7069 2109 40

2. Article Number (Transfer from service label)

7015 0640 0005 6574 2547

COMPLETE THIS SECTION ON DELIVERY

- A. Signature Agent
 Addressee
- B. Received by (Printed Name) **RL Matricia McCoy**
- C. Date of Delivery **7/28/17**
- D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

RFI
07-28-2017

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due: \$5000.00		Amount Paid:	
Date Due: 10/25/16	Case # 07-00001985	Date Registered: 08/25/07	
Vacant Since: 06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000	
Property Address:	201 W Loockerman Street Dover DE 19904		
Current Property Owner:	Lo-Ro-Rosa-LLC		
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904		
Phone:		Cellular:	
E-Mail:			
** Local agent is required for any owner residing outside of Kent County Delaware			
Responsible Person/Agent:			
Address:			
Phone:		Cellular:	
E-Mail:			

Insurance on Building: Y / N

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Not entitled to anymore exemptions

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

REVISED 01/01/2016

Community Excellence Through Quality Service

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: September 25, 2017
Invoice #: 07-00001985-10

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee	\$5000.00
TOTAL	\$5000.00

Please make all checks payable to City of Dover
Payment must be received before October 25, 2017

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$5000.00			Amount Paid:	
Date Due:	09/26/16	Case #	07-00001985	Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000		
Property Address:	201 W Loockerman Street Dover DE 19904				
Current Property Owner:	Lo-Ro-Rosa-LLC				
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904				
Phone:		Cellular:	[REDACTED]		
E-Mail:					
** Local agent is required for any owner residing outside of Kent County Delaware					
Responsible Person/Agent:					
Address:	Jessie Wateaux 1228 Woodrow Court Dover, DE				
Phone:		Cellular:	302-735-1570		
E-Mail:					

Insurance on Building: Y / N

If Yes: Name of Insurance Company:

*Insurance Finance Company LLC
Des Moines, IA 50303*

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted:

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: 1250,000.00

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: [Signature]

Date:

8-28-16

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

Adazio Realty Associates
Client Full Report courtesy of: Zonnie Adamolekun

Office: (302) 363-2127
DirectPhone: (302) 363-2127
E-mail: adaziorealty@gmail.com



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Adazio Realty Associates
 Client Full Report courtesy of: Zonnie Adamolekun
 1 to 1 of 1 Listings

Office: (302) 363-2127
 DirectPhone: (302) 363-2127
 E-mail: adaziorealty@gmail.com

1 **201 W Lookerman St, Dover, DE 19901** **COM EXP** **\$250,000.00**



TREND

25 feet 10 m
 © 2016 Microsoft Corporation © 2016 HERE

Map Layers =

General		Subdiv / Nel: None Available	\$/SqFt:	Sale/Ls/Both: S
MLS #: 6727953	School Dist: Capital	Bldg/Center:	#Bldgs/Units: 3	Land Only?: N
MLS Area: 30802 Capital	Approx Dlm: 0	Acres: 0.03	DOM: 1	Aprox Lnd SqFt: 1,307
County: Kent			Age: 116	Aprox Bd SqFt:
Tax ID #: ED-05-07709-01-6000-00				Bldg SqFt Source:
Financial Info		Other Info		Lease Info
RE Taxes/Yr: 1381 / 2015	Land Use:	Ann Lse \$/SqFt:	Ann Lse Price:	
Assessment: 28200	Zoning: C2	SqFt Avail:	Mon Lse Price:	
Gross Ann Inc: NaN	WtrFront: N	Avail Date:	Min Lse-Mo:	
Total Expenses: NaN			LsdUnits: 0	

Features

Type: Commercial, Office, Professional, RetailSpace, Apartmnt Bld, Restaurant, Tavern, FoodServices, BarberBeauty
Lot Info: Downtown
Other: FeeSimple, ImmedPoss
Include: Industrial Range Hood - Exhaust

Remarks

Public: Prime Property! This is your opportunity to own a superior, block and frame storefront located right at the corner of Lookerman Street and Governors Avenue in Dover's brand new Downtown Development District. This 2 story, corner store front offers the utmost visibility with it's central location and prominent façade. Owner's original intent was to open a café therefore, it already comes complete with a newly installed stainless commercial kitchen exhaust hood system. Many renovations & upgrades have already been completed to include, his and hers restrooms, commercial kitchen, 2 service bars, and a grand dining room/lounge area all on the first floor. Second floor renovations remain but was previously comprised offices and could possibly be converted into apartments. Property was also once a popular anchor formal retail. There are currently incentives available with the City of Dover Economic Development Department

Directions:

© TREND - All information, regardless of source, should be verified by personal inspection by and/or with the appropriate professional(s). The information is not guaranteed. Measurements are solely for the purpose of marketing, may not be exact, and should not be relied upon for loan, valuation, or other purposes. Copyright 2016 Created: 02/08/16 01:49 PM.

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

August 25, 2016

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
9th Year Fee Due \$5000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by *September 26, 2016*. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,



Ron Coburn
Code Enforcement Officer

Attachments
File

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$5000.00	Amount Paid:	
Date Due:	09/26/16	Case #	07-00001985
		Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000
Property Address:	201 W Loockerman Street Dover DE 19904		
Current Property Owner:	Lo-Ro-Rosa-LLC		
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904		
Phone:		Cellular:	
E-Mail:			
** Local agent is required for any owner residing outside of Kent County Delaware			
Responsible Person/Agent:			
Address:			
Phone:		Cellular:	
E-Mail:			

Insurance on Building: Y / N

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: _____

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease—Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

Division of
Code Enforcement
 15 Loockerman Plaza
 Dover, DE 19901



Phone: (302) 736-7011
 Fax: (302) 736-4217

INVOICE

Date: August 25, 2016
 Invoice #: 07-00001985

LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 1228 WOODROW CT
 DOVER DE 19904

RE: Property address: 201 W LOCKERMAN ST
 Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee	\$5000.00
TOTAL	\$5000.00

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL US

7014 1820 0001 2210 1819

Postage	\$	
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total		

Sent: LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 Street or PO: 1228 WOODROW CT
 City: DOVER DE 19904

PS Form 3800, July 2014 See Reverse for Instructions

Inspections & Planning

Accepted 07-19-16

Please make all checks payable to City of Dover
 Payment must be received by September 26, 2016

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904



9590 9402 2099 6132 0057 35

2. Article Number (Transfer from service label)

7014 1820 0001 2210 1819

COMPLETE THIS SECTION ON DELIVERY

- A. Signature Agent
 Addressee
- B. Received by (Printed Name) C. Date of Delivery
- D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

AUG 27 2016

Coburn, Ron

From: Townshend, Ann Marie
Sent: Monday, February 08, 2016 3:40 PM
To: Coburn, Ron
Subject: FW: 201 Loockerman St
Attachments: 201 W Loockerman Listing.pdf

Ann Marie Townshend, AICP
Director Planning & Community Development
Department of Planning & Inspections
Department of Parks and Recreation
(302) 736-7196 Phone
(302) 736-4217 FAX

From: JD Moore [mailto:jdmoore821@aol.com]
Sent: Monday, February 08, 2016 1:55 PM
To: [REDACTED]; Townshend, Ann Marie
Subject: Re: 201 Loockerman St

Ms. Townshed

There should be no issue viewing and printing the attached. Please confirm

Can you also please fwd the form you need Matricia to fill out via email?

Jessica Watson
302-480-5147 c
"Kingdom Minded Business"

-----Original Message-----

From: [REDACTED]
To: atownshend <atownshend@dover.de.us>
Sent: Mon, Feb 8, 2016 12:03 pm
Subject: Fwd: 201 Loockerman St

Dear Ms. Townshed:

In an effort to renovate my building at 201 Loockerman Street in the year 2015, I followed the City of Dover's instructions, given by, I believe, by Mr. Ayers, with offices located at 15 Loockerman Street, to have revised/new architectural prints made. I had these new prints made by Bill Byler, Architect, at a cost of a little under \$10,000, in 2015. These were given to the contractor as mentioned to you in a previous email. The contractor did not submit the prints in order to obtain a building permit because he was delayed with other contractual work as mentioned.

Since the work was not started, I have put the property up for sale. According to your "Vacant Building Ordinance," this should allow me to be exempt form the vacancy fee.

The property listing is attached.

Sincerely,

Matricia McCoy

(718) 791-9150

-----Original Message-----

From: Zonnie Adamolekun <trend@trendmls.com>

To: [REDACTED]

Sent: Sun, Feb 7, 2016 4:43 pm

Subject: 201 Loockerman St

Would you like to receive email from this real estate professional?

Zonnie Adamolekun, Adazio Realty Associates, Suite 301 9E Loockerman St Dover, DE 19901 (302) 363-2127, adaziorealty@gmail.com

[Yes, View Real Estate Information](#)

[No, Unsubscribe](#)

This information can be viewed up to 10 times over the next 90 days.

Zonnie Adamolekun
(302)363-2127

Thankyou for your business!

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This information was sent by Zonnie Adamolekun, Adazio Realty Associates, Suite 301 9E Loockerman St Dover, DE 19901 (302) 363-2127, adaziorealty@gmail.com through TREND, 660 American Avenue, Suite 203, King of Prussia, PA 19406, www.trendmls.com.

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$5000.00	Amount Paid:	
Date Due:	02/08/16	Case #	07-00001985
		Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000
Property Address:	201 W Loockerman Street Dover DE 19904		
Current Property Owner:	Lo-Ro-Rosa LLC		
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904		
Phone:		Cellular:	[REDACTED]
E-Mail:			
** Local agent is required for any owner residing outside of Kent County Delaware			
Responsible Person/Agent:	Matricia McCoy		
Address:	201 W. Loockerman St Dover De 19904		
Phone:		Cellular:	7 [REDACTED]
E-Mail:			

Insurance on Building: Y / N

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Property for sale

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease—Listed Selling Price: 250,000.00

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: *Matricia McCoy* Date: 02/08/2016

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

REVISED 07/09/2014

Community Excellence Through Quality Service

Real Estate Information -

[Hide Map Print](#)

...Improving Your Standard of Living!

Zonnie Adamolekun
REALTOR

Office:(302) 363-2127

[Send me an e-mail](#)

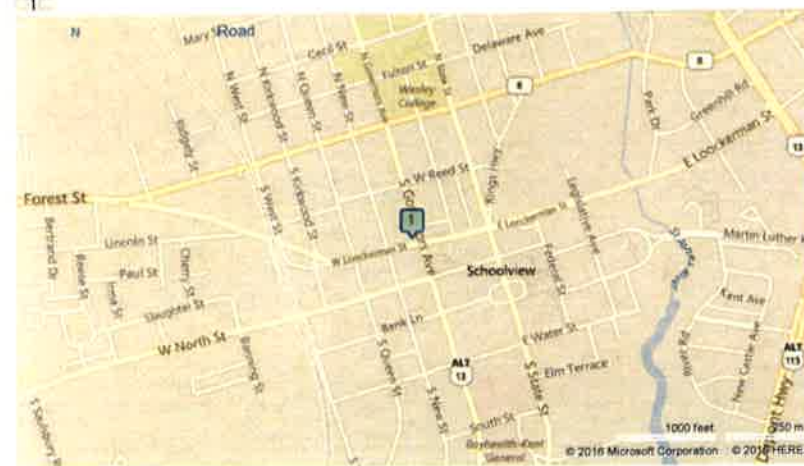
Adazio Realty Associates

Suite 301 9E Loockerman St
Dover, DE 19901
Office Phone (302) 363-2127

Additional Links:

Selected: 1

1 - 1 of 1 Listing



X

• **Map Layers** ▾

- Parcels
- Zip Codes
- Counties
- States

• **Legend** ▾

- ■ Active, Active No Showing (ACT, A/N)
- ■ Pending (PND)
- ■ Settled (STL)
- ■ Withdrawn, Withdrawn Relisted (WTH, W/R)
- ■ Expired, Expired Relisted (EXP, X/R)
- ■ Temporarily Off Market (T/O)
- ■ Multiple Listings

201 W Loockerman St, Dover, DE 19901 COMEXP\$250,000.00



1 of 2



Map Layers ▾

General

MLS #: [6727953](#)

Subdiv / Nei: None Available \$/SqFt:

Sale/Ls/Both: S

MLS: 30802 Capital	School Dist: Capital	#Bldgs/Units: 3	Land Only?: N
Area:	Bldg/Center:	#Stories:	Aprox Lnd SqFt: 1,307
County: Kent	Approx Dim:0	DOM: 1	Aprox Bd SqFt:
Tax ID #: ED-05-07709-01-6000-000	Acres: 0.03	Age: 116	Bldg SqFt Source:

Financial Info	Other Info	Lease Info
RE: 1361 / 2015	Land Use:	Ann Lse \$/SqFt: Ann Lse Price:
Taxes/Yr: 28200	Zoning: C2	SqFt Avail: Mon Lse Price:
Assessment: 28200	WtrFront: N	Min Lse-Mo: LsdUnits: 0
Gross Ann Inc: NaN		
Total Expenses: NaN		

Features: Type: Commercial, Office, Professional, RetailSpace, Apartmnt Bld, Restaurant, Tavern, FoodServices, BarberBeauty

Lot Info: Downtown

Other: FeeSimple, ImmedPoss

Include: Industrial Range Hood - Exhaust

Remarks

Public: Prime Property! This is your opportunity to own a superior, block and frame storefront located right at the corner of Looockerman Street and Governors Avenue in Dover's brand new Downtown Development District. This 2 story, corner store front offers the utmost visibility with it's central location and prominent façade. Owner's original intent was to open a café therefore, it already comes complete with a newly installed stainless commercial kitchen exhaust hood system. Many renovations & upgrades have already been completed to include, his and hers restrooms, commercial kitchen, 2 service bars, and a grand dining room/lounge area all on the first floor. Second floor renovations remain but was previously comprised of offices and could possibly be converted into apartments. Property was also once a popular anchor formal retail. There are currently incentives available with the City of Dover Economic Development Department.



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Coburn, Ron

From: Townshend, Ann Marie
Sent: Friday, February 05, 2016 3:48 PM
To: [REDACTED]
Cc: Coburn, Ron
Subject: RE: Completion of renovation of 201 Loockerman Street

Ms. McCoy,

The building has been registered as vacant since 2007. When I agreed to allow you to forgo the fee last year, you had indicated to me that construction was imminent. A year has passed, and there has been no application filed for a building permit. There is no authority in the code to grant an exemption of the fee.

Regards,

Ann Marie Townshend, AICP
Director Planning & Community Development
Department of Planning & Inspections
Department of Parks and Recreation
(302) 736-7196 Phone
(302) 736-4217 FAX

From: [REDACTED]
Sent: Friday, February 05, 2016 3:19 PM
To: Townshend, Ann Marie
Subject: Fwd: Completion of renovation of 201 Loockerman Street

-----Original Message-----

From: [REDACTED]
To: atownshed <atownshed@dover.de.us>
Sent: Thu, Feb 4, 2016 4:00 pm
Subject: Completion of renovation of 201 Loockerman Street

I am sending a second copy since my email indicated that it was not received.

-----Original Message-----

From: [REDACTED]
To: atownshed <atownshed@dover.de.us>
Sent: Thu, Feb 4, 2016 3:55 pm
Subject: Completion of renovation of 201 Loockerman Street

Dear Ms. Townshed,

Thank you for my Vacant Property Exemption in 2015. Unfortunately my contractor was unable to start work on my property as he initially planned due to the fact that he had accepted an unusual amount of contractual work, possibly due to the incentives offered for the downtown area. He had initially informed me that he would begin work in August, 2015,

Please accept this letter as a request to extend the exception for the year 2016.

My contractor, Ms. Usman, of U and I Builders, Inc., located in Dover, states that he will begin work in June 2016 and estimates that the work will take from two to three months to complete the renovation.

If necessary, I can send you a copy of his letter to me, stating that he will begin the work in June 2016.

Thank you for your consideration.

Sincerely,

Matricia McCoy



Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

January 7, 2016

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
8th Year Fee Due \$5000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by *February 08, 2016*. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,


Ron Coburn
Code Enforcement Officer

Attachments
File

City of Dover

**Division of
Code Enforcement**
15 Lockerman Plaza
Dover, DE 19901

Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: January 7, 2016
Invoice #: 07-00001985

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee	\$5000.00
TOTAL	\$5000.00

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT**
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Sent To: **LO-RO-ROSA LLC**
 Street or PO: **C/O MATRICIA MCCOY**
 City, S: **1228 WOODROW CT**
 PS Fo: **DOVER DE 19904**

7014 1820 0001 2213 3780
 RC
 07-1985
 6.735

DOVER DE
 JAN 08 2016
 USPS

Please make all checks payable to City of Dover
Payment must be received by February 8, 2016

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

2. Article Number
(Transfer from service label)
PS Form 3811, July 2013

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
B. Received by (Printed Name) C. Date of Delivery
D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type RC 07-1985
 Certified Mail[®] Priority Mail Express[™]
 Registered Return Receipt for Merchandise
 Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee) Yes

7014 1820 0001 2213 3780

Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration LID 10902

Amount Due:	\$5000.00			Amount Paid:	TRANS TO MR	
Date Due:	02/08/16	Case #	07-00001985	Date Registered:	08/25/07	
Vacant Since:	06/13/07		Tax Parcel #	ED-05-077.09-01-600.000-000		
Property Address:	201 W Loockerman Street Dover DE 19904					
Current Property Owner:	Lo-Ro-Rosa LLC					
Address:	C/O Matricia McCoy 1228 Woodrow Court Dover DE 19904					
Phone:				Cellular:	[REDACTED]	
E-Mail:						
** Local agent is required for any owner residing outside of Kent County Delaware						
Responsible Person/Agent:						
Address:						
Phone:				Cellular:		
E-Mail:						

Insurance on Building: Y / N

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Vacant longer than five years; no active permits

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

Coburn, Ron

From: Akers, Gregory C
Sent: Thursday, November 05, 2015 10:58 AM
To: William Byler
Cc: Mullaney, Timothy; Coburn, Ron; Taraila, Tim
Subject: FW: 201 West Loockerman St.
Attachments: UPDATED SEPT. 25, comm-PLANS DOCII.pdf; Bldg permit application.pdf; Public Works Renovation Checklist.pdf; ASBESTOS.pdf; DTDDI.pdf

Good morning Bill,

The Fire Marshal and I met with the owner and her husband in regard to the above property earlier this AM.

Ms. Moore conveyed that there was a new set plans completed for submission. The plans she referenced were not presented or available for the meeting this morning.

Our updated plans submission information was provided along with other related forms and information as provided in attachments here.

It was explained to Ms. Moore that a "complete" set of plans would be required. Years have passed – all information available here has either expired, become outdated or both.

In short, this project is to be treated as a new submission for renovation. My intent is to make you aware that we met with the owner for continuity in information.

Below is correspondence from October of 2013.

Regards,

Gregory C. Akers

CBI Plans Examiner
Certified- IBC, IRC, IPMC
Member ICC, DBOA

City Hall - 15 Loockerman Plaza
Dover City, Delaware
East Loockerman St.
19901

Phone- 302.736.7010 or extension 7011

From: Akers, Gregory C
Sent: Monday, October 14, 2013 4:20 PM
To: 'William Byler' [REDACTED]
Cc: Truax, Dave
Subject: 201 West Loockerman St.

Good afternoon Bill,

In follow up to today's meeting, I wanted to make sure we are all understanding the path forward.

1. As discussed - Resubmission of a complete set of plans is required to be submitted with a new building permit- Contractor(s) to be licensed to perform work in Dover.
2. Complete Plans are to include MEP drawings, it is noted that "Manual J" calculations intend a residential installation and as such cannot be accepted in lieu of sealed MEP drawings.
3. All permits have expired, as such – all new are necessary- including and not limited to- Building, Fire (Hood Equipment- Fire Alarm etc.), Mechanical, Plumbing etc...
4. Confirm Public Health – (Kitchen Plans) – provide COA sheet / confirmation that Public Health is on board.
5. Confirm with Planning and Zoning any requirements and or fees, fines or taxes associated.

Regards,

Greg

Gregory C. Akers, CBI / Plans Examiner
Certified- IBC, IRC, IPMC
Member ICC, MJC

City Hall - 15 Loockerman Plaza
Dover City, Delaware
East Loockerman St.
19901

Phone- 302.736.7010 or extension 7011

HE>|

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City of Dover

Public Services

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

302-736-7010, 7011, 4457

Commercial Plans “General information” for: New Construction, Renovations and Tenant Fit Outs.

Construction documents: Minimum submission of *two complete wet sealed sets of plans* for approval and one *sealed digital copy for archive via CD, pdf format along with your permit application*. Include Energy Compliance Information per the **2012 IECC Energy Code w/ Delaware Amendments-** go to www.dnrec.delaware.gov or call 302.735.3480 for related information. *Submitted plans must include a detailed “Codes Data Summary”, Building / Fire / Energy, MEP and FP drawings etc.* That reflects the applicable codes and as listed within this document. Includes and not limited to occupancy classification, type of construction, square footage occupant load, egress, accessibility etc. *A letter of permission from the property owner is required for all tenant fit outs.* **Attention: Design Professionals must have an active City of Dover Business license in addition to State License requirements.**

Permit Applications for occupancies **that intend Products for Human Consumption, Alcohol or Ambulatory Health Care Service** are to include **plans received confirmation that those respective authorities having jurisdiction e.g. Public Health (DHSS) - Alcohol and Beverage Control (OABCC) or the Center of Medicare / Medicaid Services (CMS via the State Fire Marshal’s Office- SFMO)** have received plans as may be required by those agencies.

Permit applications for demolition / renovations, must include a report from a **Delaware certified Asbestos** inspector that confirms or denies the presence of asbestos. Contact **DNREC** (Dover-302.739.9402) requirements apply regarding removal and disposal. * For Delaware **“RRP”- Lead** Regulations Information contact - **DHSS**, 302.744.4546 www.LeadSafeDelaware.org

Existing rated assemblies, both horizontal and vertical must be repaired as needed and inspected before concealment.

“Open plenum” ceiling conditions must meet “plenum rated” requirements per code.

All Tenant Fit-outs and Renovations in a Covered Mall will require the installation of a Horn and Strobe Alarm Notification.

In General-

PERMITS

Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done shall first make application to the building official and obtain the required permit. Permit information must be completed and include:

Use Group-
Type of Construction-
Square Footage –
Occupant Load –

The applicant is responsible for providing a documented fixture count (old vs new) for any credit toward impact fees prior to C/O or Building Final approval. Contact City of Dover Public Works for details at 302-736-7026 for DPW / Fixtures form. Note that no condensate is permitted to discharge into City Sanitary Sewer, contact Public Utilities for more information.

The temporary use of streets or public property for the storage or handling of materials or of equipment required for construction or demolition, and the protection provided to the public shall comply with ordinance provisions of the authority having jurisdiction. Contact City of Dover Public Works at 302-736-7026 regarding placement of dumpsters, and Planning and Zoning regarding site trailers at 302.736.7196, 7010, 7011 or 4457.

APPLICABLE CODES

IBC- International Building Code- 2009

IRC- International Residential Code- 2009

IPC- International Plumbing Code- 2015 (State of Delaware Requirements)

IMC- International Mechanical Code- 2015 (State of Delaware Requirements)

IFGC- International Fuel and Gas Code- 2015 (State of Delaware Requirements)

IECC- International Energy Conservation Code- (2012 + Delaware's Amendments- DNREC)

IEBC- International Existing Building Code- 2009

ICCPC- International Code Council Performance Code- 2009

ANSI A117.1-03- 2003 local, 2010 Federal

IFC- International Fire Code- 2009

2012 Delaware State Fire Prevention Regulations

2012 NFPA Life Safety Code

2010 Sprinkler and Fire Alarm

CONTACT CITY OF DOVER FIRE MARSHAL'S OFFICE FOR SMOKE/CARBON MONOXIDE DETECTION, SPRINKLER AND OR FIRE ALARM REQUIREMENTS. CONFIRM DSFPR DETAILS REGARDING SPRINKLER REQUIREMENTS FOR ALL BUILDINGS EXCEEDING 10,000 SF AND ALL BASEMENT AREAS EXCEEDING 2,500 SF.

Fire Protection Shop Drawings (Electronic) and a separate Fire Permit are required to be submitted to the City of Dover Fire Marshal's Office for approval and indicate conformance to the codes referenced, **prior** to installation of the system and **before** occupancy of the building.

Attention:

Medical Occupancies are required to be inspected and approved by CMS, the State of Delaware Fire Marshal's Office and the City of Dover Fire Marshal's Office. Contact CMS, State and City Fire Marshal Offices for plans submission requirements.

In order to obtain funding from The Center of Medicare and Medicaid Services, Ambulatory Surgical Centers must be approved by "CMS" as an ambulatory health care occupancy regardless of the number of persons who, in the event of an emergency, may be incapable of taking appropriate action due to disability, medication, anesthesia or security beyond their control. CMS requires plans submission and approval by the Delaware State Fire Marshal's Office. The applicant is to provide *Documents confirming SFMO receipt and approval before permits and plans are released by Dover.*

Other Important Information includes:

NOTE THAT ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE. Contact the Dover FM for a list of authorized agencies at 302.736.4457.

Contact The Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500, email: customerservice.dpr@state.de.us.

SFMO EMERGENCY POWER SOURCE REQUIREMENTS

SB 131 AMENDED 16 DEL. C. 122 TO DEFINE A DIALYSIS CENTER AS AN INDEPENDENT OR HOSPITAL BASED UNIT TO FURNISH OUTPATIENT DIALYSIS SERVICES (MAINTENANCE DIALYSIS OR HOME DIALYSIS TRAINING AND SUPPORT, OR BOTH) DIRECTLY TO END STAGE RENAL DISEASE PATIENTS.

IN ADDITION, SB 131 INCLUDES A STANDARD REQUIREMENT FOR ALL DIALYSIS MACHINES IN A DIALYSIS CENTER TO BE CONNECTED TO AN EMERGENCY POWER SOURCE SO THAT ALL DIALYSIS MACHINES WILL OPERATE FOR AT LEAST 4 HRS FOLLOWING A POWER SHUTDOWN OR OUTAGE. THE EMERGENCY POWER SOURCE MUST BE IN WORKING CONDITION AT ALL TIMES AND THE DIALYSIS CENTER MUST CONDUCT AND DOCUMENT AT LEAST A MONTHLY TEST OF THOSE EMERGENCY POWER SOURCES. CONTACT THE OFFICE OF HEALTH FACILITIES LICENSING AND CERTIFICATION AT 302.283.7220 FOR QUESTIONS IN REGARD.

Contact The Division of Professional Regulation for electrical code, permit and for list of inspection agencies (302) 744-4500, email: customerservice.dpr@state.de.us, **NOTE THAT ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE.**

ATTENTION!

DEPARTMENT OF SAFETY AND HOMELAND SECURITY – DIVISION OF COMMUNICATIONS REQUIRES COMPLIANCE WITH THE 2500 IN-BUILDING COMMUNICATIONS SYSTEMS REGULATION(S) WHICH APPLIES TO ALL NEWLY CONSTRUCTED BUILDINGS OF 25,000 SF OR MORE. CONTACT THE DOVER FIRE MARSHAL'S OFFICE FOR SUBMISSION DOCUMENTATION / INFORMATION- 302.736.4457.

Certain Ordinances

ORDINANCE 46-128, MARKING RATED WALLS

Fire walls, fire barriers, shaft enclosures, fire partitions and smoke barriers shall be labeled with their rating. Markings shall be located on both sides of the separation wall, a minimum of four inches in height and shall be red in color. Markings shall be visible when ceiling tiles are removed for inspection. Markings shall be no more than fifteen feet apart for the length of the wall.

Ratings are to be marked as follows

One hour separation	1HR
Two hour separation	2HR
Three hour separation	3HR
Four hour separation	4HR
Smoke Barriers	SB

Sec. 46-4. - Impact protection of natural gas and LP gas devices.

All natural gas and LP gas installations shall be installed per adopted NFPA and International codes, with the following amendments:

- (a) *When required.* The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. The fire marshal and/or chief building inspector shall reserve the right to apply this section whenever it is deemed necessary to provide impact protection to address a life or fire hazard.
- (b) *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.
- (c) *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
- (d) *Responsibility.* It shall be the responsibility of the property owner and/or contractor for the new installation to ensure that natural gas and LP gas meters, regulators, and valves are protected in accordance with these regulations.
- (e) *Compliance period.* All new construction projects shall comply with the provisions of this section. All existing multiple dwellings, schools, nursing homes, hospitals, and day care centers shall be protected in accordance with this section. All other existing structures shall be protected when deemed a life or fire hazard by the fire marshal.
- (f) *Exemptions.* Single-family homes, including townhouses, duplexes, and manufactured housing, except where natural gas and LP gas devices are located directly in front of head-in parking spaces and driveways, and where the fire marshal deems that impact protection is not necessary, shall be exempt from this section.

Code 1981, § 7-5; Ord. of 5-10-1999; Ord. No. 2014-21, 9-22-2014)

ALL TEMPORARY OFFICE AND STORAGE TRAILERS MUST BE LICENSED. ALL CONTRACTORS MUST HAVE A BUSINESS LICENSE FOR BOTH THE STATE OF DELAWARE AS WELL AS THE CITY OF DOVER.

THE GENERAL CONTRACTOR OR CONSTRUCTION MANAGER IS REQUIRED TO PROVIDE A LIST OF SUBCONTRACTORS.

Contact the City of Dover Planning Office for details regarding license requirements, 302.736.7011, 7010 or 4457.

Access our web address <http://www.cityofdover.com/> for permits, fees, building code and other information or come in and browse our brochure display as well!

REQUIRED INSPECTIONS

This is a general list which may vary depending on the projects scope of work. It is the applicant's responsibility to confirm and schedule inspections as required.

Footing(s)

Foundation(s) and (prior to back fill)

Pre-slab inspection (after plumbing underground inspection)

Electrical Rough-3rd party inspection not performed by City of Dover - must be

Inspected / approved by an authorized agency, (see the information provided at the bottom of this page).

Plumbing Rough

Mechanical Rough

Above ceiling inspections for Mechanical (includes Fire / Smoke Damper inspection),

Plumbing, Fire / Smoke assemblies prior to concealment.

Frame- after electrical, plumbing and mechanical inspections are approved and before insulation.

Flashing- prior to exterior wall coverings (EIFS, brick, siding, etc...)

Insulation (Pre-Drywall)

Final Inspections required for Certificate of Occupancy

Final Electric-Before Building Final

Final Plumbing- Before Building Final

Final Mechanical- Before Building Final

Plumbing / Mechanical Inspections may be scheduled together –allow 1 hour min per.

Final Kent Conservation / DNREC

Final Public Utilities

Final Planning and Zoning

Building Final

Commercial Buildings will require Fire Marshall Final prior to Building C/O and Public Health after Fire Marshal and Plumbing Final inspections. A "Public Occupancy permit" may be required for certain occupancies after Fire Marshal approval and before application for a C/O. All associated fees must be paid prior to occupancy approval.

City of Dover Ordinance Sec. 22-65. Permit fees.

(h)-Re-inspections. There will be no charge for the first re-inspection of a permit. The applicant shall pay the sum of \$25.00 for the second re-inspection, \$50.00 for the third re-inspection and \$100.00 for any subsequent re-inspection.



City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217

Project Address/Tax Parcel Identification Number	
Applicant's Name	
Owner Name and Address _____	Phone # () _____
E-mail address: _____	
Contractor Name and Address _____	Phone # () _____
E-mail address: _____ Dover Business License # _____	
BUILDING DETAILS	
Proposed Occupancy _____	Type of work: () New () Addition () Demolition () Renovation – Interior _____ Exterior _____ () Roof – tear off _____ overlay _____ # of layers _____ () Shed () Siding () Solar panels () Full Building Demolition () Selective Demolition () Fence - Height _____ () Pool () Elevator () OTHER _____
Type of Construction _____	
Change in Occupancy or Use? Yes or No _____	
If yes, describe the previous use _____	
Number of Stories _____	
Total Height in Feet _____	Description of Work:
Total Land Area to be Disturbed (in SF) _____	
Proposed Occupant Load _____	
Square Footage All Floors _____	
Total Work Area (in SF) _____	
Sprinkler System? Yes or No _____	Estimated Value of Construction: _____
Fire Alarm System? Yes or No _____	

Office Use Only	
Permit Number _____	
Roll Plans	Fold Plans CD
Date Received _____	
Date Issued _____	
C/O Required _____	
Review Approvals	
() Building Plan	Date _____ Initials _____
() Fire Plan	Date _____ Initials _____
() Zoning / Site Plan	Date _____ Initials _____
Total Fee _____	
Fees Paid ()	
Check # _____	Cash _____
Collected By _____	
Certification in Lieu of Oath	
I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.	
Signature _____	
Date _____	

Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator. Attention! Please post your issued permit on site and visible from the street.



CITY OF DOVER DEPARTMENT OF PUBLIC WORKS

PO Box 475

Phone: 302-736-7025

Dover, DE 19903

Fax: 302-736-4217

PUBLIC WORKS RENOVATION CHECKLIST FOR PLUMBING AND BUILDING PERMIT APPLICATION

The City of Dover's Water / Wastewater Handbook defines a renovation project as any project which proposes to change the character of the water and/or wastewater service at a subject location. Examples of such changes include, but are not limited to, changes in plumbing fixture quantity, changes to the size of the water line serving the location, changes to the size of the sanitary sewer line serving the location, and/or relocation of the water meter, water line and/or sewer line serving the location. All renovation projects are required to bring the component of the water and/or wastewater service to be changed up to current standards and specifications as part of the proposed project.

In order to determine if your project requiring a Plumbing or Building Permit is applicable please complete the following checklist. If you answer "Yes" to any of the questions below your project may be subject to the renovation project requirements of the Department of Public Works.

In addition to the water / wastewater concerns, the Department of Public Works is requiring further questions related to the multiple divisions within this Department. These divisions include sanitation, grounds, streets and storm sewer. Each division could be impacted by a plumbing or building permit application. The purpose for the questions related to the aforementioned divisions is to assure the City of Dover as well as the property owner, that all services to the property can be maintained according to the current code.

If there is a recorded easement on your property, such as, but not limited to, utility, cross access, drainage, then building a structure within the easement is prohibited. The purpose of an easement is to allow the proper authorities access to their infrastructure. This cannot be accomplished with a structure built above a piece of infrastructure.

This form will be forwarded to the Department of Public Works and you will be contacted directly by a representative of the Department, within five (5) business days, regarding specific requirements and additional information that may be required. All requirements will be provided under separate cover to the applicant from the Department of Public Works and copied to the Planning and Inspections Department in order to confirm completion with the Department of Public Works prior to final inspection. As such, no delay in the receipt of your Plumbing or Building Permit will occur.

Brief Description of Work (To Be Completed by Applicant):

To Be Completed By Planning & Inspections Staff

Building Permit #:

Plumbing Permit #:

C/O Required: Y/N

WORK SITE LOCATION

Address:

Parcel ID:

Applicant (Owner or Contractor)

Contact Person

Mailing Address

City, State, Zip

Telephone

Fax

E-mail Address

Does Your Project Propose . . .

Yes

No

If Yes, Describe

an increase or decrease to the quantity of plumbing fixtures at the location?

a change in size of the water line serving the location?

a new water irrigation system?

a change in size of the sanitary sewer line serving the location?

relocation of the water meter?

relocation of the water line serving the location or any associated appurtenances?

relocation of the sanitary sewer line serving the location or any associated appurtenances?

any work within the right-of-way?

any proposed sidewalk work?

any proposed concrete work?

any alteration to any storm drain infrastructure?

any proposed curb alteration, i.e., new driveway to property?

any proposed scaffolding to renovate building exterior?

any proposed tree or shrub plantings within the right-of-way?

an upgrade in sanitation service?

a relocation of the existing trash pick-up location?

EASEMENT*

Yes

No

Is there any existing easement on this property? (utility, drainage, cross access, etc.)

*It is prohibited to build any structure within an existing easement.

I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.

Printed Name of Applicant

Signature of Applicant

Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.

ASBESTOS ?

Asbestos

The Division of Air & Waste Management's Asbestos Abatement/ Renovation Program was implemented to protect public health. Asbestos is the cause of asbestosis, as well as a rare form of lung cancer. The abatement/renovation program regulates the removal and disposal of asbestos in the state. Asbestos materials were used in industrial and commercial facilities as well as in homes until the early 1980s. Asbestos, a naturally-occurring mineral mined from the earth, was used to insulate heating ducts and to make roofing tiles and siding material.

Before removing asbestos containing materials for a renovation program or before demolishing or burning a structure containing asbestos materials, owners are advised to have an inspection by a Delaware licensed asbestos inspector. Additionally, owners or contractors must notify DNREC at least 10 working days before removing asbestos from a building. Finally, asbestos-containing materials can only be disposed of in approved disposal facilities. Under certain conditions, homeowners can remove and repair asbestos containing materials themselves.

For information on asbestos management and control in Delaware:

Asbestos Management & Control Program
Department of Natural Resources & Environmental Control
715 Grantham Lane
New Castle, DE 19720
302.323.4542 (New Castle County)
302.739.9402 (Kent/Sussex County)

Downtown Dover Partnership Incentives

For entire Target Area:

- Façade Improvement Grants to help business owners improve their storefronts.

For the High Priority Target Area:

- DDP will reimburse architectural expenses up to \$5,000 for new or expanded businesses.

For more information, contact the Downtown Dover Partnership at (302) 678-2940.



In order to qualify for the Incentives the applicant and property owner must be current on City of Dover tax and utility accounts and any other obligations owed to the City. If an applicant or property owner becomes delinquent after Incentives have been granted, those Incentives that have not yet been received may be revoked.



For More Information:

Department of Planning & Inspections

Phone: 302-736-7196

Fax: 302-736-4217

<http://www.cityofdover.com/Planning-and-Inspections>

Economic Development Office

Phone: 302-678-4858

Fax: 302-678-2132

<http://www.cityofdover.com/Economic-Development/>

Dover City Hall
15 Lookerman Plaza
Dover, DE 19901

February 2015

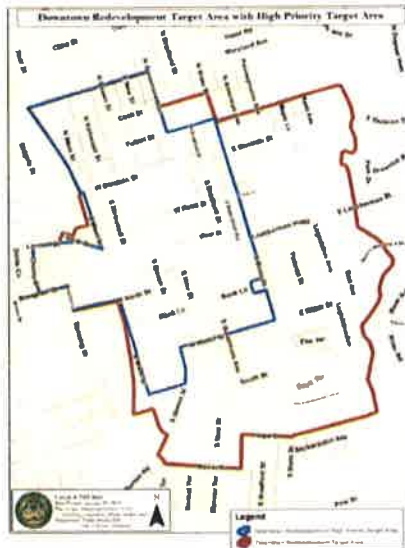
I BELIEVE
IN
Dover

Downtown Dover Development Incentives



What Projects are Eligible for Incentives?

- New construction or renovation projects
- Located within the **Target Area** (outlined in **red** on the map) or **High Priority Target Area** (outlined in **blue** on the map). The High Priority Target Area is included within the Target Area.
- Fair market value of the materials used and the labor to be performed on the project exceeds the sum of \$15,000.
- Tax-exempt properties are not eligible for these incentives.



Incentives in the Target Area

Permit Fee Waivers

- Waiver of Building, Plumbing, Mechanical & Fire Protection Permit fees.

Impact Fee Waiver

- Waiver of City Sewer and Water Impact Fees.

Property Tax Abatement

- 10-year abatement of City property tax on the value of improvements.



Incentives in the High Priority Target Area (HPTA)

Business License Fee Waiver

- For new businesses or businesses that expand or relocate to the HPTA on or after March 1, 2015, City of Dover Business License Fee waiver for three years.
- All businesses are required to obtain a City of Dover Business License, but the fee for the License will be waived.

Transfer Tax Rebate

- For properties that transfer on or after March 1, 2015, the property owner shall be eligible for a rebate of the buyer's portion of the real estate transfer tax paid to the City of Dover upon issuance of a Certificate of Occupancy, provided that a Certificate of Occupancy is issued for improvements to the property within five years of the payment of the real estate transfer tax.

Received

JUN 22 2015

Planning & Inspections

Phone: (302) 736-4457
Fax: (302) 736-4217

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



City of Dover Vacant Building Registration

Amount Due:	\$2000.00	Amount Paid:	EXEMPT.
Date Due:	04/24/15	Case #	07-00001985
		Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000
Property Address: 201 W Loockerman Street Dover DE 19904			
Current Property Owner:	Lo-Ro-Rosa LLC		
Address:	1228 Woodrow Court Dover DE 19904		
Phone:		Cellular:	[REDACTED]
E-Mail:	[REDACTED]		
** Local agent is required for any owner residing outside of Kent County Delaware			
Responsible Person/Agent:	Jessie Moore Watson		
Address:	84 Bently Court Dover, Delaware 19904		
Phone:		Cellular:	302-480-5147
E-Mail:			

Insurance on Building: Y / N

If Yes: Name of Insurance Company: Griffin Underwriting

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Vacant over 5 years and staff registered

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: to open in fall of 2015

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: [Signature]

Date: 6/11/15

Fees as follows:

Buildings vacant one year or less;	\$250.00	Commercial greater than 10,000 SF	\$500.00
Buildings vacant for more than one year but less than two years;	\$500.00	Commercial greater than 10,000 SF	\$1,000.00
Buildings vacant for more than two years but less than five years;	\$1,000.00	Commercial greater than 10,000 SF	\$2,000.00
Buildings vacant for five years or longer;	\$2,000.00	Commercial greater than 10,000 SF	\$4,000.00

Staff Use Only:

Staff Registered: Y / N

Staff Member: Randy Speicher

Owner Notified: Y / N

Date Owner Notified: August 25, 2007

REVISED 07/09/2014

Community Excellence Through Quality Service

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

March 25, 2015

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
6th Year Fee Due \$2000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by April 24, 2015. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,



Ron Coburn
Code Enforcement Officer

Attachments
File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: March 25, 2015
Invoice #: 07-00001985

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee Sixth Year	\$2000.00
TOTAL	\$2000.00

Please make all checks payable to City of Dover
Payment must be received by April 24, 2015

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL US

7014 1820 0001 2213 2622

Postage	\$	
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total	\$	

Sent To: LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 Street or PO: 1228 WOODROW CT
 City, St: DOVER DE 19904
 PS Form 3811, July 2013



Inspections & Training

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
 C/O MATRICIA MCCOY
 1228 WOODROW CT
 DOVER DE 19904

2. Article Number
 (Transfer from service label)

PS Form 3811, July 2013

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee

B. Received by (Printed Name) Date of Delivery

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type *07-1985*
 Certified Mail® Priority Mail Express™
 Registered Return Receipt for Merchandise
 Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee) Yes

7014 1820 0001 2213 2622

Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due:	\$2000.00			Amount Paid:	
Date Due:	04/24/15	Case #	07-00001985	Date Registered:	08/25/07
Vacant Since:	06/13/07	Tax Parcel #	ED-05-077.09-01-600.000-000		
Property Address: 201 W Loockerman Street Dover DE 19904					
Current Property Owner:	Lo-Ro-Rosa LLC				
Address:	1228 Woodrow Court Dover DE 19904				
Phone:		Cellular:			
E-Mail:					
** Local agent is required for any owner residing outside of Kent County Delaware					
Responsible Person/Agent:					
Address:					
Phone:		Cellular:			
E-Mail:					

Insurance on Building: Y / N

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

Explanation of Exemption if granted: Vacant over 5 years and staff registered

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease-Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$250.00	Commercial greater than 10,000 SF	\$500.00
Buildings vacant for more than one year but less than two years;	\$500.00	Commercial greater than 10,000 SF	\$1,000.00
Buildings vacant for more than two years but less than five years;	\$1,000.00	Commercial greater than 10,000 SF	\$2,000.00
Buildings vacant for five years or longer;	\$2,000.00	Commercial greater than 10,000 SF	\$4,000.00

Staff Use Only:

Staff Registered: Y / N Staff Member: Randy Speicher

Owner Notified: Y / N Date Owner Notified: August 25, 2007

REVISED 07/09/2014



KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615
 (302) 744-2300 -- FAX (302) 736-2279

"Serving Kent County With Pride"

PROPERTY INFORMATION

Planning and Building Permits Information

Reference #	ED EAST DOVER HUNDRED	Card # 1 of 1
Location ID 10473	Map Number 2-05-07709-01-6000-00001	
Tax ID 10473	Deed BVP D 3065 0121	
Parcel ID 66482	Property Code P - PROPERTY	
Current Owner LO-RO-ROSA, LLC, C/O MATRICIA MCCOY 1228 WOODROW CT DOVER, DE 19904	Property Location 201 LOOCKERMAN ST DOVER , DE 19904	
Additional Owner	Zoning C2	Acres

Sub-Division

Sales History				Liv.Sq.Ft	.0000
Date	Price	Assessment		Total Rooms	
0/00/00	0	Land	4,000		
0/00/00	0	Buildings	23,200	Full Bath	
		Total	28,200		
		Tax Value	28,200		
Base Tax Due		Last Billing Detail	History		
Tax Penalty	.00				
Total Tax Bal.	.00				
Sewer Balance	.00	Sewer Account #			
Neighborhood #	00299	Coordinates		0468540 E 0421632 N	
Fronting	No Data	Lot Dimensions		0000000.03	
Improvement	IMPROVED	School District	18	CAPITOL	
Class	Commerc	Fire District	46	ROBBINS HOSE (DOVER)	
Appraised By	NO DATA	Sewer District	00	NONE	

Coburn, Ron

From: Coburn, Ron
Sent: Friday, January 17, 2014 10:19 AM
To: Loomis, Marlene
Subject: 201 W Loockerman Street

Marlene,

Please transfer the following property to AR.

Case	07-00001985
Address	201 W Loockerman Street
Owner	Lo-Ro-Rosa LLC
Tax Parcel	ED-05-077.09-01-600.000-000
Location ID	10902
Amount Due	\$2000.00

Thank you,

Ronald L. Coburn Jr.

Code Enforcement Officer

City of Dover, Division of Code Enforcement

15 East Loockerman Street

Dover, DE 19901

302-736-4457 (Office)

302-736-4217 (Fax)

Email: rcoburn@dover.de.us



City of Dover

Department of
Planning & Inspections

Phone: (302) 736-7010
Fax: (302) 736-4217

City of Dover Vacant Building Registration

Amount Due: \$ 2,000.00 Amount Paid: _____
 Date Due: 01/17/14 Case # 07-1985 Date Registered: 08/25/07
 Vacant Since: 06/13/07 Tax Parcel # ED-05-077.09-01-600.000 LOCATION ID 10902

Property Address: 201 W Lookerman Street Dover DE 19904

Current Property Owner: Lo-Ro-Rosa LLC

Address: 1228 Woodrow Court
Dover DE 19904

Phone: _____ Cell: _____

Responsible Person/Agent: _____

Address: _____

Phone: _____ Cell: _____

Local agent is required for any owner residing outside of Kent County Delaware

Mail correspondence to: **Owner/Agent** (Please Circle)

Insurance on Building: Y / N (please circle)

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / **N** (please circle)

Explanation of Exemption if granted: None Staff Registered

NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease – Listed selling price _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follow:

Buildings vacant one year or less;	\$250.00	Commercial greater than 10,000 SF	\$500.00
Buildings vacant for more than one year but less than two years;	\$500.00	Commercial greater than 10,000 SF	\$1,000.00
Buildings vacant for more than two years but less than five years;	\$1,000.00	Commercial greater than 10,000 SF	\$2,000.00
Buildings vacant for five years or longer;	\$2,000.00	Commercial greater than 10,000 SF	\$4,000.00

Staff Use Only:
 Staff Registered: **Y** / N
 Owner Notified: **Y** / N

Staff Member: RANDY SPEICHER
 Date Owner Notified: 8/25/07

REVISED 03/19/13

Division of
Code Enforcement
15 Lockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

December 17, 2013

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOCKERMAN ST
Annual Vacant Building Registration
Year Fee Due \$2000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by January 17, 2014. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Lockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,


Ron Coburn
Code Enforcement Officer

Attachments
File

Division of
Code Enforcement
15 Lookerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: December 17, 2013
Invoice #: 07-00001985

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT															
Vacant Building Fifth Year Registration Fee	\$2000.00															
<div style="border: 1px solid black; padding: 5px;"> <p>U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i></p> <p>For delivery information visit our website at www.usps.com</p> <p style="text-align: center; font-weight: bold; color: green;">OFFICIAL USE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Postage</td> <td style="width: 20%; text-align: right;">\$ 20.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>Certified Fee</td> <td style="text-align: right;">\$ 19.85</td> <td></td> </tr> <tr> <td>Return Receipt Fee (Endorsement Required)</td> <td style="text-align: right;">\$ 6.11</td> <td></td> </tr> <tr> <td>Restricted Delivery Fee (Endorsement Required)</td> <td></td> <td></td> </tr> <tr> <td>Total Prepaid</td> <td style="text-align: right;">\$ 45.96</td> <td></td> </tr> </table> <p>Sent To: LO-RO-ROSA LLC C/O MATRICIA MCCOY 1228 WOODROW CT DOVER DE 19904</p> <p style="font-size: small;">PS Form 3800, October 2012</p> </div>		Postage	\$ 20.00		Certified Fee	\$ 19.85		Return Receipt Fee (Endorsement Required)	\$ 6.11		Restricted Delivery Fee (Endorsement Required)			Total Prepaid	\$ 45.96	
Postage	\$ 20.00															
Certified Fee	\$ 19.85															
Return Receipt Fee (Endorsement Required)	\$ 6.11															
Restricted Delivery Fee (Endorsement Required)																
Total Prepaid	\$ 45.96															
TOTAL	\$2000.00															

Please make all checks payable to City of Dover
Payment must be received by January 17, 2014

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired. *RC*
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

2. Article Number
(Transfer from service label)

7011 0470 0002 4596 3788

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- Agent
 Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No



UNCLAIMED

3. Service Type

07-1985

- Certified Mail® Priority Mail Express™
 Registered Return Receipt for Merchandise
 Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee)

Yes

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

September 17, 2012

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
4th Year Fee Due \$1000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year by March 31st. Please complete the enclosed registration form and return with payment amount as indicated above by January 17, 2013. Failure to pay registration fees may result in a lien placed against the property. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,



Ron Coburn
Code Enforcement Officer

Attachments
file

Division of
Code Enforcement
15 Lookerman Plaza
Dover, DE 19901



Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: September 17, 2012
Invoice #: 07-00001985

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building 4 th year registration fee	\$1000.00

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

7011 3500 0003 5157 9577

Postage	\$
Certified Fee	5.75
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

DOVER DE 19904
SEP 17 2012
USPS

PC
307-
1985

for Instructions

TOTAL	\$1000.00
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Please make all checks payable to City of Dover
Payment must be by January 17, 2013

CERTIFIED MAIL™

City Of Dover
P.O. BOX 475
DOVER, DELAWARE 19903-0475



7011 3500 0003 5157 9577



UNCLAIMED

~~Name _____
1st Notice _____
2 JAN 11 2013
Return _____
JAN 11 2013~~

~~LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904~~

19904\$2698 C025



PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

Agent

Addressee

B. Received by (*Printed Name*)

C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

Certified Mail

Express Mail

Registered

Return Receipt for Merchandise

Insured Mail

C.O.D.

4. Restricted Delivery? (*Extra Fee*)

Yes

2. Article Number
(*Transfer from service label*)

7011 3500 0003 5157 9577

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

Department of
Planning & Inspections
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7010
Fax: (302) 736-4217

City of Dover Vacant Building Registration

AMT DUE \$ 1,000.00 AMT PAID _____

DATE DUE 1/17/13 CASE # 07-1985 DATE REGISTERED 8/25/07

Vacant Since: 6/13/07 Tax Parcel # ED-05-077.09-01-600.000

Property Address: 201 W Loockerman Street Dover DE 19904

Previous Property Owner: _____

Current Property Owner: Lo-Ro-Rosa LLC

Address: 1228 Woodrow Ct

Dover DE 19904

Phone: _____ Cell: _____

Responsible Person/Agent: _____

Address: _____

Phone: _____ Cell: _____

Local agent is required for any owner residing outside of Kent County Delaware

Mailing address for all correspondence: _____

Insurance on Building: Y / N (please circle)

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N (please circle)

Explanation of Exemption if granted: _____

****If building is for sale or lease – Listed selling price _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follow:

Buildings vacant one year or less;	\$250.00
Buildings vacant for more than one year but less than two years;	\$500.00
Buildings vacant for more than two years but less than five years;	\$1,000.00
Buildings vacant for five years or longer;	\$2,000.00

Staff Use Only:
Staff Registered Y N
Owner Notified Y N

Staff Member: Randy Speicher
Date Owner Notified: 8/25/07

REVISED 09/17/12

Community Excellence Through Quality Service



KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615
(302) 744-2300 -- FAX (302) 736-2279

"Serving Kent County With Pride"

PROPERTY INFORMATION

Planning and Building Permits Information

Reference #	ED EAST DOVER HUNDRED	Card # 1 of 1
Location ID 10473	Map Number 2-05-07709-01-6000-00001	
Tax ID 10473	Deed BVP D 3065 0121	
Parcel ID 66482	Property Code P - PROPERTY	
Current Owner LO-RO-ROSA, LLC, C/O MATRICIA MOORE 235 JEFFERSON ST APT 3A STATEN ISLAND, NY 10306	Property Location 201 LOOCKERMAN ST DOVER , DE 19904	
Additional Owner	Zoning C2	Acres

Sub-Division

Sales History		Liv.Sq.Ft	0000
Date	Price	Assessment	Total Rooms
0/00/00	0	Land 4,000	
0/00/00	0	Buildings 23,200	Full Bath
		Total 28,200	
		Tax Value 28,200	
Base Tax Due	Last Billing Detail		History
Tax Penalty	21.12		
Total Tax Bal.	682.75		
Sewer Balance	.00		
Neighborhood #	00299	Coordinates	0468540 E 0421632 N
Fronting	No Data	Lot Dimensions	43.69 36.25
Improvement	IMPROVED	School District	18 CAPITOL
Class	Commerc	Fire District	46 ROBBINS HOSE (DOVER)
Appraised By	NO DATA	Sewer District	00 NONE

Address Information

Address: 201 W LOCKERMAN ST
City, state, zip: DOVER DE 199043247
Carrier route: C068
Delivery point: 010
Inside/outside code: IN INSIDE CITY LIMITS
Jurisdiction: DOVER DOVER
DBS from Location Master:
Address type: Main Parcel
Effective date:
Location status: Active
Last change user: CASS2001-1
Last change date: 11/06/2001

Parcel Information

Tax Map Number: ED-05-077,09-01-600,000-000
Parcel status: Active

Zoning Information

Zoning: CENTRAL COMMERCIAL C-2
Commissioner district: COUNCIL DISTRICT 4
Undivided interest %: .00%
Longitude/latitude: .000000 .000000
Map X/Y coordinates:
Property code:

Current Owner

Name: LO-RO-ROSA LLC
Address: C/O MCCOY MATRICIA
1228 WOODROW CT
DOVER DE 19904

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover



Phone: (302) 736-7011
Fax: (302) 736-4217

September 17, 2012

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Annual Vacant Building Registration
4th Year Fee Due \$1000.00
Case Number: 07-00001985

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year by March 31st. Please complete the enclosed registration form and return with payment amount as indicated above by October 17, 2012. Failure to pay registration fees may result in a lien placed against the property. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant, or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Ronald R. Coburn".

Ron Coburn
Code Enforcement Officer

Attachments
file

ELECTRIC TERMINATED 11/14/12

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of



Dover

Phone: (302) 736-7011
Fax: (302) 736-4217

INVOICE

Date: September 17, 2012
Invoice #: 07-00001985

LO-RO-ROSA LLC
C/O MATRICIA MCCOY
1228 WOODROW CT
DOVER DE 19904

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000

DESCRIPTION	AMOUNT
Vacant Building 4 th year registration fee	\$1000.00
TOTAL	\$1000.00

Please make all checks payable to City of Dover
Payment must be by October 17, 2012

Community Excellence Through Quality Service

Department of
Planning & Inspections
15 Loockerman Plaza
Dover, DE 19901



Phone: (302) 736-7010
Fax: (302) 736-4217

City of Dover Vacant Building Registration

AMT DUE \$1000⁰⁰ AMT PAID _____
DATE DUE Oct. 17, 2012 CASE # 07-1985 DATE REGISTERED Aug. 25, 2007
Vacant Since: JUNE 13, 2007 Tax Parcel # ED-05-077.09-01-600.000-000
Property Address: 201 W LOOCKERMAN ST
Previous Property Owner: _____
Current Property Owner: LO-RO-ROSA LLC c/o MATRICIA MCCOY
Address: 1228 WOODLOW CT
DOVER DE 19904
Phone: _____ Cell: _____
Responsible Person/Agent: _____
Address: _____
Phone: _____ Cell: _____

Local agent is required for any owner residing outside of Kent County Delaware

Mailing address for all correspondence: _____

Insurance on Building: Y / N (please circle)

If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y N (please circle)

Explanation of Exemption if granted: _____

****If building is for sale or lease - Listed selling price _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature: _____ Date: _____

Fees as follow:

Buildings vacant one year or less;	\$250.00
Buildings vacant for more than one year but less than two years;	\$500.00
Buildings vacant for more than two years but less than five years;	\$1,000.00
Buildings vacant for five years or longer;	\$2,000.00

Staff Use Only:

Staff Registered N

Owner Notified N

Staff Member: RANDY SPEICHER

Date Owner Notified: 8/25/07

REVISED 09/17/12

Division of
Code Enforcement
15 Lockerman Plaza
Dover, DE 19901

City of



Dover

Phone: (302) 736-7011
Fax: (302) 736-4217

June 27, 2012

LO-RO-ROSA LLC
C/O MATRICIA MOORE
235 JEFFERSON ST APT 3A
STATEN ISLAND NY 10306

RE: Property Address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000
Case Number: 07-00001985

Dear Sir/Madam:

On June 26, 2006, the Dover City Council adopted the Vacant Building Ordinance to reduce the negative impact vacant buildings have on the surrounding businesses and neighborhoods. This letter is to inform you that your building has been found to be vacant as defined under Article 12, Chapter 22 of the Dover Code of Ordinances.

In accordance with this ordinance, the building was registered with the City of Dover on 8/25/07. As of today no fees have been paid. This building has been vacant for 5 Years and is required to pay a 5th year fee of (\$2000.00). Failure to comply will result in a lien against property. Enclosed with this notice is a registration form. Please return this form and payment by July 27, 2012 to the City of Dover Department of Planning and Inspections.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees.

The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

Edward Martin
Code Enforcement Officer

cc: file


CASE # 10-380
7-1985

Fee Paid: Y N

Amount Paid: None
Date Registered: 2/17/2010

City of Dover

Vacant Building Registration

fee still owed.


Vacant Since: 6/13/2007 Tax Parcel # EDOS-077.09-01-600

Property Address: 201 W Lockerman St

Previous Property Owner: _____

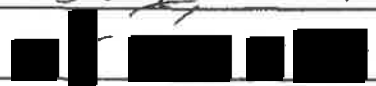

Current Property Owner: Lo Ro-Rosa Matricia & Jessica Moore

Address: 84 Bentley Court
Dover, Delaware 19904

Phone:  Cell: 

Responsible Person/Agent: Matricia Moore

Address: 235 Jefferson St

Phone: S.I. N.Y. 10306
 Cell: 

**Mailing address for all correspondence: matricia MOORE
235 Jefferson St.

Insurance on Building: Y / N (please circle)
If Yes: Name of Insurance Company: S.I. N.Y. 10306

Exempt from Registration Fee: Y N (please circle)
Explanation of Exemption if granted: Contractor Problems (lawsuit in progress)

****If building is for sale or lease - Listed selling price _____


**** Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature:  Date: 1/22/10

STAFF USE ONLY

RECEIVED

Staff Use Only:
Staff Registered: Y / N
Owner Notified: Y / N
REVISED 04/01/09

Staff Member: 
Date Owner Notified: _____

FEB - 9 2010

CITY OF DOVER
INCLUSIONS & PLANNING

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover



Phone: (302) 736-4457
Fax: (302) 736-4217

November 12, 2009

LO-RO-ROSA LLC
C/O Matricia Moore
235 Jefferson St Apt 3A
Staten Island NY 10306

RE: 201 W LOOCKERMAN ST Case No: 07-00001985

Dear Ms. Moore:

The City of Dover's Department of Inspections has sent you notices on October 01, 2009 to schedule an inspection for your vacant building located at 201 W LOOCKERMAN ST. As of the date of this letter, no contact has been made with this office to schedule such inspection. Therefore, enclosed is a summons for being in violation of Article 12, Section 22-401 of the Dover City Ordinance. Failure to schedule an inspection by (November 30, 2009) will result in additional summonses being issued. **Summons will double if not paid within 14 days of the issue date.**

If you have any questions, please contact this office at (302) 736-4457.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

SUMMONS

Summons # 07-00001985-1

LO-RO-ROSA LLC
C/O MATRICIA MOORE
235 JEFFERSON ST APT 3A
STATEN ISLAND NY 10306

Location of Offense: 201 W LOOCKERMAN ST
Type of Offense: VACANT HOUSE ORDINANCE
Date of Offense: November 12, 2009
Time of Offense: 15:33
Date of Issue: November 12, 2009
Previous Offense, If any - Date:

You are hereby summoned to appear and answer to such charges that may then and there be preferred against you for violating the City Ordinance marked (X) on this summons. Upon failure to appear at the time and place indicated below, you are liable to the penalty provided by the law. You will appear at City of Dover Inspections Dept., 15 E. Loockerman St, Dover, Delaware on **November 26, 2009** at 10:00 A.M.

Save steps - Mail It

You may waive your right to appear. For your convenience you may mail your payment before above date. If payment is made, you do not need to appear. Make all checks or money order payments to: City of Dover, PO Box 475, Dover, DE 19903. Please include summons with payment.

Fines will be doubled if not paid within 14 days from the date the fine was issued.

RON COBURN
Code Enforcement Officer

Violation: (X) Failure to schedule Vacant Building Inspection

Sec No: DCO 22-401 (a)

Fine as per code: \$100.00

CERTIFIED MAIL™

City Of Dover
P.O. BOX 475
DOVER, DELAWARE 19903-0475



7009 0960 0000 9455 6035



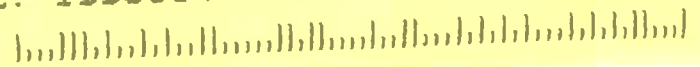
11-16-09
nik

LO-RO-ROSA LLC
C/O MATRICIA MOORE
225 JEFFERSON ST APT 3A

NIXIE 110 SE 1 01 12/19/09

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

BC: 19903047575 *0927-01054-13-44



TIME SENSITIVE

1030632523 0001
199030475

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

LO-RO-ROSA LLC
C/O MATRICIA MOORE
235 JEFFERSON ST APT 3A
STATEN ISLAND NY 10306

2. Article Number
(Transfer from service label)

7009 0960 0000 9455 6035

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- Agent
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Certified Mail
- Express Mail
- Registered
- Return Receipt for Merchandise
- Insured Mail
- C.O.D.

RC 07-1985-1

4. Restricted Delivery? (Extra Fee)

Yes



**Division of
Code Enforcement**
15 E. Loockerman St.
Dover, DE 19901



Phone: (302) 736-4457
Fax: (302) 736-4217

October 1, 2009

LO-RO-ROSA LLC
C/O Matricia Moore
235 Jefferson St Apt 3A
Staten Island, NY 10306

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel Number: ED-05-077.09-01-600.000-000
Case Number: 07-00001985

Dear Ms. Moore:

The property at 201 W LOOCKERMAN ST has been registered as a vacant building with the City of Dover Department of Planning and Inspections. As such, upon request of the Code Enforcement Officer, an owner or agent shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Vacant buildings are detrimental to the surrounding buildings and neighborhoods in which they exist. The health, safety and welfare of the neighborhoods in which vacant buildings are located are of the utmost importance to the city, as is the general character of the community in which these vacant buildings are located.

Please contact this office by October 30, 2009 to schedule the interior inspection of the building. Inspections can be scheduled at 302-736-4457 or 302-736-7011. If you have any questions or concerns regarding this letter, other than scheduling, please contact me directly at the above phone numbers.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: File

**Division of
Code Enforcement**
15 E. Loockerman St.
Dover, DE 19901

City of Dover



Phone: (302) 736-4457
Fax: (302) 736-4217

September 22, 2009

LO-RO-ROSA LLC
201 W LOOCKERMAN ST
DOVER DE 199010000

RE: Property address: 201 W LOOCKERMAN ST
Tax Parcel Number: ED-05-077.09-01-600.000-000
Case Number: 07-00001985

Dear Sir / Madam:

The property at 201 W LOOCKERMAN ST has been registered as a vacant building with the City of Dover Department of Planning and Inspections. As such, upon request of the Code Enforcement Officer, an owner or agent shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Vacant buildings are detrimental to the surrounding buildings and neighborhoods in which they exist. The health, safety and welfare of the neighborhoods in which vacant buildings are located are of the utmost importance to the city, as is the general character of the community in which these vacant buildings are located.

Please contact this office by **October 22, 2009** to schedule the interior inspection of the building. Inspections can be scheduled at 302-736-4457 or 302-736-7011. If you have any questions or concerns regarding this letter, other than scheduling, please contact me directly at the above phone numbers.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: File

REGISTRATION NOTIFICATION

August 25, 2007

LO-RO-ROSA LLC
201 W LOOCKERMAN ST
DOVER DE 199010000

RE: Property Address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000
Case Number: 07-00001985

Dear :

This letter is to inform you that your building has been found to be vacant as defined under Article 12, Chapter 22 of the Dover Code of Ordinances. In accordance with this ordinance, the building inspector has registered this building as vacant with the City of Dover.

An annual registration fee shall be paid at the time of registration. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees.

The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

RANDY SPEICHER
City Inspector

cc: file

Staff Form

08-98
Fee Paid: Y 3113108
NJ

Amount Paid:
Date Registered: 8-25-07

City of Dover Vacant Building Registration Form

Vacant Since: 2006 Tax Parcel # ED-05-077.09-01-600.000-000
Electric Status: Active Terminated Final Date: _____

Property Address: 201 W. Lockerman St.

Property Owner: Lo-Ro-Rosa LLC

Property Owner Address: 201 W. Lockerman St.
Dover 19901

Property Owner Contact: (phone) _____
(other) _____

Responsible Person: _____

Responsible Person Contact: (address) _____

(phone) _____

Condition of Building/Violations/Other:
Building currently is not too
bad and owner maybe
seeking a new tenant.

Exemption from Registration Fee: Y / N (please circle)
Explanation of Exemption if granted: _____

June 13, 2007

LO-RO-ROSA LLC
201 W LOOCKERMAN ST
DOVER DE 199010000

RE: Property Address: 201 W LOOCKERMAN ST
Tax Parcel #: ED-05-077.09-01-600.000-000
Case Number: 07-00001985

Dear To whom it may concern:

On June 26, 2006, the Dover City Council adopted the Vacant Building Ordinance to reduce the negative impact vacant buildings have on the surrounding businesses and neighborhoods. This letter is to inform you that your building has been found to be vacant as defined under Article 12, Chapter 22 of the Dover Code of Ordinances.

In accordance with this ordinance, this building must be registered with the City of Dover. Enclosed with this notice is a registration form. Please return this form within 30 days of mailing to the City of Dover Department of Planning and Inspections. Failure to return the form within 30 days of mailing will result in the building being registered by this department.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees.

The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

RANDY SPEICHER
City Inspector

cc: file

ARTICLE XII. - VACANT BUILDINGS

Sec. 22-400. - Purpose; applicability; definitions.

- (a) *Purpose.* The purpose and intent of this article is to establish a registration and identification program of vacant buildings within the city. Vacant buildings are detrimental to the surrounding buildings and neighborhoods in which they exist. The article is also to ensure the public health, safety and welfare insofar as they are affected by vacant buildings within the city. The health, safety and welfare of the neighborhoods in which vacant buildings are located are of the utmost importance to the city, as is the general community character in which these vacant buildings are located.
- (b) *Applicability.* The provisions of this article shall apply to all matters affecting or relating to vacant buildings. Where, in this article, different sections of this Code may specify different requirements, the most restrictive shall govern.
- (c) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribe to them in this subsection, except where the context clearly indicates a different meaning.
- (1) *Vacant building* means a building, structure, or dwelling that has been unoccupied for more than three consecutive months; or a commercial tenant space greater than 10,000 square feet in an otherwise occupied building, that has been left unoccupied for more than three consecutive months.
- (2) *Actively for sale or lease* means the building is being actively marketed through a licensed real estate broker or the owner who is regularly advertising the property in newspapers circulated in and around Dover, it is being offered for sale or lease at a cost of no more than 25 percent over market rate as determined by the city assessor, and the building is in reasonable condition for sale or lease, including but not limited to: no trash has collected inside or outside of the building, the utilities are functional, and it is not being used as storage that is unrelated to the former use.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-401. - Monitoring, inspection and condition standards.

- (a) The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Once a building/structure/unit or residence (hereon after referred to as building) is registered as a vacant building, the vacant building shall be inspected annually for as long as it is considered vacant.

- (b) The vacant building shall be secured; the exterior building and premises shall be maintained in accordance with all City of Dover Code requirements.
- (c) The vacant building shall be in reasonable condition (all utilities shall be functional, there shall be no trash or debris inside or outside the building and it shall not to be used as storage that is unrelated to the former use).

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-402. - Agent—Responsible person required.

- (a) *Property manager.* Any owner of a vacant building, residing outside of the county, shall be required to have a licensed property manager residing or having an office located in the county, or a family member or other designated individual who does not manage any other real estate for a fee and who resides in the county acting as a property manager. The property manager, including family members and designated individuals, shall have charge, care and control of the vacant building, and shall provide access to the vacant building for inspection upon request by the building inspector, within 30 days.
- (b) *Corporate or partnership owners.* Any corporation or partnership owning a vacant building shall have a designated member, partner, or employee having charge, care and control of the vacant building. The designated member, partner or employee shall reside in or have an office located in the county, or shall be required to have a licensed property manager residing or having an office located in the county, or other designated individual who does not manage any other real estate for a fee, and who resides in the county, acting as a property manager. The property manager, or other designated individuals shall have charge, care and control of the vacant building, and shall provide access to the vacant building for inspection, upon request by the building inspector, within 30 days.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-403. - Registration and registration fee.

- (a) *Registration of building.* There are two ways to register the building as vacant.
 - (1) The owner shall register with the city not later than 30 days after any building in the city becomes vacant, as defined.

The registration of the vacant building shall include the site address, the name of the

current owner or owners, current address of the owner and of all applicable owners, tax parcel number, proof of insurance on the building, description of the condition of the building, plans for the building (to eliminate the vacancy), the responsible person or agent and their contact information and any other applicable information. If any information changes the owner is responsible for informing the city of those changes in a timely manner.

- (2) The building inspector or his designee, shall investigate any property that may be subject to registration. Based upon his findings, the building inspector may register the property as a vacant building subject to this chapter.
 - a. *Notice of registration.* Within five business days of such registration, the licensing and permitting office shall notify the owners of the registered property by certified mail at their last known address according to the records of the city and Kent County.
 - b. *Registration fee.*
 - (i) The annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. The annual registration fee will then be due on the registration anniversary date every year after that as long as it remains vacant. The starting point for counting a building as being vacant will begin on the date of the enactment of this article [June 26, 2006].
 - (ii) The annual fee is as provided for in Appendix F—Fees and Fines.

(Ord. of 6-26-2006; Ord. of 4-14-2008; Ord. No. 2009-09, 6-22-2009; Ord. No. 2013-03, 3-11-2013)

Sec. 22-404. - Violation and penalties.

- (a) If the registration fee is not paid within 30 days of being due, the owner shall be in violation of this article.
 - (1) A lien can be assessed against the property. Such fees shall be entered in the municipal lien docket as a lien owing the city, and the same may be turned over to the city solicitor for collection.
 - (2) The fee will be assessed to the parcel's tax bill.
 - (3) The fee shall be paid in full prior to the transfer of title.
 - (4) The fee shall be paid in full prior to the issuance of any building permits for the subject building and for any other building that is owned by the owner within the

city.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-405. - Exemptions—Types of buildings eligible for exemption status from the registration fee.

- (a) The following are exempt from the registration: The building has fire damage. The owner has 90 days to file for a permit to start construction or demolition or it will be determined a vacant property.
- (b) The following properties shall be registered as vacant, but they are exempt from the registration fee:
 - (1) The building is actively being offered for sale or lease for a maximum period of five years. After such time this article will be in effect. Proof of activity shall fall on the owner to provide. See definition.
 - (2) The owner has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy.
 - (3) The property is in probate or where the owner has entered a long term care facility within six months of the building being vacant.
 - (4) The property is undergoing currently environmental cleanup or assessment.
- (c) Failure to register. If the owner of the property fails to register the property with the City of Dover within 30 days of notification to do so by the City of Dover staff, then the property owner/agent may not be entitled to exemption from the fees.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-406. - Appeal of the 25 percent over market rate.

An appeal of the 25 percent over market rate (from the actively for sale or lease definition) can be considered through an appraisal using accepted appraisal standards to determine market rate. The owner has the option of asking the city tax assessor to perform the appraisal or having one performed (using accepted appraisal standards) at their own expense.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013; Ord. No. 2016-19, 8-22-2016)

Chapter 22. - Buildings and Building Regulations

Chapter 22. Buildings and Building Regulations	Fees and Fines
<i>Article XII. Vacant Buildings</i>	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 22-403. Registration and registration fees	
Subsec. (a)(2)b.(ii). Registration fee	
Residential buildings and non-residential buildings <10,000 SF:	
Buildings vacant one year or less	\$375.00
Buildings vacant for more than one year but less than two years	\$750.00
Buildings vacant for more than two years but less than three years	\$1,500.00
Buildings vacant for more than three years but less than five years	\$3,000.00
Buildings vacant for five years or longer	\$5,000.00

City of Dover

October 17, 2018

Raymond Searles
6 Kings Highways SW
Dover, DE 19901
Email: [REDACTED]

Re: Appeal of Requirement for Places of Public Assembly to be Sprinklered - 144 Kings Highway SW,
Dover, Delaware

Mr. Searles:


I have received your request to appeal the decision of the Fire Marshal in regard to 144 Kings Highway SW pertaining to the requirement for places of public assembly to be sprinklered in accordance with the Dover Code, which states the following:

Sec. 46-162. Sprinkler Requirements

- (b) Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:
 - (3) Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, October 24, 2018 at 4:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901 to hear your appeal. If you have any additional documentation that you would like the Committee to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

Please feel free to contact me by e-mail at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Sincerely,

Traci A. McDowell, MMC
City Clerk

TAM/dd

S:\APPEALS2018\144 KINGS HIGHWAY SW - FIRE SPRINKLER - SEARLES\Receipt of Appeal - Places of Public Assembly to be Sprinklered-144 KINGS HWY-SEARLES.wpd

cc: Nicholas Rodriguez, City Solicitor
William Pepper, Deputy City Solicitor
David Hugg III, Director of Planning and Community Development
Greg Akers, Chief Building Inspector
Jason Osika, Fire Marshal
William Byler Jr., Architect, Inc.

From: [REDACTED]
To: [City Clerks Office](#)
Subject: Fire Marshal Decision Appeal
Date: Thursday, October 11, 2018 3:53:10 PM

I would like to appeal the Fire Marshal's decision regarding adding a sprinkler system to Governors Cafe. The Historic Nature of the Building, does not lend itself to the addition of such a system. The property 144 Kings Highway SW, is Historic and has ample egress in the case of a fire. The addition of the Ansul system adds to the overall safety of the building. The aesthetics of the Building would be impacted by this addition as well.

Sincerely,

Ray Searles
Owner Governors Cafe

C-18-01

C I T Y
F I R E
D E P A R T M E N T
O F
F I R E
M A R S H A L

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 02/07/18

APPLICATION: Governors Café Kitchen Addition 144 SW Kings Hwy

FILE #: C-18-01 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal **PHONE #:** (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed building is mixed use/assembly.
2. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
3. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created, and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created, and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.
(2015 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

4. Fire Alarm System required per occupancy code requirements.

Fire alarm in place of assembly. Fire alarm required. Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal, and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Fire alarm system required. Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.

(City Code of Ordinances 46-171)

5. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

Dimensions of bollards. Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

Color of bollards. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.

(City of Dover Code of Ordinances, 46-4)

6. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

One-family and two-family residential structures, height, the number shall measure a minimum of four inches in height, *location,* the number shall be placed on the house above or to the left or right of the front entrance, *color,* the number shall be contrasting to the background color, *Arabic numerals,* all numbers shall be Arabic numerals.

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color,* numbers shall be contrasting to the background color, *Arabic numerals,* all numbers used shall be Arabic numerals.

Commercial, industrial and office buildings, height, the numbers shall measure a minimum of 12 inches in height, *location generally,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

property line or driveway, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

color; each building, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

Arabic numerals, all numbers used shall be Arabic numerals,

Shopping centers. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
(City of Dover Code of Ordinances, 98-344)

7. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system.
(2015 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy.

Buildings with 24-hour staffing or guard service shall be exempt from this subsection.

Location. The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box.

Required keys. Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required.

Ordering responsibility. It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings.

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

8. All required means of egress shall have an exit discharge consisting of a non-slip surface, and leading to and terminating at a public way.
9. Buildings over 25,000 Sq. Ft are to have radio performance testing done by Delaware State Communications prior to Final CO. This must be scheduled in advance with Delaware State Communications.
10. Project to be completed per approved Site Plan.
11. Full building and fire plan review is required.
12. Construction or renovations cannot be started until building plans are approved.
13. Fire alarm systems, fire suppression systems, hoods, and hood suppression systems require a fire permit from the Fire marshal's Office. This work cannot be started until the permit is approved.
14. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Need to know if this will be an occupied renovation.
2. Need to know if the existing kitchen stays as is.
3. When building plans are submitted to the Chief Building Inspector, ensure that the occupant load is calculated properly. This may result in additional comments especially if the occupant load is over 100.
4. A shunt trip switch may be required as outlined in item #4 above.
5. Hood exhaust location must be code compliant.
6. Public Health approval will be needed.
7. A hood may be needed for the smoker.
8. The hood will require a hood suppression system which will need to be tied to the fire alarm panel.
9. Impact protection may be required as outlined in item #5 above.
10. Tent portion
 - a. This would require a City of Dover special event permit for each function.
 - b. Public Health approval will be needed.
 - c. ABC approval will be needed.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2015 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

ARTICLE IV. - PUBLIC OCCUPANCIES

Sec. 46-161. - Compliance required.

No person shall use or permit to be used any public occupancy structure which does not comply with the most currently published edition of NFPA Life Safety Code 101.

(Code 1981, § 7-63; Ord. of 11-22-1993; Ord. of 1-27-1997)

Sec. 46-162. - Sprinkler requirements.

- (a) Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:
 - (1) All new indoor places of assembly with an occupant load of 150 persons or greater.
 - (2) Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons.
 - (3) Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.
- (b) Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:
 - (1) All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.
 - (2) Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.
 - (3) Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.
- (c) New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.
- (d) Three feet of unobstructed clear width shall be designed, designated, and maintained around sprinkler risers for access by firefighters and for maintenance. The three feet shall be measured from the outermost components of the sprinkler riser and all related support equipment.
- (e) Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference

from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary.

(Ord. of 3-14-2005; Ord. No. 2015-07, 5-26-2015)

Sec. 46-163. - Permit required.

It shall be unlawful for any person to operate any public occupancy listed in section 46-164 of Appendix F—Fees and Fines without first obtaining a permit from the licensing division of the department of planning and inspections in order to determine compliance with the provisions of this article. A person desiring the permit shall pay unto the city a fee as provided for in Appendix F—Fees and Fines.

(Code 1981, § 7-64; Ord. of 11-22-1993; Ord. No. 2009-09, 6-22-2009)

Sec. 46-164. - Fees.

A person desiring the permit required by the provisions of this article shall pay the appropriate permit fee as provided for in Appendix F—Fees and Fines.

(Code 1968, §§ 17-38, 17-46, 17-50, 17-54, 17-58; Code 1981, § 7-65; Ord. of 3-23-1992; Ord. of 11-22-1993; Ord. No. 2009-09, 6-22-2009)

Sec. 46-165. - Permit expiration.

A permit issued pursuant to this article shall expire on March 31 each year.

(Code 1981, § 7-66; Ord. of 11-22-1993)

Sec. 46-166. - Permit display.

The owner or operator of a public occupancy structure shall display the permit granted pursuant to this article in a prominent position near the main entrance of the building at all times.

(Code 1981, § 7-67; Ord. of 11-22-1993)

Sec. 46-167. - Inspections.

The fire marshal shall inspect every public occupancy structure according to the procedures set forth in this chapter to ensure compliance with the applicable provisions of this chapter and all other ordinances.

Osika, Jason A.

From: Osika, Jason A.
Sent: Tuesday, March 27, 2018 2:34 PM
To: [REDACTED]
Subject: C-18-01 Governors Cafe Kitchen Addition

Good Afternoon,

I am in receipt of your March 23, 2018 conditional use site application and I have the following comments/questions:

- The occupant load will need to be supplied to ensure no additional items are required (mainly a sprinkler system)
- The hood suppression system will need to be tied into the buildings fire alarm system
- We will need confirmation that a hood is not required over the smoker (manufacturers specs and code documentation)
- Is the existing kitchen staying as is?
- A shut trip will possibly be required due to sound equipment being present (this depends on the db levels of the fire alarm system)
- Impact protection possibly required at gas main
- If the address is not currently posted, it will need to be posted per City Code (12" numbers)

Let me know if there are any questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

Osika, Jason A.

From: Osika, Jason A.
Sent: Thursday, May 03, 2018 9:04 AM
To: [REDACTED]
Subject: FW: C-18-01 Governors Cafe Kitchen Addition

Good Morning,

Please see below per our conversation. Let me know if there are any questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

From: Osika, Jason A.
Sent: Tuesday, March 27, 2018 2:34 PM
To: [REDACTED]
Subject: C-18-01 Governors Cafe Kitchen Addition

Good Afternoon,

I am in receipt of your March 23, 2018 conditional use site application and I have the following comments/questions:

- The occupant load will need to be supplied to ensure no additional items are required (mainly a sprinkler system)
- The hood suppression system will need to be tied into the buildings fire alarm system
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- Impact protection possibly required at gas main
- If the address is not currently posted, it will need to be posted per City Code (12" numbers)

Let me know if there are any questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza

Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

Osika, Jason A.

From: Governors Cafe [REDACTED]
Sent: Wednesday, September 05, 2018 2:03 PM
To: Osika, Jason A.
Subject: Governors Cafe

Hey Jason in talking with Bill Byler, about permits he told me that the Cafe was now going to have to place a sprinkler system throughout the building to go forward with our project. In our first meeting I brought this up and was told that since we weren't expanding our seating that we wouldn't have to do this. As a matter of fact I told everyone if this was a requirement I wouldn't be pursuing this at all. The owner emphatically has said this would not be happening as the expense is too great and it would destroy the aesthetics of the building. My question is what has changed to require this, because this is a deal killer for me. I would think that us installing a hood system with an ansul system would be a much greater improvement to fire safety in the building. Much more so then the current electric systems with only a fire extinguisher. I have been waiting for Bill Byler to get back to me about as I know he said he will appeal the decision i'm just getting tired of waiting to be honest I thought we would be up and running by know. I am just trying to improve the service here at the Cafe, if the city is immoveable on this then I will just change direction and load up on more electric equipment to get what i need accomplished. After all there is an existing exhaust vent on the back side of the building, and Ill just remodel within the parameters of what i need to get it done. (Please don't read a threat in this I just need to get going one way or another to make this business work after all I have already wasted over 17,000.00 on this) So I appreciate your input and letting me know what has changed, and I understand the code is the code, but the addition with an ansul system makes the entire building much safer then me redoing the back kitchen and adding more electric, in my eyes any way, but Hey im just a Cook so what do I know.

Thanks for your time,

Sincerely, Ray Searles

Osika, Jason A.

From: Osika, Jason A.
Sent: Wednesday, September 05, 2018 4:22 PM
To: 'Governors Cafe'
Cc: Akers, Gregory C; Hugg, Dave
Subject: RE: Governors Cafe

Good Afternoon,

During the DAC process, the following comment was provided from this office (along with several others):

- When building plans are submitted to the Chief Building Inspector, ensure that the occupant load is calculated properly. This may result in additional comments especially if the occupant load is over 100.

Greg Akers and I have had conversations and most recently a meeting with Jason from Bill Bylers office in regards to this project. From what has been presented, the occupant load is over 100. The following is City Code in reference to restaurants serving alcohol:

- **Sec. 46-162. - Sprinkler requirements.**

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Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply: (a)

All new indoor places of assembly with an occupant load of 150 persons or greater. (1)

Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons. (2)

Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater. (3)

Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply: (b)

(1)

All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

(2)

Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

(3)

Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

(c)

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.

(d)

Three feet of unobstructed clear width shall be designed, designated, and maintained around sprinkler risers for access by firefighters and for maintenance. The three feet shall be measured from the outermost components of the sprinkler riser and all related support equipment.

(e)

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary.

(Ord. of 3-14-2005; [Ord. No. 2015-07, 5-26-2015](#))

The following is also City Code in reference to appeals:

- **Sec. 46-125. - Appeal; hearing.**

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Appeal; hearing. Whenever any person is aggrieved by a decision of the fire marshal with respect to the provisions of this chapter, it is the right of that person to appeal to the construction and property maintenance code board of appeals, as provided for in Chapter 22—Buildings and Building Regulations, Article I—In General, [Section 22-1](#)—Construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days after the determination by the fire marshal. Upon receipt of such appeal, the construction and property maintenance code board of appeals shall set a time and place, in not less than ten or more than 30 days, for the purpose of hearing the appeal. Notice of the time and place of the hearing of the appeal shall be

given to all parties, at which time they may appear and be heard. The determination by the construction and property maintenance code board of appeals shall be final in all cases.

(Ord. No. [2016-19](#), 8-22-2016)

Editor's note— Ord. No. [2016-19](#), adopted August 22, 2016, in effect, repealed [§ 46-125](#) and enacted a new [§ 46-125](#). Former [§ 46-125](#) pertained to construction code appeals committee and derived from the Code of 1981; Ord. of 5-10-1982; and Ord. of 11-22-1993.

I suggest that a meeting take place with you, Greg, Bill Bylers office, and me. At that time we can discuss Historic Buildings as outlined in the IBC and NFPA. We can also discuss the sprinkler requirements and how we got to where we are. Unfortunately, I cannot allow Code requirements to not be followed, that's what the appeal process is for. We can also discuss this when we meet. The hood and hood suppression system is a topic/requirement not related to the sprinkler system. This is needed for commercial cooking operations and when grease laden vapors are produced. Even if you choose to not add onto the building, new commercial cooking equipment may require a hood suppression system. Let me know if there are any additional questions or concerns. I look forward to meeting with you.

Jason Osika

Fire Marshal

City of Dover Fire Marshal's Office

15 Loockerman Plaza

Dover, DE 19901

Office: 302-736-4457

Fax: 302-736-4217

City Email- josika@dover.de.us

From: Governors Cafe [REDACTED]

Sent: Wednesday, September 05, 2018 2:03 PM

To: Osika, Jason A. <josika@dover.de.us>

Subject: Governors Cafe

Hey Jason in talking with Bill Byler, about permits he told me that the Cafe was now going to have to place a sprinkler system throughout the building to go forward with our project. In our first meeting I brought this up and was told that since we weren't expanding our seating that we wouldn't have to do this. As a matter of fact I told everyone if this was a requirement I wouldn't be pursuing this at all. The owner emphatically has said this would not be happening as the expense is too great and it would destroy the aesthetics of the building. My question is what has changed to require this, because this is a deal killer for me. I would think that us installing a hood system with an ansul system would be a much greater improvement to fire safety in the building. Much more so then the current electric systems with only a fire extinguisher. I have been waiting for Bill Byler to get back to me about as I know he said he will appeal the decision i'm just getting tired of waiting to be honest I thought we would be up and running by know. I am just trying to improve the service here at the Cafe, if the city is immoveable on this then I will just change direction and load up on more electric equipment to get what i need accomplished. After all there is an existing exhaust vent on the back side of the building, and Ill just remodel within the parameters of what i need to get it done. (Please don't read a threat in this I just need to get going one way or another to make this business work after all I have already wasted over 17,000.00 on this) So I appreciate your input and letting me know what has changed, and I understand the code is the code, but the addition with an ansul system makes the entire building much safer then me redoing the back kitchen and adding more electric, in my eyes any way, but Hey im just a Cook so what do I know.

Thanks for your time,

Sincerely, Ray Searles

Osika, Jason A.

From: Governors Cafe [REDACTED]
Sent: Thursday, September 06, 2018 8:22 AM
To: Osika, Jason A.
Cc: William Byler; Jody Cahall
Subject: Governors Cafe

Hey Jason thanks for the quick response and insightful information. It was very helpful.

So my seating on the first floor is 70
the unoccupied offices on second equals 6 (Board room is not counted but it has 8 seats)
The offices on the third floor equals 10

So that leaves us at 86 well under 100.

Okay I will talk with Bill about all this today and I will see what we can work out to get this moving. Thanks for your help it is greatly appreciated

Sincerely

Ray Searles

Osika, Jason A.

From: Osika, Jason A.
Sent: Thursday, September 06, 2018 8:28 AM
To: 'Governors Cafe'
Cc: William Byler; Jody Cahall; Akers, Gregory C; Hugg, Dave
Subject: RE: Governors Cafe

Good Morning,

If possible, lets still try and still meet to discuss everything. When the plans were shown to us, the first floor was at 99 I believe. This was not including the deck which is considered occupiable space and would need to be added. The occupant load is based on square footage, not necessarily how many seats are in place. Let me know if there are any additional questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

From: Governors Cafe [REDACTED]
Sent: Thursday, September 06, 2018 8:22 AM
To: Osika, Jason A. <josika@dover.de.us>
Cc: William Byler [REDACTED]; Jody Cahall [REDACTED]
Subject: Governors Cafe

Hey Jason thanks for the quick response and insightful information. It was very helpful.

So my seating on the first floor is 70
the unoccupied offices on second equals 6 (Board room is not counted but it has 8 seats)
The offices on the third floor equals 10

So that leaves us at 86 well under 100.

Okay I will talk with Bill about all this today and I will see what we can work out to get this moving. Thanks for your help it is greatly appreciated

Sincerely

Ray Searles

Osika, Jason A.

From: Osika, Jason A.
Sent: Wednesday, October 03, 2018 10:57 AM
To: Mitchell, Donna; Hugg, Dave
Subject: FW: Request for Citation - Review of Appeal - 144 Kings Highway SW - Searls
Attachments: C-18-01 Governors Cafe Kitchen Addition at 144 Kings Hwy.doc; Governors Cafe Appeal Letter.pdf

Good Morning,

Please see the attached appeal letter. My response to the City Clerk is below. I will summarize this in another email. I will also forward communications I have had with the architect and owner. Let me know if there are any questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email: josika@dover.de.us

From: Osika, Jason A.
Sent: Tuesday, October 02, 2018 3:37 PM
To: Devine, Denise <ddevine@DOVER.DE.US>
Cc: Hugg, Dave <dhugg@DOVER.DE.US>; Akers, Gregory C <GAKERS@DOVER.DE.US>; City Clerks Office <CityClerk@dover.de.us>
Subject: RE: Request for Citation - Review of Appeal - 144 Kings Highway SW - Searls

Good Morning,

In response to the letter requesting the appeal:

- 2015 NFPA 10 is listed, it is 2015 NFPA 101
- It states they fully understand the approach when determining sprinkler requirements
- Documentation needed for item #1. We have two permits on file (11-1029 and 13-701)
- Need clarification on item # 4. What is the "indoor" occupant load, what is the porch occupant load, and what is the total occupant load

This item went through the DAC process (see attached, especially item # 3 under additional/specific requirements to obtain approval)

Please see the following City Code:

- **Sec. 46-162. - Sprinkler requirements.**
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(a)
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Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.

(b)
Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

(1)
All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

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Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

(3)
Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

(c)
New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.

(d)
Three feet of unobstructed clear width shall be designed, designated, and maintained around sprinkler risers for access by firefighters and for maintenance. The three feet shall be measured from the outermost components of the sprinkler riser and all related support equipment.

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approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary.

(Ord. of 3-14-2005; [Ord. No. 2015-07, 5-26-2015](#))

The above is what requires the sprinkler system. The addition puts the occupant load over 100 persons and is an assembly serving alcohol. Permit 11-1029 was for the "original" café. This permit shows the occupant load as 60 seating, 3 kitchen floor, totaling 63. Permit 13-701 was for the "bar" addition. This permit shows occupant load as 75 on the permit application and the drawing itself is hard to determine, but appears to be 90. I'm not sure when/how the porch was approved.

When calculating the occupant load, the total square footage is divided by the appropriate occupant load factor for the appropriate use listed in NFPA 101.

Let me know if there are any questions or concerns or anything additional needed. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

From: Devine, Denise
Sent: Tuesday, October 02, 2018 9:01 AM
To: Osika, Jason A. <josika@dover.de.us>
Cc: Hugg, Dave <dhugg@dover.de.us>; Akers, Gregory C <GAkers@dover.de.us>; City Clerks Office <CityClerk@dover.de.us>
Subject: Request for Citation - Review of Appeal - 144 Kings Highway SW - Searls

Attached please find an appeal that has been received by the City Clerk's Office from Mr. William Byler Jr. on behalf of Mr. Ray Searls in regard to the property located at 144 Kings Highway SW. Please provide the decision which was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals.

Thank you,
Denise L. Devine, MMC
Assistant City Clerk
City of Dover
e-mail: ddevine@dover.de.us
(302) 736-7008 phone
(302) 736-5068 fax

Osika, Jason A.

From: Osika, Jason A.
Sent: Wednesday, October 03, 2018 11:07 AM
To: Mitchell, Donna; Hugg, Dave
Subject: FW: Governors Cafe

This is a "quick" summary". I have added to the original email (in red).

It is my understanding that Councilman Lewis is looking into this. Councilman Lewis serves on the Construction and Property Maintenance Board of Appeals. I want to make sure he is impartial for the appeal (I'm not sure what he has asked for/what he has discussed/who he has already spoken to).

Let me know if there are any questions or concerns. Thank you.

Jason Osika
Fire Marshal
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901
Office: 302-736-4457
Fax: 302-736-4217
City Email- josika@dover.de.us

From: Osika, Jason A.
Sent: Wednesday, September 26, 2018 8:30 AM
To: Hugg, Dave <dhugg@DOVER.DE.US>
Cc: Akers, Gregory C <GAKERS@DOVER.DE.US>
Subject: Governors Cafe

Good Morning,

As a follow up from yesterday's conversation, I wanted to supply you with the following:

Permit 11-1029 was for the "original" café. The occupant load is difficult to read on what I have printed out; however, it is under 100. **Permit shows 60 seating, 3 kitchen, totaling 63**

Permit 13-701 was for the addition of the bar area (320 ft²). The proposed occupant load was 75 (still under 100). This drawing shows four tables on the patio. This application also has a conditional use to sell alcohol on the first floor. Part of the conditional use from the Planning Commission was that the applicant shall comply with the appropriate Building and Life Safety Codes regarding establishments serving alcohol. **The occupant load on the permit application is 75, the drawing is hard to determine, but appears to be 90**

I'm not sure when/how the deck was approved in the capacity it is used as today. I asked this in one of our meetings and Ray advised me that it was approved, but he did not remember who approved it.

When the newest project was submitted, we required plans (as in any other project) and asked for the occupant load (occupant load had been discussed a few times in the past, this would ensure the correct occupant load was calculated

and the proper codes were applied). This came out to over 100 based on the square footage (this is how the occupant loads are determined). With that, City Code requires a sprinkler system (when alcohol is being served).

When calculating the occupant load, the total square footage is divided by the appropriate occupant load factor for the appropriate use listed in NFPA 101.

Let me know if there are any questions or concerns. Thank you.

Jason Osika

Fire Marshal

City of Dover Fire Marshal's Office

15 Loockerman Plaza

Dover, DE 19901

Office: 302-736-4457

Fax: 302-736-4217

City Email- josika@dover.de.us