



Planning & Development Application

www.cityofmascotte.com

Incomplete applications will not be processed
(return to City Clerk via mail, e-mail, or hand delivery)

Revised 07.16.2025

Project Name			
Application Number(s) (to be filled out by City)			
Property address and/or physical location			
County Property Appraiser Tax Parcel ID number(s)		AltKey	
- - - - -		OR - - - - -	
Applicant is: _____ Owner _____ Developer _____ Lessee _____ Agent _____ Property Optionee			
Applicant - Contact / address / phone / e-mail <i>* Will receive all correspondence from the City</i> Property Owner / address / phone / e-mail Consultant / address / phone / fax / e-mail		Type of application: Check all that apply and use the appropriate supplemental form(s) to provide relevant information. <input type="checkbox"/> Annexation (ANX) <input type="checkbox"/> Comprehensive Plan Amendment (CPA)* <input type="checkbox"/> Final Development Plat (FDP)* <input type="checkbox"/> Lot Split / Boundary Line Adjustment (LS)* <input type="checkbox"/> Misc. Zoning Verification Letter <input type="checkbox"/> Other Development Application (D-AP) <input type="checkbox"/> Planned Dev't / Dev't Agreement (PD / DA)* <input type="checkbox"/> Site Development Permit <input type="checkbox"/> Site Development Plan (SIT)* <input type="checkbox"/> Special Exception – Conditional Use (SPX) <input type="checkbox"/> Subdivision Development Plan (SDP)* <input type="checkbox"/> Vacation of ROW / Easement (VAC) <input type="checkbox"/> Variance / Waiver (VAR) <input type="checkbox"/> Vested Rights Determination <input type="checkbox"/> Zoning Map Amendment / Rezoning (ZMA)* <i>*Contact the Planning Dept. for Sufficiency Checklists</i>	
Current Zoning	Proposed Zoning	Parcel Size (sf/ac)	Proposed # of Lots
Current Use / Proposed Use		Gross Floor Area (sf)	Proposed Sq. Ft. of Buildings
Current Future Land Use (FLU) Designation		Proposed Future Land Use (FLU) Designation	
Summary of project or proposed use (Attach additional sheets as necessary)			

I certify that the information and exhibits submitted are correct to the best of my knowledge, and that I am acting with the knowledge and consent of all parties involved in the project. I understand there may be additional fees required to complete the application review process.

Applicant Signature / Date

The petition of the undersigned certifies that I/We hereby respectfully request that the City of Mascotte perform the required reviews, hold the required public hearing(s), prepare and adopt the appropriate resolutions or ordinances in order to grant said petition.



Ownership Affidavit

For Land Development, Site Improvements, or Occupancy

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Project/Business Name (must match project or business name)	
I, _____ ("Applicant/Agent"), being sworn and under oath, say:	
1. That I have full authority to execute this Ownership Affidavit on behalf of the below-named Owner.	
2. That I am the authorized representative of the Owner, requesting approval for the application this affidavit is attached to on the real property located at:	
Property Address/Altkey:	
3. That the Owner has given full and complete permission for me to act on its behalf to seek the approval as set out in the accompanying application(s).	
4. That the Owner has fee simple ownership in the property described in the attached verified legal description form or address supplied by the Applicant/Agent.	
<i>I further state that I am familiar with the nature of an oath and with the penalties as provided by federal and state law for falsely swearing to statements made in a document of this nature and understand that any and all approvals by the City of Mascotte on the real property described herein may become null and void for falsely swearing to statements made in this Affidavit. I further certify that I have read and understand this Affidavit.</i>	
APPLICANT/AGENT	OWNER
Applicant/Agent Signature (above) Print Name: _____	Property Owner Signature (above) Print Name: _____ Title: _____
STATE OF _____ COUNTY OF _____	STATE OF _____ COUNTY OF _____
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____	The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____
Personally Known OR Produced Identification Type of Identification: _____	Personally Known OR Produced Identification Type of Identification: _____
Notary Public Signature (above)	Notary Public Signature (above)
My Commission Expires: _____	My Commission Expires: _____



Development Application Review Fees

REVIEW ADMINISTRATION FEES ARE NON-REFUNDABLE

Ordinance 2013-02-511; Resolution 2024-10-831

Revised 10/01/2024

APPLICATION		FEE CALCULATION	ADMIN. FEE	CONSULTANT DEPOSIT
Annexation	ANX	Greater than 5 acres	\$1,200	\$5,000
		Less than 5 acres	\$750	\$2,500
Lot Split / Combo	LS	Lot split or combination not requiring plat	\$250	\$1,250
Building Permit		Misc. Zoning Verification (Residential / Non-Residential)	\$25 / \$50	
		Site Development Permit (Site Development Residential Subdivision / Non-Residential) [Construction costs will be calculated using the "Building Valuation Data" chart as published in the Building Safety Journal, a publication of the International Code Council, or the contracted price, whichever is greater.]	\$250 for the first \$10,000 of construction cost or fraction thereof, plus \$7 for each additional \$1,000 of construction cost or fraction thereof up to \$500,000; plus \$5.50 for each additional \$1,000 of construction cost or fraction thereof from \$500,001 - \$2,000,000; plus \$4 for each additional \$1,000 of construction cost or fraction thereof greater than \$2,000,000	
Comprehensive Plan Amendment	CPA	Small-Scale (less than 50 acres)	\$1,200	\$5,000
		Large-Scale (greater than 50 acres)	\$2,000	\$5,000
		Text Amendment (Per Comp Plan / LDC element)	\$1,200	\$5,000
Planned Unit Development	PUD	Development Agreement	\$1,500	\$5,000
		Residential	\$1,200 + \$10 (<499 units) + \$5 (>500 units) / lot	\$5,000
		Non-Residential	\$1,200 + \$10 / 1,000sf of building + impervious area	\$5,000
		Amendment	\$1,500	\$5,000
Site Development Plan	SIT	Small Scale Industrial or Non-Residential Site Plan Review (less than 300sf of building or 500sf of impervious surface)	\$500	\$1,000
		Minor Industrial or Non-Residential Site Plan Review	\$750	\$5,000
		Major Industrial or Non-Residential Site Plan Review (greater than 4,000sf building or 5,000sf impervious)	\$1,500 + \$20 / 1,000sf of building + impervious area	\$5,000
		Preliminary Non-Residential Site Development	\$750 / parcel	\$5,000
Subdivision Development Plan	SDP	Single Family Residential	\$1,500 + \$20 / lot	\$5,000
		Multi-Family Residential	\$1,200 + \$10 / unit	\$5,000
Special Exception / Conditional Use	SPX	Per Business Use Classification Code	\$1,200	\$5,000
Final Development Plat	FDP	Residential	\$750 + \$10 per lot	\$5,000
		Non-Residential	\$1,200 / parcel	\$5,000
Vacate ROW / Plat / Easement	VAC	Per vacation requested	\$500	\$5,000
Variance / Waiver	VAR	Per zoning element variance / waiver is requested for	\$500	\$5,000
Vested Rights	VRD	Determination process	\$3,000	\$5,000
Zoning Map Amendment	ZMA	Residential designation request (single unit parcel)	\$500	\$1,500
		Non-residential / Planned-unit designation request	\$1,200	\$5,000

Planning and development application fees set forth above, which are necessary for reimbursement of the City for City employee clerical time to administratively review and process application documents during the review process, are non-refundable. Such application fees shall be delivered to and collected by the City at the time of submission of each application as defined above. **The City Manager retains the right to reduce or eliminate any or all application or consultant deposit fees on a project by project basis.** The City Council retains the right to enforce or dismiss mandatory collection of fees overall.



City of Mascotte Meeting Deadlines FY 2024-25

Agenda Supporting Documents (Due from Applicant)	Agenda Deadline (Due from Planner)	City Council & Local Planning Agency Meeting
Thursday, September 12, 2024	Thursday, September 19, 2024	Tuesday, October 1, 2024
Thursday, September 26, 2024	Thursday, October 3, 2024	Tuesday, October 15, 2024
Thursday, October 17, 2024	Thursday, October 24, 2024	Tuesday, November 5, 2024
Thursday, October 31, 2024	Thursday, November 7, 2024	Tuesday, November 19, 2024
Thursday, November 14, 2024	Thursday, November 21, 2024	Tuesday, December 3, 2024
Wednesday, November 27, 2024	Thursday, December 5, 2024	Tuesday, December 17, 2024
Thursday, December 19, 2024	Thursday, December 26, 2024	Tuesday, January 7, 2025
Thursday, January 2, 2025	Thursday, January 9, 2025	Tuesday, January 21, 2025
Thursday, January 16, 2025	Thursday, January 23, 2025	Tuesday, February 4, 2025
Thursday, January 30, 2025	Thursday, February 6, 2025	Tuesday, February 18, 2025
Thursday, February 13, 2025	Thursday, February 20, 2025	Tuesday, March 4, 2025
Thursday, February 27, 2025	Thursday, March 6, 2025	Tuesday, March 18, 2025
Thursday, March 13, 2025	Thursday, March 20, 2025	Tuesday, April 1, 2025
Thursday, March 27, 2025	Thursday, April 3, 2025	Tuesday, April 15, 2025
Thursday, April 17, 2025	Thursday, April 24, 2025	Tuesday, May 6, 2025
Thursday, May 1, 2025	Thursday, May 8, 2025	Tuesday, May 20, 2025
Thursday, May 15, 2025	Thursday, May 22, 2025	Tuesday, June 3, 2025
Thursday, May 29, 2025	Thursday, June 5, 2025	Tuesday, June 17, 2025
Thursday, June 12, 2025	Wednesday, June 18, 2025	Tuesday, July 1, 2025
Thursday, June 26, 2025	Thursday, July 3, 2025	Tuesday, July 15, 2025
Thursday, July 17, 2025	Thursday, July 24, 2025	Tuesday, August 5, 2025
Thursday, July 31, 2025	Thursday, August 7, 2025	Tuesday, August 19, 2025
Thursday, August 14, 2025	Thursday, August 21, 2025	Tuesday, September 2, 2025
Thursday, August 28, 2025	Thursday, September 4, 2025	Tuesday, September 16, 2025

I acknowledge that the information herein has been reviewed and is accepted on behalf of this application's timing, and that I am acting with the knowledge and consent of all parties involved in the application. The undersigned further agrees that the submission of all materials related to the application shall be subject to the specified dates listed herein. Please note that the listed meetings are subject to change to unforeseen circumstances. Each submission shall be deemed sufficient within three (3) days of the submittal to ensure inclusion in the requested meeting agenda.

Applicant Signature/Date