

## 2024 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) (\$200)	<input type="checkbox"/>	Concept PUD (\$3,300)
<input type="checkbox"/>	Site Plan (\$200)	<input type="checkbox"/>	Final PUD (\$200)
<input type="checkbox"/>	Landscape Plan (\$200)	<input type="checkbox"/>	Rezoning (\$200)
<input type="checkbox"/>	Conditional Use (\$200)	<input type="checkbox"/>	Lot Split/Consolidation (\$65)
<input type="checkbox"/>	Preliminary Plat (Please complete Preliminary Plat section on Page 2)	<input type="checkbox"/>	Downtown Overlay District (\$40)
<input type="checkbox"/>	Plats (Final Plat, Replat, Right of Way Dedication Plat) (\$200)	<input type="checkbox"/>	Special Meeting (\$660 + Application Fee)
<input type="checkbox"/>	<b>Site Construction Drawings</b> (Please complete Construction Drawings section on Page 2)	<input type="checkbox"/>	Small Cell facility in right-of-way (\$200)
<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:	City:	State:
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

+ \$200.00

**Total Construction Drawing Fee**

\$ \_\_\_\_\_

**2 - Preliminary Plat Fee Breakdown:**

0.25% of Total Infrastructure Cost (Due upon submittal)

\$ \_\_\_\_\_

Application Fee

+ \$200.00

**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	\$200 + 0.25 % of estimated infrastructure construction costs <sup>(1)</sup>	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1109	Construction Drawings	\$200 + 2.75 % of estimated infrastructure construction costs <sup>(1)</sup> (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) <sup>(2)</sup>	2 (24" x 36") 2 Drainage Calculations Detailed Spreadsheet of the Estimated Infrastructure Costs 1 Electronic <sup>(5)</sup>
1113	Plats (Final Plat, Replat, Right of Way Dedication Plat)	\$200	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1114	Lot Split	\$65	3 Survey Plats & Legal Descriptions 1 New Deed 1 Original Deed
1135	Site Plans	\$200 <sup>(3)</sup>	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1135	Landscape Plans	\$200 <sup>(3)</sup>	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1137	Rezoning <sup>(4)</sup>	\$200 <sup>(3)</sup>	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup> 1 List of Surrounding Property Owners 4 Sets of Mailing Labels
1161	Concept PUD Plans <sup>(4)</sup>	\$3,300	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1161	Final PUDs	\$200	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1170	Downtown Overlay District	\$40	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup>
1172	Conditional Use Permit	\$200	2 (24" x 36") + 12 (11" x 17") +1 Electronic <sup>(5)</sup> Documents requested in section 1172.2
137.03	Special Meeting	\$660 + Application Fee	Depends Upon Type of Application.
1188.8	Small Cell Facility	\$200	2 (24" x 36") + 2 (11" x 17") +1 Electronic <sup>(5)</sup>

(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.

## 2024 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
<b>MEETING DATE</b>	<b>DEADLINE (B)</b>	<b>DEADLINE (A)</b>
<b>January 2, 2024</b>	<b>December 6, 2023</b>	<b>November 29, 2023</b>
February 6, 2024	January 17, 2024	January 3, 2024
March 5, 2024	February 14, 2024	January 31, 2024
April 2, 2024	March 13, 2024	February 28, 2024
May 7, 2024	April 17, 2024	March 27, 2024
June 4, 2024	May 15, 2024	May 1, 2024
July 2, 2024	June 12, 2024	May 29, 2024
August 6, 2024	July 17, 2024	July 3, 2024
September 3, 2024	August 14, 2024	July 31, 2024
October 1, 2024	September 11, 2024	August 28, 2024
November 5, 2024	October 16, 2024	October 2, 2024
December 3, 2024	November 6, 2024	October 30, 2024
<b>January 7, 2025</b>	<b>December 11, 2024</b>	<b>November 4, 2024</b>

Dates subject to change