

2025 PLANNING COMMISSION APPLICATION

(see page 3 for fee schedule and application submittal instructions)

APPLICATION TYPE: (please check the appropriate box)			
	<input type="checkbox"/> Solar Panels/Infrastructure (Non-Residential) (\$205)	<input type="checkbox"/>	<input type="checkbox"/> Concept PUD (\$3,380)
	<input type="checkbox"/> Site Plan (\$205)	<input type="checkbox"/>	<input type="checkbox"/> Final PUD (\$205)
	<input type="checkbox"/> Landscape Plan (\$205)	<input type="checkbox"/>	<input type="checkbox"/> Rezoning (\$205)
	<input type="checkbox"/> Conditional Use (\$205)	<input type="checkbox"/>	<input type="checkbox"/> Lot Split/Consolidation (\$70)
	<input type="checkbox"/> Preliminary Plat (Please complete Preliminary Plat section on Page 2)	<input type="checkbox"/>	<input type="checkbox"/> Downtown Overlay District (\$40)
	<input type="checkbox"/> Plats (Final Plat, Replat, Right of Way Dedication Plat) (\$205)	<input type="checkbox"/>	<input type="checkbox"/> Special Meeting (\$675 + Application Fee)
	<input type="checkbox"/> Site Construction Drawings (Please complete Construction Drawings section on Page 2)	<input type="checkbox"/>	<input type="checkbox"/> Small Cell facility in right-of-way (\$205)
		<input type="checkbox"/>	<input type="checkbox"/> Other:

DEVELOPMENT INFORMATION	
Development/Business Name:	
Brief Project Description:	
Location/Address:	Size of Building:
Current Zoning:	Rezone to:
Total Acreage:	Acres to be Rezoned:
Number of Employees:	Number of Fleet Vehicles:

CURRENT PROPERTY OWNER	PROJECT CONTACT (Architect, Engineer, Planner)
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Telephone:	Telephone:
E-Mail:	E-Mail:

APPLICANT(S)
Name:
Address:
City: State: Zip:
Telephone: E-Mail:

TO BE COMPLETED BY THE CITY OF MASON	
Application Number: _____	Meeting Date: _____
Legal Notices Advertised: _____	Mailed to Surrounding Property Owners: _____
Fee Paid: _____	

- Pages 1 and 2 of the application must be completed and submitted with all projects.
- **All plans must be folded** to fit a legal sized file folder with the title showing in the lower right-hand corner.

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

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	+ \$205.00
Total Construction Drawing Fee	\$ _____

2 - Preliminary Plat Fee Breakdown:

0.25% of Total Infrastructure Cost (Due upon submittal)	\$ _____
Application Fee	+ \$205.00
Total Preliminary Plat Fee	\$ _____

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	\$205 + 0.25 % of estimated infrastructure construction costs ⁽¹⁾	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1109	Construction Drawings	\$205 + 2.75 % of estimated infrastructure construction costs ⁽¹⁾ (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	2 (24" x 36") 2 Drainage Calculations Detailed Spreadsheet of the Estimated Infrastructure Costs 1 Electronic ⁽⁵⁾
1113	Plats (Final Plat, Replat, Right of Way Dedication Plat)	\$205	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1114	Lot Split	\$70	3 Survey Plats & Legal Descriptions 1 New Deed 1 Original Deed
1135	Site Plans	\$205 ⁽³⁾	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1135	Landscape Plans	\$205 ⁽³⁾	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1137	Rezoning ⁽⁴⁾	\$205 ⁽³⁾	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ 1 List of Surrounding Property Owners 4 Sets of Mailing Labels
1161	Concept PUD Plans ⁽⁴⁾	\$3,380	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1161	Final PUDs	\$205	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1170	Downtown Overlay District	\$40	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾
1172	Conditional Use Permit	\$205	2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ Documents requested in section 1172.2
137.03	Special Meeting	\$675 + Application Fee	Depends Upon Type of Application.
1188.8	Small Cell Facility	\$205	2 (24" x 36") + 2 (11" x 17") +1 Electronic ⁽⁵⁾

(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 forty dollars (\$40) 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 PDF format and may be e-mailed, provided via disk, flash drive or by link to e-mailbox.

2025 PLANNING COMMISSION MEETING DATES AND APPLICATION DEADLINES

	Final Plats Final PUDs Dedication Plats/Replats Site Plans Landscape Plans Downtown Overlay District	Rezoning Concept PUD/Rezoning Preliminary Plats Conditional Use Requests
MEETING DATE	DEADLINE (B)	DEADLINE (A)
January 7, 2025	December 11, 2024	November 24, 2024
February 4, 2025	January 15, 2025	December 31, 2024
March 4, 2025	February 12, 2025	January 29, 2025
April 1, 2025	March 12, 2025	February 26, 2025
May 6, 2025	April 16, 2025	April 2, 2025
June 3, 2025	May 14, 2025	April 30, 2025
July 1, 2025	June 11, 2025	May 28, 2025
August 5, 2025	July 16, 2025	July 2, 2025
September 2, 2025	August 13, 2025	July 30, 2025
October 7, 2025	September 17, 2025	September 3, 2025
November 4, 2025	October 15, 2025	October 1, 2025
December 2, 2025	November 5, 2025	October 22, 2025
January 6, 2026	December 10, 2025	November 26, 2025

Dates subject to change