



Planning & Development Application

Incomplete applications will not be processed

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

Project name			
Application Number(s) (to be filled out by City)			
Property address and/or physical location			
County Property Appraiser Tax Parcel ID number(s)			
Applicant is: _____ Owner _____ Developer _____ Lessee _____ Agent _____ Property Optionee			
Applicant - Contact / address / phone / fax / e-mail		Type of application: Check all that apply, and use the appropriate supplemental form(s) to provide relevant information. <ul style="list-style-type: none"> <input type="checkbox"/> Annexation (ANX) <input type="checkbox"/> Misc. Zoning Verification <input type="checkbox"/> Building Permit-Site Development <input type="checkbox"/> Comprehensive Plan Amendment (CPA)* <input type="checkbox"/> Planned Unit Development (PUD)* <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"/> Final Development Plat (FDP)* <input type="checkbox"/> Vacation of ROW/Easement (VAC) <input type="checkbox"/> Variance / Waiver (VAR) <input type="checkbox"/> Vested Rights <input type="checkbox"/> Zoning map amendment/Rezoning (ZMA)* <p><i>*Contact the Planning Dept. for Sufficiency Checklists</i></p>	
*Will receive all correspondence from the City			
Property Owner / address / phone / fax / e-mail			
Consultant / address / phone / fax / e-mail			
Current zoning	Proposed zoning	Parcel size (sf/ac)	Proposed # of lots
Current use		Gross floor area (sf)	Proposed # of buildings
Current future land use (FLU) designation		Proposed future land use (FLU) designation	
Summary of project or proposed use (Use separate sheet if 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.

Applicant signature / date

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 ordinances in order to grant said petition.

Development Application Review Fees

REVIEW ADMINISTRATION FEES ARE NON-REFUNDABLE

Ordinance 2013-02-511; Resolution 2019-07-688

		<i>Fees listed below include both direct fees for City of Mascotte administration (Administration) and prepaid fees for City Planning and City Attorney reviews (Consultant). City Planning and City Attorney review fees that are not incurred will be refunded to the applicant; however City Planning and City Attorney 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 building permit.</i>		
		FEE CALCULATION	ADMIN. FEE	CONSULTANT DEPOSIT
Annexation	ANX	Greater than 5 acres	\$1,200	\$5,000
		Less than 5 acres	\$750	\$2,500
Building Permit		Misc. Zoning Verification (Residential / Non-Residential)	\$25 / \$50	
		Site Development Permit (Site Development Residential Subdivision / Non-Residential) <i>[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 10 acres)	\$1,200	\$5,000
		Large-Scale (greater than 10 acres)	\$2,000	\$5,000
		Text Amendment (Per Comp Plan / LDC element)	\$1,200	\$5,000
Planned Unit Development	PUD	Development Agreement	\$1,200	\$5,000
		Residential	\$1,200 + \$10 (≤499 units) + \$5 (≥500 units) / lot	\$5,000
		Non-Residential	\$1,200 + \$10 / 1,000sf of building + impervious area	\$5,000

		Amendment	\$1,500	\$5,000
Site Development Plan	SIT	De Minimis Industrial or Non-Residential Site Plan Review (less than 300sf of building or 500sf of impervious surface)	\$500	\$1,000
		Minor Industrial or Non-Residential Site Plan Review	\$750	\$5,000
		Major Industrial or Non-Residential Site Plan Review (greater than 4,000sf building or 5,000sf impervious)	\$1,500 + \$20 / 1,000sf of building + impervious area	\$5,000
		Preliminary Non-Residential Site Development	\$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 / Conditional Use	SPX	Per Business Tax 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 / Plat / Easement	VAC	Per vacation requested	\$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	\$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.

APPLICANT AFFIDAVIT

NOTE: IF THE PERSON WHO IS REQUESTING THE CITY TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING CITY COUNCIL TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS THE OWNER OF THE PROPERTY PLEASE DISREGARD THIS SECTION.

I am the owner of the property located at: _____

If owner is authorizing an agent please fill out the following. If not, please skip this section.

I hereby authorize: _____
to represent me on the above application process. This includes all required approvals and submittals. I authorize the above person to represent me before the city in any way pertaining to this application.

Owner's signature: _____

Sworn to and subscribed before me, this the _____ day of _____, 20__ by _____
_____, who is personally known to me or has produced
_____ as identification, and who took an oath.

Notary Public

(print name if notary stamp does not produce a printed name)

My commission expires: _____