

**APPLICATION REQUIREMENTS FOR AMENDMENT
TO THE OFFICAL LOCALLY ADOPTED ZONING
ORDINANCE, COMPREHENSIVE PLAN, AND
STAGE I/STAGE II DEVELOPMENT PLAN REVIEWS**

For questions, clarification, and confirmation of meeting date, please call the PDSKC Planning & Zoning Department at (859) 331-8980.

All required items must be submitted by the published deadline for the desired KCPC Public Hearing.

TEXT AMENDMENT

- The chapter and section number of the proposed text amendment (may attach separate sheet)
- The specific wording of the proposed text amendment (may attach separate sheet)
- A one-page letter explaining the request
- A completed signed application and fee

MAP AMENDMENT/STAGE I DEVELOPMENT PLAN

- A legal Description of the subject property – *This can be either a Metes and Bounds survey or a copy of the deed*
- The names and addresses of the owner(s) of the properties adjacent to the subject property – *This can be obtained from the Kenton County Property Valuation Administrator (PVA)*
- 24 copies of the development plan – *These must meet the requirements of the local zoning ordinance*
- The address of the property
- A letter from the property owners authorizing the applicant to submit the application on their behalf (If applicable)
- A digital copy of development plans (not required for complete application)
- Completed, signed application and fee

STAGE II DEVELOPMENT PLAN

- A legal description of the subject property – *This can be either a Metes and Bounds survey or a copy of the deed*
- 3 copies of a development plan *which meets the requirements of the local zoning ordinance.*
- Completed signed application and fee
- A letter from the property owners authorizing the applicant to submit the application on their behalf (If applicable)

FY18 FEE SCHEDULE

Rezoning		Additional Information:	FY18
Map Amendments	FY18	PLUS	
<ul style="list-style-type: none"> • to a residential use 	\$1,318.20	\$2.03 per acre or fraction; 1st class postage for each adjacent property owner	\$1,054.56
<ul style="list-style-type: none"> • to a commercial use 		\$30.42 per acre or fraction; 1st class postage for each adjacent property owner	
<ul style="list-style-type: none"> • to an industrial use 		\$30.42 per acre or fraction; 1st class postage for each adjacent property owner	
<ul style="list-style-type: none"> • to a PUD 		\$2.03 per acre or fraction; 1st class postage for each adjacent property owner	
Text Amendment	\$210.91		\$52.73
Comp Plan Amendment	\$210.91		
Stage II Development Plan	\$527.28		

• Additional acreage fees shall not exceed per application:

• Additional acreage fees shall not apply to political jurisdictions seeking to rezone recently-annexed land.

• Applicants withdrawing an application prior to 22 days before the public hearing shall be refunded a portion of the total fees paid for the **map amendment**.

• Applicants withdrawing an application prior to 22 days before the public hearing shall be refunded a portion of the total fees paid for the **text amendment**.

• Applicants withdrawing an application within 22 days before the public hearing shall not be entitled to refund.

• Applicants seeking a postponement or continuance of a public hearing shall be assessed an additional charge plus the cost of advertising the change.

• Applicants shall not be granted more than one postponement or continuance per application.

*****FILING FEES SHALL ACCOMPANY THE APPLICATION. MAKE CHECKS PAYABLE TO "KCPC"*****

We strongly encourage that all documents or additional information intended to be presented for review at the public hearing be submitted by the applicant to staff *at least 10 days prior to that public hearing*. The Planning commission may reject additional information or table any issue due to new information that is submitted at the time of public hearing that may be of such an amount or technical nature that it cannot be reasonably read and understood, unless the new document/information is being submitted only to contradict evidence presented at the public hearing.

KCPC Application Submission Deadline	5:00 p.m. 28 days prior to the Public Hearing 5:00 p.m. 36 days prior to the Public Hearing (map amendments submitted by city/county only)
KCPC Meeting Dates	6:15 p.m. the FIRST Thursday of each month
Legislative Body Meeting Dates	*Vary by Jurisdiction – Please follow up with the City/County where your issue is located for those dates and times.

MEETING DATES AND DEADLINES

FY18 Meeting Dates (6:15 p.m)	Submittal Deadline for Map Amendments / Stage I Development Plans / Text Amendments (5:00 p.m.)	Submittal Deadline for Map Amendments Submitted by Local Jurisdiction (5:00 p.m.)	Legislative Body Meetings
July 6, 2017	June 8, 2017	May 31, 2017	Varies by Jurisdiction – Please follow up with the City/County where your issue is located for those dates and times.
August 3, 2017	July 6, 2017	June 28, 2017	
September 7, 2017	August 10, 2017	August 2, 2017	
October 5, 2017	September 7, 2017	August 30, 2017	
November 2, 2017	October 5, 2017	September 27, 2017	
December 7, 2017	November 9, 2017	November 1, 2017	
January 4, 2018	December 7, 2017	November 29, 2017	
February 1, 2018	January 4, 2018	December 27, 2017	
March 1, 2018	February 1, 2018	January 24, 2018	
April 5, 2018	March 8, 2018	February 28, 2018	
May 3, 2018	April 5, 2018	March 28, 2018	
June 7, 2018	May 10, 2018	May 2, 2018	

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TO BE COMPLETED BY PDS STAFF
PC: ACCEPTED BY:
DATE ACCEPTED:
PUBLIC HEARING DATE:

1. **Applicant** Name

Complete Address

Area Code & Phone

2. **Owner** Name

(If different
than applicant) Complete Address

Area Code & Phone

3. **Name of applicable local unit(s) of government**

4. **If Zoning or Comprehensive Plan Map Amendment or Stage I/Stage II Development Plan review:**

- Location (General Description or Address)

- Present Zoning Designation Request (Consider Change To)
- Present Comprehensive Plan Designation

Request (Consider Change To)

5. **If Zoning or Comprehensive Plan Text Amendment:**

- Identify Applicable Chapter, Section, Etc., being proposed for amendment
- Requested Amendment (specific wording may be attached, if space is inadequate)

6. **Fee paid**

7. The foregoing information and attachments are true and accurate to the best of my knowledge.

Date

Signature of Applicant

Print Name

I acknowledge that someone able to represent this request will be present at the Planning Commission meeting. If no one is present I acknowledge that I run the risk of receiving an unfavorable recommendation due to a lack of information (Initial Here)