



# Planning & Development Application

www.cityofmascotte.com

Incomplete applications will not be processed  
(return to City Clerk via mail, e-mail, or hand delivery)

Revised 07.16.2025

<b>Project Name</b>			
<b>Application Number(s)</b> (to be filled out by City)			
<b>Property address and/or physical location</b>			
<b>County Property Appraiser Tax Parcel ID number(s)</b>		<b>AltKey</b>	
_____ - _____ - _____ - _____ - _____		OR _____	
<b>Applicant is:</b> _____ <b>Owner</b> _____ <b>Developer</b> _____ <b>Lessee</b> _____ <b>Agent</b> _____ <b>Property Optionee</b>			
<b>Applicant - Contact</b> / address / phone / e-mail		<b>Type of application:</b> Check all that apply and use the appropriate supplemental form(s) to provide relevant information. <input type="checkbox"/> Annexation (ANX) <input type="checkbox"/> Comprehensive Plan Amendment (CPA)* <input type="checkbox"/> Final Development Plat (FDP)* <input type="checkbox"/> Lot Split / Boundary Line Adjustment (LS)* <input type="checkbox"/> Misc. Zoning Verification Letter <input type="checkbox"/> Other Development Application (D-AP) <input type="checkbox"/> Planned Dev't / Dev't Agreement (PD / DA)* <input type="checkbox"/> Site Development Permit <input type="checkbox"/> Site Development Plan (SIT)* <input type="checkbox"/> Special Exception – Conditional Use (SPX) <input type="checkbox"/> Subdivision Development Plan (SDP)* <input type="checkbox"/> Vacation of ROW / Easement (VAC) <input type="checkbox"/> Variance / Waiver (VAR) <input type="checkbox"/> Vested Rights Determination <input type="checkbox"/> Zoning Map Amendment / Rezoning (ZMA)* <i>*Contact the Planning Dept. for Sufficiency Checklists</i>	
* Will receive all correspondence from the City			
<b>Property Owner</b> / address / phone / e-mail			
<b>Consultant</b> / address / phone / fax / e-mail			
<b>Current Zoning</b>	<b>Proposed Zoning</b>	<b>Parcel Size (sf/ac)</b>	<b>Proposed # of Lots</b>
<b>Current Use / Proposed Use</b>		<b>Gross Floor Area (sf)</b>	<b>Proposed Sq. Ft. of Buildings</b>
<b>Current Future Land Use (FLU) Designation</b>		<b>Proposed Future Land Use (FLU) Designation</b>	
<b>Summary of project or proposed use</b> (Attach additional sheets as necessary)			

I certify that the information and exhibits submitted are correct to the best of my knowledge, and that I am acting with the knowledge and consent of all parties involved in the project. I understand there may be additional fees required to complete the application review process.

<b>Applicant Signature / Date</b>
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The petition of the undersigned certifies that I/We hereby respectfully request that the City of Mascotte perform the required reviews, hold the required public hearing(s), prepare and adopt the appropriate resolutions or ordinances in order to grant said petition.



# Ownership Affidavit

For Land Development, Site Improvements, or Occupancy

www.cityofmascotte.com

(return to City Clerk via mail, e-mail, or hand delivery)

Revised 07.16.2025

Project/Business Name (must match project or business name)

I, \_\_\_\_\_ (“Applicant/Agent”), being sworn and under oath, say:

1. That I have full authority to execute this Ownership Affidavit on behalf of the below-named Owner.

2. That I am the authorized representative of the Owner, requesting approval for the application this affidavit is attached to on the real property located at:

**Property Address/Altkey:**

3. That the Owner has given full and complete permission for me to act on its behalf to seek the approval as set out in the accompanying application(s).

4. That the Owner has fee simple ownership in the property described in the attached verified legal description form or address supplied by the Applicant/Agent.

*I further state that I am familiar with the nature of an oath and with the penalties as provided by federal and state law for falsely swearing to statements made in a document of this nature and understand that any and all approvals by the City of Mascotte on the real property described herein may become null and void for falsely swearing to statements made in this Affidavit. I further certify that I have read and understand this Affidavit.*

**APPLICANT/AGENT**

\_\_\_\_\_  
 Applicant/Agent Signature (above)  
 Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_

Personally Known OR Produced Identification  
 Type of Identification: \_\_\_\_\_

\_\_\_\_\_  
 Notary Public Signature (above)

My Commission Expires: \_\_\_\_\_

**OWNER**

\_\_\_\_\_  
 Property Owner Signature (above)  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_

Personally Known OR Produced Identification  
 Type of Identification: \_\_\_\_\_

\_\_\_\_\_  
 Notary Public Signature (above)

My Commission Expires: \_\_\_\_\_



# Development Application Review Fee Schedule

## Review Administration Fees are Non-Refundable

Ordinance 2013-02-511; Resolution 2024-10-83

*Fees listed below include both fees for City (Administration) and prepaid fees for City (Consultant) reviews. Consultant review fees that are not incurred will be refunded to the applicant; however, consultant review fees incurred above the prepaid amount will be assessed to the applicant prior to the issuance of a final development order, recorded development agreement, signing of the recorded plat, or issuance of site development or building permit.*

Application		Fee Calculation	Admin. Fee	Consultant Deposit
Annexation	ANX	Greater than 5 acres	\$1,200	\$5,000
		Less than 5 acres	\$750	\$2,500
Lot Split / Combo	LS	Lot split or Combination not requiring plat	\$250	\$1,250
Building Permit		Misc. Zoning Verification (Residential and/or Non-Residential)	\$25 / \$50	
		Site Development Permit (Site Development Residential subdivision and/or Non-Residential) <i>Please note: Construction costs will be calculated using the "Building Valuation Data" chart as published in the Building Safety Journal. A publication of the International Code Council, or the contracted price, whichever is greater.</i>	\$250 for the first \$10,000 of construction cost or fraction thereof, plus \$7 for each additional \$1,000 of construction cost or fraction thereof up to \$500,000; Plus \$5.50 for each additional \$1,000 of construction cost or fraction thereof from \$500,001-\$2,000,000; Plus \$4 for each additional \$1,000 of construction cost or fraction thereof greater than \$2,000,000.	
Comprehensive Plan Amendment	CPA	Small-Scale (Less than 50 acres)	\$1,200	\$5,000
		Large-Scale (Greater than 51 acres)	\$2,000	\$5,000
		Text Amendment (Per Comp Plan / LDC element)	\$1,200	\$5.00
Planned Unit Development	PUD	Development Agreement	\$1,500	\$5,000
		Residential	\$1,200 + \$10 (Less than 499 units) \$1,200 + \$5 (Greater than 500 units)	\$5,000
		Non-Residential	\$1,200 + \$10 / 1,000 sf of building + impervious area	\$5,000

Site Development Plan	SIT	Small Scale Industrial or Non-Residential (less than 300 sf of building or 500 sf of impervious surface)	\$500	\$1,000
		Minor Industrial or Non-Residential	\$750	\$5,000
		Major Industrial or Non-Residential (greater than 4,000 sf building or 5,000 sf impervious surface)	\$1,500 + \$20 / 1,000 of building + impervious area	\$5,000
		Preliminary Non-Residential	\$750 / parcel	\$5,000
Subdivision Development Plan	SDP	Single Family Residential	\$1,500 + \$20 / lot	\$5,000
		Multi-Family Residential	\$1,200 \$10 / unit	\$5,000
Special Exception and/or Conditional Use	SPX	Per Business Use Classification Code	\$1,200	\$5,000
Final Development Plat	FDP	Residential	\$750 + \$10 per	\$5,000
		Non-Residential	\$1,200 / parcel	\$5,000
Vacate ROW Vacate Plat Vacate Easement	VAC	Per vacation request	\$500	\$5,000
Variance Waiver	VAR	Per zoning element variance Waiver is requested for	\$500	\$5,000
Vested Rights	VRD	Determination process	\$3,000	\$5,000
Zoning Map Amendment	ZMA	Residential designation request (single unit parcel)	\$500	\$1,500
		Non-Residential / Planned-Unit designation request	\$1,200	\$5,000

*Planning and development application fees set forth above, which are necessary for reimbursement of the City for City employee clerical time to administratively review and process application documents during the review process, are non-refundable. Such application fees shall be delivered to and collected by the City at the time of submission of each application as defined above. The City Manager retains the right to reduce or eliminate any or all application or consultant deposit fees on a project-by-project basis. The City Council retains the right to enforce or dismiss mandatory collection of fees overall.*



## City of Mascotte Meeting Deadlines FY 2026-2027

<b>Agenda Supporting Documents (Due from Applicant)</b>	<b>Agenda Deadline (Due from Planner)</b>	<b>City Council &amp; Local Planning Agency Meeting</b>
February 12, 2026	February 19, 2026	March 3, 2026
February 26, 2026	March 5, 2026	March 17, 2026
March 19, 2026	March 26, 2026	April 7, 2026
April 2, 2026	April 9, 2026	April 21, 2026
April 16, 2026	April 23, 2026	May 5, 2026
April 30, 2026	May 7, 2026	May 19, 2026
May 14, 2026	May 21, 2026	June 2, 2026
May 28, 2026	June 4, 2026	June 16, 2026
June 18, 2026	June 25, 2026	July 7, 2026
July 2, 2026	July 9, 2026	July 21, 2026
July 16, 2026	July 23, 2026	August 4, 2026
July 30, 2026	August 6, 2026	August 18, 2026
August 20, 2026	August 27, 2026	Sept 9, 2026 (Wed)
September 3, 2026	September 10, 2026	Sept 23, 2026 (Wed)
September 17, 2026	September 24, 2026	October 6, 2026
October 1, 2026	October 8, 2026	October 20, 2026
October 15, 2026	October 22, 2026	TBA
October 29, 2026	November 5, 2026	November 17, 2026
November 12, 2026	November 19, 2026	December 1, 2026
November 25, 2026	December 3, 2026	December 15, 2026
December 10, 2026	December 23, 2026	January 5, 2027
December 30, 2026	January 7, 2027	January 19, 2027
January 14, 2027	January 21, 2027	February 2, 2027
January 28, 2027	February 4, 2027	February 16, 2027