



**CITY OF DELAWARE, OHIO
PLANNING & COMMUNITY DEVELOPMENT
MASTER APPLICATION FORM**



Project # _____ Case # _____

Planning Commission

- | | | |
|--|---|---|
| <input type="checkbox"/> Amended Final Development Plan | <input type="checkbox"/> Final Development Plan Extension | <input type="checkbox"/> Substitution of a Non- Conforming Use |
| <input type="checkbox"/> Amended Final Subdivision Plat | <input type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley |
| <input type="checkbox"/> Amended Preliminary Development Plan | <input type="checkbox"/> Final Subdivision Plat Extension | <input type="checkbox"/> Vacation-Easement |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat | <input type="checkbox"/> Floodplain Permit | <input type="checkbox"/> Vacation-Street |
| <input type="checkbox"/> Annexation Review | <input type="checkbox"/> Lot Split | <u>Board of Zoning Appeals</u> |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Preliminary Dev Plan Extension | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Sub Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Determination of Similar Use | <input type="checkbox"/> Preliminary Sub Plat Extension | |
| <input type="checkbox"/> Development Plan Exemption | <input type="checkbox"/> Rezoning | |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name _____ Address _____

Acreage _____ Square Footage _____ Number of Lots _____ Number of Units _____

Zoning District/Land Use _____ Proposed Zoning/Land Use _____ Parcel # _____

Applicant Name _____ Contact Person _____

Applicant Address _____

Phone _____ Fax _____ E-mail _____

Owner Name _____ Contact Person _____

Owner Address _____

Phone _____ Fax _____ E-mail _____

Engineer/Architect/Attorney _____ Contact Person _____

Address _____

Phone _____ Fax _____ E-mail _____

The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

Owner Signature

Owner Printed Name

Agent Signature

Agent Printed Name

Sworn to before me and subscribed in my presence this _____ day of _____, 20__.

Notary Stamp

Notary Public

SCHEDULE OF FEES
(Ord. 04-199 -- December 20, 2004)

1. All fees shall be paid in full at the time of application submittal.
2. If an application is withdrawn, reimbursement of paid fees shall be made as follows:
 - a) A minimum handling fee of \$25 will not be returned.
 - b) If an application requires a legal advertisement and that advertisement has been placed, an additional paid fee of 25 percent of the total fee or an additional \$100 will be retained, whichever is less.
 - c) If the application has been heard by the appropriate Board or Commission, an additional paid fee of 25 percent of the total fee or an additional \$100 will be retained, whichever is less.
 - d) All remaining fees will be reimbursed to the Applicant.

Application	Fee	
	Single-Family Lot	All Other Development ¹
Comprehensive Plan Amendment	\$500	\$500
Rezoning	\$250	\$500 plus \$100 per acre
Concept Plan	Non-applicable ²	\$500
Preliminary Development Plan	Non-applicable	\$750 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Final Development Plan	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Combined Preliminary & Final Development Plans	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Development Plan Exemption	Non-applicable	\$500
Development Plan Amendment	Non-applicable	\$750
Development Plan-Approval Deadline Extension	Non-applicable	\$500
Conditional Use Permit (Planning Commission or Board of Zoning Appeals)	\$150	\$500
Variance (Zoning)	\$150	\$300 for the first variance and \$50 for each subsequent variance
Substitution of a Non-Conforming Use	\$25	\$200
Appeal of an Administrative Decision	\$25	\$200
Certificate of Appropriateness	\$50	\$50
Temporary Use Permit for a Model Home, Model Apartment, Temporary Sales Office, or Construction Trailer	Non-applicable	\$75 (plus \$50 Building Division Fee)
Temporary Use Permit for all Other Uses	No Fee	\$25
Code Interpretation/ Determination	\$25	\$100
Determination of a Substantially Similar Use	Non-applicable	\$75
Variance: Extension of the Approval Deadline	\$25	\$150
Preliminary Plat	Non-applicable	\$750 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Final Plat	Non-applicable	\$1,000 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Amended Plat (Preliminary or Final Plat)	Non-applicable	\$750
Extension of the Plat Approval Deadline	Non-applicable	\$500
Subdivision Variance	Non-applicable	\$300 for the first variance and \$50 for each subsequent variance
Lot Split (Minor Subdivision)	\$75	\$100 plus \$50 per lot to be split
Floodplain Use Permit	\$100	\$300
Floodplain Letter of Interpretation	\$50	\$200
Alley, Street, or Easement Vacation	\$100	\$250
Tree Clearance Permit	Non-applicable ³	\$150
Sign Permit	Non-applicable	\$25.00 plus \$0.50 per each sq ft of sign area
Annexation Review	\$50	\$500

¹ Includes single-family subdivision plats.

² "Non-Applicable" means that the noted application does not apply to an existing single-family lot. If the code is amended to extend an application to single-family lots, then the appropriate fee must be established.

³ If single-family lot of two acres or less existing prior to Aug 13, 2001.