



**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 ****See Page 4 Worksheet to Calculate 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 ****See Page 4 Worksheet to Calculate 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:	FY19
Map Amendment/Stage I	FY19		
		• Additional acreage fees shall not exceed per application:	\$1,076.71
• to a residential use	\$1,345.88	• Additional acreage fees shall not apply to political jurisdictions seeking to rezone recently-annexed land.	
• to a commercial use		• Applicants withdrawing an application prior to 22 days before the public hearing shall be refunded a portion of the total fees paid for the Stage I /map amendment.	\$476.86
• to an industrial use		• 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.	\$132.25
• to a PUD		• Applicants withdrawing an application within 22 days before the public hearing shall not be entitled to refund.	
Text Amendment		• Applicants seeking a postponement or continuance of a public hearing shall be assessed an additional charge plus the cost of advertising the change.	\$150.00
Comp Plan Amendment		• Applicants shall not be granted more than one postponement or continuance per application.	
Stage II Development Plan			

*****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 5, 2018	June 7, 2018	May 30, 2018	Varies by Jurisdiction – Please follow up with the City/County where your issue is located for those dates and times.
August 2, 2018	July 5, 2018	June 27, 2018	
September 6, 2018	August 9, 2018	August 1, 2018	
October 4, 2018	September 6, 2018	August 29, 2018	
November 1, 2018	October 4, 2018	September 26, 2018	
December 6, 2018	November 8, 2018	October 31, 2018	
January 10, 2019	December 6, 2018	November 28, 2018	
February 7, 2019	January 2, 2019	January 2, 2019	
March 7, 2019	January 30, 2019	January 30, 2019	
April 4, 2019	March 7, 2019	February 27, 2019	
May 2, 2019	April 4, 2019	March 27, 2019	
June 6, 2019	May 9, 2019	May 1, 2019	



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

1. **Applicant** Name _____

Complete Address _____

Street Address _____ City _____ State _____ Zip Code _____

Area Code & Phone _____ Email _____

Street Address _____

2. **Owner** Name _____

(If different than applicant) Complete Address _____

Street Address _____ City _____ State _____ Zip Code _____

Area Code & Phone _____ Email _____

Street Address _____

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/Address/PIDN) _____ PIDN _____
General Description _____

- 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** YES _____ NO _____

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)

MAP AMENDMENT APPLICATION FEE WORKSHEET

Please complete the below worksheet to determine your application fee.

Map Amendment/Stage I Base Rate

Acreage Fee for Residential/PUD per acre
or fraction thereof X =

Acreage Fee for Commercial/Industrial per
acre or fraction thereof X =

Total Number of Adjoining Property Owners X =

APPLICATION FEE TOTAL

*****We accept cash, credit or check payable to 'KCPC'*****