

**CITY OF KETTERING  
PLANNING COMMISSION  
3600 Shroyer Rd.  
Kettering, OH 45429  
Phone: (937) 296-2441  
Fax: (937) 296-3240**

**INSTRUCTIONS**

**For Making Application to the Planning Commission**

- I. This application is to be filed with the Zoning Administrator, located in the Department of Planning and Development, City of Kettering Government Center, 3600 Shroyer Rd.
- II. The filing fee for a Planning Commission application is to be paid at the time the application is filed and shall be as follows:

**Subdivisions** (Major, Minor and Replat)

Commercial	\$250 + \$25 per acre or fraction
Residential	\$150 + \$25 per acre or fraction
Lot Consolidations	\$100
Street Vacations	No Fee (a plat will be required)

**Planned Unit Developments** (Commercial or Residential)

Development Concept Plan	\$250 + \$25 per acre or fraction
Minor Modification	\$150 + \$25 per acre or fraction thereof
Major Modification	\$250 + \$25 per acre or fraction
Sign Policy New and Modification	\$175

**Zoning**

Zoning District Change	(including applications for overlay districts) \$200 + \$25 per acre or fraction thereof
Zoning Code Text Change	(including overlay district text changes) \$200

- III. The following information must be submitted with the application:
  - A. Fourteen (14) full sets and one 11 x 17 set of prints of the plan, including:

_____ Site Plan	_____ Building Elevations
_____ Landscape Plan	_____ Signs

- B. Any supplemental information, which would be helpful to the Commission in making their decision.

**NOTE: PLANS MUST BE FOLDED; NOT ROLLED.**