

For questions and clarification, 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.

MAP AMENDMENT/STAGE I DEVELOPMENT PLAN

Completed signed application and fee: **SEE PAGE 2 FOR FEE CALCULATION SHEET**

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)*

A letter from the property owners authorizing the applicant to submit the application on their behalf (If applicable)

A pdf of the required development plan. This can be submitted on CD, Flashdrive or emailed to kcpc@pdskc.org 11x17 prints will be provided for KCPC review. If you want larger prints, please provide 24 copies of your development plans.

Rezoning		
Map Amendments/Rezoning	FY25-26	PLUS
• to a residential use	\$1705.00	\$3.00 per acre or fraction; 1st class postage for each adjacent property owner
• to a commercial use		\$39.00 per acre or fraction; 1st class postage for each adjacent property owner
• to an industrial use		\$39.00 per acre or fraction; 1st class postage for each adjacent property owner
• to a PUD		\$3.00 per acre or fraction; 1st class postage for each adjacent property owner

Additional Information:		FY25-26
• Additional acreage fees shall not exceed per application:		\$1,364.00
• 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		\$533.00
• 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 \$168.00 charge plus the cost of \$68.00 for advertising the change.		\$236.00
• Applicants shall not be granted more than one postponement or continuance per application.		

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.

APPLICANT INFORMATION	NAME:		
	ADDRESS:		
	CITY:	STATE	ZIP
	PHONE:	EMAIL:	
OWNER INFORMATION (If different from applicant)	NAME:		
	ADDRESS:		
	CITY:	STATE	ZIP
	PHONE:	EMAIL:	
PROPERTY LOCATION	PIDN:		
	ADDRESS:		
CITY/COUNTY WHERE PROJECT IS LOCATED:			
PLAN REVIEW CONSIDERATIONS	PRESENT ZONING DESIGNATION		
	REQUESTED ZONING		
	DESCRIPTION OF REQUEST:		

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	3.00	=	
Acreage Fee for Commercial/Industrial per acre or fraction thereof		X	39.00	=	
Total Number of Adjoining Property Owners (For postage fee)		X	.74	=	
APPLICATION FEE TOTAL					

FILING FEES MUST ACCOMPANY THE APPLICATION. Make checks payable to "KCPC" or you may call the PDS office to pay by credit card over the phone. ***A \$25.00 NSF fee will be charged for all returned checks