



Community Development Department

Planning Application

Case # _____
 Board _____
 Mtg. Date _____

Project Information	Site Address _____
	Parcel Numbers _____
Acres _____ # of lots created _____	
Choose Application Type	Circle all Details that Apply
<input type="checkbox"/> Appeal	
<input type="checkbox"/> Certificate of Appropriateness	
<input type="checkbox"/> Conditional Use	
<input type="checkbox"/> Development Plan	Preliminary Final Comprehensive Amendment
<input type="checkbox"/> Plat	Preliminary Final
<input type="checkbox"/> Lot Changes	Combination Split Adjustment
<input type="checkbox"/> Minor Commercial Subdivision	
<input type="checkbox"/> Vacation	Easement Street
<input type="checkbox"/> Variance	
<input type="checkbox"/> Extension Request	
<input type="checkbox"/> Zoning	Amendment (rezoning) Text Modification
Description of Request: _____	

Contacts	Property Owner's Name: _____
	Address: _____
City, State, Zip: _____	
Phone number: _____ Fax: _____	
Email: _____	
Applicant's Name: _____	
Address: _____	
City, State, Zip: _____	
Phone number: _____ Fax: _____	
Email: _____	
Signature	Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.
	Signature of Owner _____ Date: _____ Signature of Applicant _____ Date: _____

Fees & Submittal Information

Appeal		250.00	_____
Certificate of Appropriateness			_____
ARB – single and two family residential		100.00	_____
ARB – All other residential or commercial		300.00	_____
ARB - Signage		75.00	_____
Conditional Use		600.00	_____
Development Plan – Preliminary PUD or Comprehensive			_____
Planning fee	First 10 acres	750.00	_____
	Each additional 5 acres or part thereof	50.00 / each	_____
Engineering fee	1-25 lots	155.00 / each	_____
	Minimum fee	1000.00	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each additional lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each additional lot over 51	50.00 / each	_____
Development Plan – Final PUD			_____
Planning fee	First 10 acres	650.00	_____
	Each additional 5 acres or part thereof	50.00	_____
Engineering fee	1-25 lots (minimum fee \$1,000.00)	155.00 / each	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each additional lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each additional lot over 51	50.00 / each	_____
Development Plan – Non-PUD		300.00	_____
Development Plan / Text Amendment		600.00	_____
Plat – Road Preliminary			_____
Planning fee		350.00	_____
Engineering fee	no lots on either side of street	1.00 / LF	_____
	lots on one side of street	.50 / LF	_____
	Minimum fee	1,000.00	_____
Plat – Road Final			_____
Planning fee		350.00	_____
Engineering fee	no lots on either side of street	1.00 / LF	_____
	lots on one side of street	.50 / LF	_____
	Minimum fee	1,000.00	_____
Plat – Subdivision Preliminary			_____
Planning		650.00	_____
	Plus each lot	50.00 / each	_____
Engineering fee	1-25 lots (minimum fee \$1,000.00)	155.00 / each	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each lot over 51	50.00 / each	_____

Fees & Submittal Requirements

Plat – Subdivision Final			
Planning		650.00	_____
	Plus each lot	15.00 / each	_____
Engineering fee	1-25 lots (minimum fee \$1,000.00)	155.00 /each	_____
Engineering fee	26-50 lots	3875.00	_____
	Each lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each lot over 51	50.00 / each	_____
Lot Changes		200.00	_____
Minor Commercial Subdivision		200.00	_____
Vacation (Street or Easement)		1200.00	_____
Variance			
	Non-single family, commercial, subdivision, multiple properties	600.00	_____
	Single Family residence	250.00	_____
	In conjunction with Certification of Appropriateness	100.00	_____
Extension Request		0.00	_____
Zoning			
	Rezoning - First 10 acres	700.00	_____
	Each additional 5 acres or part thereof	50.00 / each	_____
	Rezoning to Rocky Fork Blacklick Accord	250.00	_____
	Text Modification	600.00	_____
Easement Encroachment		800.00	_____