

2026 PLANNING COMMISSION APPLICATION

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

APPLICATION TYPE: (please check the appropriate box)			
	Solar Panels/Infrastructure (Non-Residential) (\$205)		Concept PUD (\$3,450)
	Site Plan (\$205)		Final PUD (\$205)
	Landscape Plan (\$205)		Rezoning (\$205)
	Conditional Use (\$205)		Lot Split/Consolidation (\$70)
	Preliminary Plat (Please complete Preliminary Plat section on Page 2)		Special Meeting (\$690 + Application Fee)
	Plats (Final Plat, Replat, Right of Way Dedication Plat) (\$205)		Small Cell facility in right-of-way (\$210)
	Site Construction Drawings (Please complete Construction Drawings section on Page 2)		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⁾	\$3,450	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⁾
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	\$690 + Application Fee	Depends Upon Type of Application.
1188.8	Small Cell Facility	\$210	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 uploaded to the online permit portal <https://masonoh.portal.opengov.com/>.

2026 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 6, 2026	December 10, 2025	November 26, 2025
February 3, 2026	January 14, 2026	December 31, 2025
March 3, 2026	February 11, 2026	January 28, 2026
April 7, 2026	March 18, 2026	March 4, 2026
May 5, 2026	April 15, 2026	April 1, 2026
June 2, 2026	May 13, 2026	April 29, 2026
July 7, 2026	June 17, 2026	June 3, 2026
August 4, 2026	July 15, 2026	July 1, 2026
September 8, 2026	August 19, 2026	August 5, 2026
October 6, 2026	September 16, 2026	September 2, 2026
November 3, 2026	October 14, 2026	September 30, 2026
December 1, 2026	November 4, 2026	October 21, 2026
January 5, 2027	December 9, 2026	November 25, 2026

Dates subject to change