



**SURROUNDING PROPERTY OWNER SECTION**

Please list the names and addresses of all **Owners of Real Property** within 300 feet of any part of the property, as such names appear on the most recent tax duplicate. If more space is needed, a separate list may be attached. **Please include 4 copies of the property owners and addresses on mailing labels.** (See submittal requirements on Page 3).

THIS SECTION TO BE COMPLETED FOR REZONING OR CONDITIONAL USE REQUESTS ONLY.

| Name of Property Owner | Mailing Address |
|------------------------|-----------------|
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**CONSTRUCTION DRAWINGS AND PRELIMINARY PLAT SECTION**

Please create a detailed breakdown of the estimated infrastructure breakdown cost for the project and attach it to this application. For Construction Drawings complete Item 1 and for Preliminary Plats complete Item 2.

\$ \_\_\_\_\_ **Total Infrastructure Cost**

1 - Construction Drawing Fee Breakdown:

|  |                 |
|--|-----------------|
| 1.25% of Total Infrastructure Cost (Due upon submittal)        | \$ _____        |
| 1.50% of Total Infrastructure Cost (Due prior to construction) | + \$ _____      |
| Application Fee  | + \$170.00      |
| <b>Total Construction Drawing Fee</b>                          | <b>\$ _____</b> |

2 - Preliminary Plat Fee Breakdown:

|   |                 |
|---|-----------------|
| 0.25% of Total Infrastructure Cost (Due upon submittal) | \$ _____        |
| Application Fee   | + \$170.00      |
| <b>Total Preliminary Plat Fee</b>                       | <b>\$ _____</b> |

**Total Paid with Application/Submittals**      \$ \_\_\_\_\_

*By signing this application, I attest under penalty of law that all information provided is correct to the best of my knowledge.*

APPLICATION MUST BE SIGNED

\*Please **Print** Applicant's Name: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Please **Print** Owner's Name: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Applicant is responsible for all fees (See Page 3)

\*\*Owners Signature required for Conditional Use, Rezoning and Concept PUD Requests.

## FEE SCHEDULE AND SUBMITTAL REQUIREMENTS

| Chapter Reference | Item   | Fees  | Submittal Requirements (copy size)   |
|-------------------|--|---|--|
| 1105              | Preliminary Plats  | \$170 + 0.25 % of estimated infrastructure construction costs <sup>(1)</sup>  | 2 (24" x 36") + 20 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1109              | Construction Drawings                                    | \$170 + 2.75 % of estimated infrastructure construction costs <sup>(1)</sup> (Include estimate with application)<br>(1.25% due at time of submittal and 1.5% due before construction begins) <sup>(2)</sup> | 5 (24" x 36")<br>2 Drainage Calculations<br>Detailed Spreadsheet of the Estimated Infrastructure Costs                           |
| 1113              | Plats (Final Plat, Replat, Right of Way Dedication Plat) | \$170   | 2 (24" x 36") + 20 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1114              | Lot Split  | \$56  | 3 Survey Plats & Legal Descriptions<br>1 New Deed<br>1 Original Deed   |
| 1135              | Site Plans   | \$170 <sup>(3)</sup>  | 2 (24" x 36") + 15 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1135              | Landscape Plans  | \$170 <sup>(3)</sup>  | 2 (24" x 36") + 15 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1137              | Rezoning <sup>(4)</sup>                                  | \$170 <sup>(3)</sup>  | 2 (24" x 36") + 20 (11" x 17") +1 Electronic <sup>(5)</sup><br>1 List of Surrounding Property Owners<br>4 Sets of Mailing Labels |
| 1161              | Concept PUD Plans <sup>(4)</sup>                         | \$2822  | 2 (24" x 36") + 20 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1161              | Final PUDs   | \$170   | 2 (24" x 36") + 15 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1170              | Downtown Overlay District                                | \$34  | 2 (24" x 36") + 15 (11" x 17") +1 Electronic <sup>(5)</sup>  |
| 1172              | Conditional Use Permit                                   | \$170   | 2 (24" x 36") + 15 (11" x 17") +1 Electronic <sup>(5)</sup><br>Documents requested in section 1172.2                             |
| 137.03            | Special Meeting  | \$550 + Application Fee   | Depends Upon Type of Application.  |

(1) Infrastructure construction costs include all infrastructure costs associated with a development including, but not limited to, drainage facilities, sanitary sewers, grading, excavation, and street improvements. Does not include waterlines. Please contact Greater Cincinnati Water Works for permit information and fees on waterlines.

(2) Any inspection conducted outside the normal eight-hour workday of Monday through Friday, excluding holidays, 8:00 a.m. until 4:30 p.m., shall be charged at one and a half (1.5) times the standard rate. The City reserves the right to charge fees in addition to the fees specified in the table above if, due to the applicant's responsibility, excessive review and/or field inspections are necessary, and as determined by the City Engineer. Such fees for review and field inspection by the City shall be charged at the standard rate of thirty dollars (\$35) per hour, plus a three-fourths (.75) hour charge for travel time. Any review and inspection completed by consultants on behalf of the City shall be charged to the applicant at the same rate charged by the consultants. Performance and maintenance bonds will not be released until payment of all fees is received.

(3) Any review and inspection completed by consultants on behalf of the City shall be charged to the applicant at the same rate charged by the consultants.

(4) Amendments initiated by Planning Commission and Planned Unit Development applications are exempt from zoning district change fees.

(5) Electronic copies should be in a PDF format and may be e-mailed or provided via disk.

**2016 PLANNING COMMISSION MEETING DATES AND APPLICATION DEADLINES**

|                        | Final Plats<br>Final PUDs<br>Dedication Plats/Replats<br>Site Plans<br>Landscape Plans<br>Downtown Overlay District | Rezoning<br>Concept PUD/Rezoning<br>Preliminary Plats<br>Conditional Use Requests |
|------------------------|---|---|
| <b>MEETING DATE</b>    | <b>DEADLINE (B)</b>   | <b>DEADLINE (A)</b>   |
| <b>January 5, 2016</b> | <b>December 9, 2015</b>   | <b>December 4, 2015</b>   |
| February 2, 2016       | January 13, 2016  | January 4, 2016   |
| March 1, 2016          | February 10, 2016   | January 29, 2016  |
| April 5, 2016          | March 16, 2016  | March 4, 2016   |
| May 3, 2016            | April 13, 2016  | April 1, 2016   |
| June 7, 2016           | May 18, 2016  | May 6, 2016   |
| July 5, 2016           | June 15, 2016   | June 3, 2016  |
| August 2, 2016         | July 13, 2016   | July 1, 2016  |
| September 6, 2016      | August 17, 2016   | August 5, 2016  |
| October 4, 2016        | September 14, 2016  | September 2, 2016   |
| *November 2, 2016      | October 12, 2016  | September 30, 2016  |
| December 6, 2016       | November 16, 2016   | November 4, 2014  |
| <b>January 3, 2017</b> | <b>December 7, 2016</b>   | <b>December 2, 2016</b>   |

\*Denotes special date