

2023 PLANNING COMMISSION APPLICATION

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

| APPLICATION TYPE: (please check the appropriate box) | | | |
|--|--|--|---|
| | Draft Plan-Discussion Only (No fee) | | Concept PUD (\$3,210) |
| | Site Plan (\$195) | | Final PUD (\$195) |
| | Landscape Plan (\$195) | | Rezoning (\$195) |
| | Conditional Use (\$195) | | Lot Split/Consolidation (\$65) |
| | Preliminary Plat (Please complete Preliminary Plat section on Page 2) | | Downtown Overlay District (\$40) |
| | Plats (Final Plat, Replat, Right of Way Dedication Plat) (\$195) | | Special Meeting (\$640 + Application Fee) |
| | Site Construction Drawings (Please complete Construction Drawings section on Page 2) | | Small Cell facility in right-of-way (\$195) |
| | | | 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 |
|------------------------|-----------------|
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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 | + \$195.00 |
| Total Construction Drawing Fee | \$ _____ |

2 - Preliminary Plat Fee Breakdown:

| | |
|---|-----------------|
| 0.25% of Total Infrastructure Cost (Due upon submittal) | \$ _____ |
| Application Fee | + \$195.00 |
| 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 | \$195 + 0.25 % of estimated infrastructure construction costs ⁽¹⁾ | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ |
| 1109 | Construction Drawings | \$195 + 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) | \$195 | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ |
| 1114 | Lot Split | \$65 | 3 Survey Plats & Legal Descriptions 1 New Deed 1 Original Deed |
| 1135 | Site Plans | \$195 ⁽³⁾ | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ |
| 1135 | Landscape Plans | \$195 ⁽³⁾ | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ |
| 1137 | Rezoning ⁽⁴⁾ | \$195 ⁽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⁾ | \$3,210 | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ |
| 1161 | Final PUDs | \$195 | 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 | \$195 | 2 (24" x 36") + 12 (11" x 17") +1 Electronic ⁽⁵⁾ Documents requested in section 1172.2 |
| 137.03 | Special Meeting | \$640 + Application Fee | Depends Upon Type of Application. |
| 1188.8 | Small Cell Facility | \$195 | 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.

2023 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 3, 2023 | December 7, 2022 | November 30, 2022 |
| February 7, 2023 | January 18, 2023 | January 4, 2023 |
| March 7, 2023 | February 15, 2023 | February 1, 2023 |
| April 4, 2023 | March 15, 2023 | March 1, 2023 |
| May 2, 2023 | April 12, 2023 | March 29, 2023 |
| June 6, 2023 | May 17, 2023 | May 3, 2023 |
| July 2022 TBD | June 14, 2023 | May 31, 2023 |
| August 1, 2023 | July 12, 2023 | June 28, 2023 |
| September 5, 2023 | August 16, 2023 | August 2, 2023 |
| October 3, 2023 | September 13, 2023 | August 30, 2023 |
| November 7, 2023 | October 18, 2023 | October 4, 2023 |
| December 5, 2023 | November 8, 2023 | November 1, 2023 |
| January, 2024 TBD | December 6, 2023 | November 29, 2023 |

Dates subject to change