

File No. _____
Date Received: _____
Scheduled Public Hearing Date: _____

Fee: _____
Initials: _____
Check or Receipt No. _____

APPLICATION FOR CONDITIONAL USE
CITY OF GAHANNA - Planning Commission or Zoning Division

***REQUIRED INFORMATION**

*Site Address _____ Parcel ID# _____
*Applicant's Name _____ Email _____
*Status: _____ Land Owner _____ Option Holder _____ Cont. Purchaser _____ Agent _____
*Business Owner _____ Phone# _____
*Business Address _____ Fax# _____
*City/State/Zip _____ Current Zoning _____
*Proposed Use _____ Total Acreage _____
*Reason for Conditional Use _____
*Developer _____ Phone _____
*Complete Address _____
*Contact _____ Title _____
Landowner _____ Phone _____
Complete Address: _____

Note: Planning Commission and/or City Staff may visit the property prior to the hearing.

*Applicant's Signature _____

Date _____

Submission Requirements

1. A plan that complies with the list of Conditional Use requirements stated in Section 1169.02(b). See attached sheet.
2. Two (2) 11x17 copies of plan if application is handled Administratively by **Zoning Administrator**.
3. Two (2) 11x17, Nine (9) 8 ½ x 11 copies of plan if application goes before **Planning Commission**.
4. Statements of information as required in Section 1169.02(a).
5. Application Fee of \$100.
6. A list of contiguous property owners and **their mailing addresses**.
7. Submit reduced drawing to an 8 1/2 X 11 inch size.

APPROVAL

In accordance with Section 1169 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this project, as stated above, has been approved by the City of Gahanna Planning Commission on _____. A copy of the minutes is hereby attached. The applicant shall comply with any conditions approved by the Planning Commission, and shall comply with all building, zoning, and landscaping regulations now in place. This approval is valid from public hearing date to _____.

Planning & Zoning Administrator _____

Date _____

1169.02 WRITTEN APPLICATIONS

Ten copies of a provided application form shall be filed with the Planning & Zoning Administrator not less than twenty days prior to the date of the public hearing.

- a) **Description of Property and Intended Use.** The application shall include the following statements:
1. A legal description of the property.
 2. The proposed use of the property.
 3. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
 4. A statement of the relationship of the proposed use to adjacent property and land use.
 5. Such other information regarding the property, proposed use, or surrounding area as may be pertinent to the application or required for appropriate action by the Commission.
- b) **Plot Plan.** The application shall be accompanied by ten copies of a plot plan, drawn to an appropriate scale, clearly showing the following:
1. The boundaries and dimensions of the lot.
 2. The size and location of existing and proposed buildings and/or structures.
 3. The proposed use of all parts of the lot, buildings and/or structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
 4. The relationship of the proposed development to the development standards.
 5. The use of land and location of structures on adjacent property.

Planning Commission

Information for All Applicants

- 1. All required information must be submitted with the application. The Tuesday, four (4) weeks prior to the Public Hearing Date, by 5:00 p.m., is the deadline for acceptance of all applications. No application will be forwarded to Planning Commission until all information is received in the Planning & Zoning Office.**
- 2. It is the responsibility of the applicant to have a court reporter present, at the applicant's expense, if they wish to have a verbatim transcript of the meeting. Council office must be advised in advance if a court reporter is going to be present.**
- 3. Reduced drawings suitable to an 11x17 inch size must be submitted. If an application is amended at any time during the process, a new reduced drawing must be submitted as well as any full size drawings requested.**
- 4. Agendas will be mailed to the applicant on the Friday prior to the Planning Commission meeting. If the agenda is to go to someone other than the applicant, it needs to be noted on the application.**
- 5. If a list of Contiguous Property owners needs to be submitted with an application, it must be compiled in a list on a separate sheet of paper. This must include mailing name and address of property owner. Showing them only on one of the plan sheets is not acceptable.**
- 6. For Design Review applications, a materials list, unless otherwise instructed by the Planning & Zoning Administrator, must be submitted with the application. If materials are changed during the process, then a new materials list must be submitted.**
- 7. For Multi-tenant ground sign & Master Sign Plan applications, location must be noted on a site plan. Also notate location on site plan for a freestanding sign or on building elevation for a wall sign. Color renderings must be submitted.**
- 8. Please review "Submission Requirements" on any application before submitting to the Planning & Zoning Division.**
- 9. Copies of specific sections of the zoning code are available in the Zoning Office at no charge. The entire zoning code with a map is available in the Council Office at a cost of \$25.00. Zoning Code is available on line and can be found @ www.gahanna.gov/departments/development/planning.asp under Code Ordinances.**
- 10. Planning Commission members may visit the property prior to the hearing to review the application.**