

Engineering & Building
 6000 Mason-Montgomery Road
 Mason, OH 45040
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PLANNING COMMISSION APPLICATION

(See Page 3 for complete Fee Schedule and Submittal Requirement Information)

Application Type: (check the appropriate box) (all plans must be folded when submitted)	
Draft Plan-Discussion Only (No fee)	Concept PUD (\$2500)
Site Plan (\$150)	Final PUD (\$150)
Landscape Plan (\$150)	Rezoning (\$150)
Construction Drawings. (Please complete Fee Schedule form on Page 2)	Lot Split (\$50)
Preliminary Plat (Please complete Fee Schedule form on Pg 2)	Conditional Use (\$150)
Final Plat or Replat (\$150)	Special Meeting (\$500 + Application Fee)
Right-of-Way Dedication Plat (\$150)	Other:

Development Information:

Development/Business Name:	
Type of Business/Project Description:	
Location:	Size of Building:
Current Zoning:	Rezone to:
Total Acreage:	Acres to be Rezoned:
Number of Employees:	Number of Fleet Vehicles:
Current Owner of the Property	Project Contact (Architect, Engineer, Planner)
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Telephone: Fax:	Telephone: Fax:
Applicant(s):	
Address:	
City:	State: Zip:
Telephone:	Fax:
Please <u>Print</u> Applicant's Name Here: _____	
*Applicant's Signature: _____ Date _____	
*Applicant is responsible for payment of all fees (See Fee Schedule on Page 3).	

TO BE COMPLETED BY THE CITY OF MASON

Application Number: _____ Date of Planning Commission Meeting: _____

FeePaid: _____ Drawn: _____ Check#: _____ Date: _____ Initial: _____

Legal Notices Advertised: _____ Mailed to Surrounding Property Owners: _____

THIS SECTION TO BE COMPLETED FOR REZONING

OR CONDITIONAL USE REQUESTS ONLY.

Surrounding Property Owners

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).

Name of Property Owner	Mailing Address

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

Please **Print** Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Please **Print** Owner's Name: _____

Owner's Signature: _____ Date: _____

**THIS SECTION TO BE COMPLETED FOR CONSTRUCTION DRAWING
AND PRELIMINARY PLAT SUBMITTALS ONLY**

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	+ \$150.00
Total Construction Drawing Fee	\$ _____

2 - Preliminary Plat Fee Breakdown:

0.25% of Total Infrastructure Cost (Due upon submittal)	\$ _____
Application Fee	+ \$150.00
Total Preliminary Plat Fee	\$ _____

Total Paid with Application/Submittals \$ _____

FEE SCHEDULE AND SUBMITTAL REQUIREMENTS

Chapter Reference	Item	Fees	Submittal Requirements
1105	Preliminary Plats	\$150 + 0.25 % of estimated infrastructure construction costs ⁽¹⁾	20 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1161	Final PUDs	\$150	15 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1109	Construction Drawings	\$150 + 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⁾	5 Copies ⁽⁵⁾ 2 Drainage Calculations Detailed Spreadsheet of the Estimated Infrastructure Costs
1111	Final/Dedication Plats, Replats	\$150	20 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1115	Lot Split	\$50	3 Survey Plats ⁽⁵⁾ & Legal Descriptions 1 New Deed 1 Original Deed
1135	Site Plans	\$150 ⁽³⁾	15 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1135	Landscape Plans	\$150 ⁽³⁾	15 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1137	Zoning District Change ⁽⁴⁾	\$150 ⁽³⁾	20 Copies ⁽⁵⁾ + 1 Copy (Ledger paper) 1 List of Surrounding Property Owners 3 Sets of Mailing Labels
1141	Variance/Appeals Hearing	\$150	15 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1161	Concept PUD Plans ⁽⁴⁾	\$2500	20 Copies ⁽⁵⁾ + 1 Copy (Ledger paper)
1171	Satellite Signal Receiving Stations	\$35	5 Copies of the Site Plan Showing the Location of the Receiver ⁽⁵⁾
	Special Meeting	\$500 + 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 (\$30) 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) All plans must be folded to fit a legal sized file folder with the title showing in the lower right-hand corner. (Ledger paper is 11" X 17")

**PLANNING COMMISSION
DEADLINES FOR SUBMITTAL
2011 - 2012**

Planning Commission Meeting Date	Final Plats Final PUDs Dedication Plats/Replats Site Plans Landscape Plans	Rezoning Concept PUD/Rezoning Preliminary Plats Conditional Use Requests
January 4, 2011	December 15, 2010	December 3, 2010
February 1, 2011	January 12, 2011	January 7, 2011
March 1, 2011	February 9, 2011	February 4, 2011
April 5, 2011	March 16, 2011	March 4, 2011
May 3, 2011	April 13, 2011	April 1, 2011
June 7, 2011	May 18, 2011	May 6, 2011
July 5, 2011	June 15, 2011	June 3, 2011
August 2, 2011	July 13, 2011	July 1, 2011
September 6, 2011	August 17, 2011	August 5, 2011
October 4, 2011	September 14, 2011	September 2, 2011
November 1, 2011	October 12, 2011	October 7, 2011
December 6, 2011	November 16, 2011	November 4, 2011
January 3, 2012	December 14, 2011	December 2, 2011
February 7, 2012	January 18, 2012	January 6, 2012
March 6, 2012	February 15, 2012	February 3, 2012
April 3, 2012	March 14, 2012	March 1, 2012
May 1, 2012	April 11, 2012	April 5, 2012
June 5, 2012	May 16, 2012	May 3, 2012
July 3, 2012	June 13, 2012	May 31, 2012
August 7, 2012	July 18, 2012	July 5, 2012
September 4, 2012	August 15, 2012	August 2, 2012
October 2, 2012	September 12, 2012	September 6, 2012
November 6, 2012	October 17, 2012	October 4, 2012
December 4, 2012	November 14, 2012	November 1, 2012
To Be Determined	December 12, 2012	December 6, 2012

Application updated 2-16-12