

VILLAGE OF SOUTH LEBANON PLANNING COMMISSION APPLICATION

1. Application Type: (check the appropriate box) (all plans must be folded when submitted)

<input type="checkbox"/>	Draft Plan-Discussion Only	<input type="checkbox"/>	Preliminary PUD
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Final PUD
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Construction Drawings. (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Lot Split
<input type="checkbox"/>	Preliminary Plat (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Conditional Use
<input type="checkbox"/>	Final Plat or Replat	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Right-of-Way Dedication Plat	<input type="checkbox"/>	Other:

(See Page 3 for complete Fee Schedule and Submittal Requirement Information)

2. Development Information:

Development/Business Name:			
Type of Business/Project Description:			
Location:		Size of Building:	
Current Zoning:		Rezone to:	
Total Acreage:		Acres to be Rezoned:	
Number of Employees:		Number of Fleet Vehicles:	
Current Owner of the Property		Project Contact (Architect, Engineer, Planner)	
Name:		Name:	
Address:		Address:	
City:	State:	Zip:	City: State: Zip:
Telephone:	Fax:	Telephone:	Fax:
Applicant(s):			
Address:			
City:	State:	Zip:	
Telephone:	Fax:		
Please Print Applicant's Name Here: _____			
* Applicant's Signature: _____			
* Applicant is responsible for payment of all fees (See Fee Schedule and Footnotes on Pages 3 and 4 respectively.)			

TO BE COMPLETED BY THE VILLAGE OF SOUTH LEBANON

Application Number: _____ Date of Planning Commission Meeting: _____
 Fee Paid: _____ Drawn: _____ Check #: _____ Date: _____ Initial: _____
 Legal Notices Advertised: _____ Mailed to Surrounding Property Owners: _____

3. Rezoning and Preliminary PUD Plan Requests

Surrounding Property Owners: Please list the names and addresses of all **Owners of Real Property** within 300 feet of any part of the property as such names and addresses appear on the most recent tax duplicate on 2 sets of mailing labels. (See submittal requirements on page 3).

4. Signatures Required

By signing this application, I attest under penalty of law that all the information given above is correct to the best of my knowledge.

Please Print Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

5. Fee Determination for Construction Drawings and Preliminary Plat Submittals

Please create a detailed breakdown of the estimated infrastructure breakdown cost for the project and attach it to this application. For Construction Drawings complete Item 1 and for Preliminary Plats complete Item 2.

Total Infrastructure Cost \$ _____ (A)

1 – Construction Drawing Fee Breakdown

1.25% of Total Infrastructure Cost* (Line A x 0.0125) \$ _____ (B)

1.50% of Total Infrastructure Cost** (Line A x 0.015) + \$ _____ (C)

Application Fee + \$ 150.00 (D)

Total Construction Drawing Fee (Line B + C + D) \$ _____ (E)

2 – Preliminary Plat Fee Breakdown:

0.25% of Total Infrastructure Cost* (Line A x 0.0025) \$ _____ (F)

Application Fee + \$ 150.00 (G)

Total Preliminary Plat Fee (Line F + G) \$ _____ (H)

Total Paid with Application/Submittals (Line E+H) \$ _____

* Due upon submittal

** Due prior to construction

6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees ⁽³⁾⁽⁴⁾	Submittal Requirements
Article 20 Article 14	Preliminary Plats Final PUDs	\$150 + 0.25% of estimated infrastructure construction costs ⁽¹⁾	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs ⁽¹⁾ (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	4 Copies ⁽⁵⁾ 2 Drainage Calculations 2 Detailed Spreadsheet of the Estimated Infrastructure Costs
Article 20	Final / Dedication Plats	\$350	10 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats ⁽⁵⁾ & Legal Descriptions 1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 5	Variances / Appeals	\$400	8 Copies + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 1 Set of Mailing Labels
Article 14	Preliminary PUD Plans	\$2,500 + \$20 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 14	Final PUD Plans	Site Plan Review Fees Apply	Site Plan Review Submittal Requirements Apply
Article 6	Conditional Use / Similar Use	\$250 + applicable site plan fee	15 Copies + 1 Copy Ledger Paper ⁽⁵⁾
Article 3	Zoning Permit	\$250 + \$0.03 per square foot of building area (Village water tap and inspection fee required if utilizing Village Water [proof of payment of County tap fee if utilizing County Water]; Village sewer tap and inspection fee also required)	5 Copies
Article 3	Temporary Use Permit	\$50	5 Copies
Article 3	Certificate of Occupancy	\$50	3 Copies
Ord. No: 2008-14; Permit App.	Flood Hazard Area Development Permit	\$50	3 Copies of Permit Application w/ applicable submittal requirements (stated on Page 2 of 2 of Permit Application + Engineering "No Rise" Certification (if applicable))
	Special Meeting	\$500 + Application Fee, if any ⁽⁶⁾	Depends Upon Type of Application or Meeting Requested

FOOTNOTES TO FEE SCHEDULE

- (1) Infrastructure construction costs include all infrastructure costs associated with a development including, but not limited to, drainage facilities, sanitary sewers, waterlines, grading, excavation, and street improvements.
- (2) Any inspection conducted outside the normal eight-hour workday of Monday through Friday, excluding holidays, 8:00 a.m. until 4:30 p.m., shall be charged at one and a half (1.5) times the standard rate. The Village reserves the right to charge fees in addition to the fees specified in the table above if, due to the applicant's responsibility, excessive review and/or field inspections are necessary, and as determined by the Village Engineer. Such fees for review and field inspection by Village staff shall be charged at the standard rate of forty dollars (\$40) per hour, plus a three-fourths (.75) hour charge for travel time. Any review and inspection completed by consultants on behalf of the Village shall be charged to the applicant at the same rate charged by the consultants. Performance and maintenance bonds will not be released until payment of all fees is received.
- (3) Any review and inspection completed by consultants on behalf of the Village shall be charged to the applicant at the same rate charged by the consultants. The applicant shall pay the difference when consultant fees charged to the Village are in excess of the established Fee Schedule base amounts. Final approvals will be held until all fees charged by consultants are paid-in-full by the applicant.
- (4) The fee for review of a revised application shall be sixty (60) percent of the fee specified for the initial or first review of such application.
- (5) All plans must be folded to fit a legal sized file folder with the title showing in the lower right-hand corner.
- (6) Special meetings that require one or more of the Village's consultants to attend shall require payment of the special meeting fee before the meeting is scheduled. Examples of special meetings include staff meetings and non-scheduled Planning Commission meetings requested by an applicant and/or developer.

SEE PAGE 5 OF 5 FOR PLANNING COMMISSION DEADLINES FOR SUBMITTAL

7. Planning Commission deadlines for submittal 2009-2010

Planning Commission Meeting Date⁽¹⁾⁽²⁾	Applications for Final Plats, Final PUDs, Dedication Plats/Replats, Site Plans, Rezoning and Landscape Plans Due:	Applications for Preliminary PUD, Rezoning, Preliminary Plats, Due:
Tuesday, January 13, 2009	Wednesday, December 24, 2008	Friday, December 12, 2008
Tuesday, February 10, 2009	Wednesday, January 21, 2009	Friday, January 09, 2009
Tuesday, March 10, 2009	Wednesday, February 18, 2009	Friday, February 06, 2009
Tuesday, April 14, 2009	Wednesday, March 25, 2009	Friday, March 13, 2009
Tuesday, May 12, 2009	Wednesday, April 22, 2009	Friday, April 10, 2009
Tuesday, June 09, 2009	Wednesday, May 20, 2009	Friday, May 08, 2009
Tuesday, July 14, 2009	Wednesday, June 24, 2009	Friday, June 12, 2009
Tuesday, August 11, 2009	Wednesday, July 22, 2009	Friday, July 10, 2009
Tuesday, September 08, 2009	Wednesday, August 19, 2009	Friday, August 07, 2009
Tuesday, October 13, 2009	Wednesday, September 23, 2009	Friday, September 11, 2009
Tuesday, November 10, 2009	Wednesday, October 21, 2009	Friday, October 09, 2009
Tuesday, December 08, 2009	Wednesday, November 18, 2009	Friday, November 06, 2009
Tuesday, January 12, 2010	Wednesday, December 23, 2009	Friday, December 11, 2009
Tuesday, February 09, 2010	Wednesday, January 20, 2010	Friday, January 08, 2010
Tuesday, March 09, 2010	Wednesday, February 17, 2010	Friday, February 05, 2010
Tuesday, April 13, 2010	Wednesday, March 24, 2010	Friday, March 12, 2010
Tuesday, May 11, 2010	Wednesday, April 21, 2010	Friday, April 09, 2010
Tuesday, June 08, 2010	Wednesday, May 19, 2010	Friday, May 07, 2010
Tuesday, July 13, 2010	Wednesday, June 23, 2010	Friday, June 11, 2010
Tuesday, August 10, 2010	Wednesday, July 21, 2010	Friday, July 09, 2010
Tuesday, September 14, 2010	Wednesday, August 25, 2010	Friday, August 13, 2010
Tuesday, October 12, 2010	Wednesday, September 22, 2010	Friday, September 10, 2010
Tuesday, November 09, 2010	Wednesday, October 20, 2010	Friday, October 08, 2010
Tuesday, December 14, 2010	Wednesday, November 24, 2010	Friday, November 12, 2010
<ol style="list-style-type: none"> 1. Complete applications submitted by the deadlines posted above will be processed and placed on the next regularly scheduled Planning Commission meeting. 2. Incomplete applications or applications that do not comply with the minimum Village Zoning Ordinance and/or Subdivision Regulations or applications that are not submitted by the above posted deadlines will not be placed on the next regularly scheduled Planning Commission meeting agenda. 3. The applicant will be notified if his or her application is not accepted for processing. The Village Administrator and/or Zoning Administrator will discuss the reasons why the application was not accepted and the necessary steps required to meet the next meeting deadline. 4. Applicants may request a special Planning Commission meeting. Requests should be made with the Village Administrator at least two weeks in advance of the requested special meeting date. The meeting will be set if approved by the Planning Commission chairperson and if a quorum can be present. A \$500 fee plus applicable application fee must be paid in advance of the meeting (See Fee Schedule and Footnotes to Fee Schedule). 5. Meeting dates are subject to change due to unforeseen scheduling conflicts and holidays. Applicants should call the Village to check meeting dates in advance of the application deadlines. 		