

# Application for Final Development Plan

City of Gahanna, Ohio ■ Planning Commission  
200 S. Hamilton Road, Gahanna, OH 43230 ■ Phone: (614) 342-4025 ■ Fax: (614) 342-4117

**\*REQUIRED INFORMATION: All correspondence will be addressed to the applicant.**

\*Applicant Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
 \*Applicant Address: \_\_\_\_\_ \*Fax: \_\_\_\_\_  
 \*Applicant Email: \_\_\_\_\_  
 \*Applicant's Relationship to Project:    \_\_\_ Land Owner    \_\_\_ Option Holder    \_\_\_ Cont. Purchaser    \_\_\_ Agent  
 \*Name of Final Development Plan: \_\_\_\_\_  
 \*Address of Final Development Plan: \_\_\_\_\_  
 \*Parcel ID# \_\_\_\_\_ \*Total Acreage \_\_\_\_\_ \*Current Zoning \_\_\_\_\_  
 \*Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \*Applicant's Signature \_\_\_\_\_ \*Date \_\_\_\_\_

**ADDITIONAL CONTACT INFORMATION:**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property Owner Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Developer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Developer Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**\*SUBMISSION REQUIREMENTS: Applications are not complete until all submission requirements are received and accepted by the Planning and Zoning Administrator.**

1. A Pre-Application Conference shall be scheduled with the Planning and Development Department.
2. A plan that complies with the Final Development Plan requirements stated in Chapter 1108.
3. A plan that complies with the 2011 State of Ohio Fire Code Fire Service Requirements.
4. Three (3) copies of plans: 24x36 size **folded** (not rolled) to 8 1/2 X 11 size prior to submission.
5. One (1) digital copy of completed application and associated plans.
6. A list of contiguous property owners and their mailing addresses.
7. Pre-printed mailing labels for all contiguous property owners.
8. Completed Final Development Plan Checklist from page 2 of this application.
9. Notarized Agreement to Build as Specified document from page 3 of this application.
10. Application Fee of \$500.

In accordance with Chapter 1108 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this project, as stated above, was for approved by the City of Gahanna Planning Commission on \_\_\_\_\_.

Planning & Zoning Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Internal Use:**

SunGard File No. \_\_\_\_\_  
 PC File No. \_\_\_\_\_  
 Public Hearing Date: \_\_\_\_\_ (Received) (Paid) (Accepted by PZA)



CITY OF GAHANNA

Agreement to Build as Specified

Your signature below affirms that, as the **Applicant/Property Owner/Developer/Business Owner**  
(Please Circle One)

\_\_\_\_\_ (Please Print Name)

for \_\_\_\_\_,  
(Please Print Final Development Plan Name & Address)

you will build the project as approved and specified by the Planning Commission for the City of Gahanna. You also agree that any necessary change(s) to the project must go back through the Planning Commission process to amend the plans unless otherwise approved Administratively by the Department of Development.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Date)

Stamp/Seal

# Final Development Plan Checklist

Applicant  
Or Agent

Planning & Zoning  
Administrator

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- A. The Final Development Plan shall contain the following:
1. Scale: Minimum – one inch equals 100 feet.
  2. The proposed name of the development, approximate total acreage, north arrow, and date.
  3. The names of any public and/or private streets adjacent to or within the development.
  4. Names and addresses of owners, developers and the surveyor who designed the plan.
  5. Vicinity map showing relationship to surrounding development and its location within the community.
  6. Natural features currently within proposed development, including drainage channels, tree lines bodies of water, and other significant features.
  7. Current zoning district, building and parking setbacks.
  8. Proposed location, size and height of building and/or structures.
  9. Proposed driveway dimensions and access points.
  10. Proposed parking and number of parking spaces.
  11. Distance between buildings.
  12. List of adjacent property owners for notification.
  13. Reduced site plan suitable for showing on an overhead projector.
  14. Any other information the Planning Commission may deem to be necessary to evaluate the application. These items can include such things as elevations, traffic studies, floor plans, etc.
- B. In addition to the aforementioned requirements, the developer shall submit a table of development calculations. This table shall include:
1. Parking calculations: (square footage of proposed buildings, number of spaces per square foot, number of spaces required, and actual number of spaces proposed).
  2. Lot coverage calculations: (square footage of site, area of permanently impervious surfaces broken down into buildings and parking, area of uncovered land, coverage requirements, proposed lot coverage).
  3. Setback calculations, (if needed).
  4. Landscaping calculations: (square footage of pavement, proposed area of landscaping, square footage of landscaping, number of two-inch caliper trees required, and number of trees proposed).
- (Ord. 132-96. Passed 8-6-96.)
- C. The Final Development Plan should provide preliminary details regarding stormwater management, availability of utilities, necessary easements for construction, and other similar information as applicable. Details may be addressed on the plan or within a narrative summary. Information should be sufficient to demonstrate how these areas will generally be addressed.



# CITY OF GAHANNA

## FINAL DEVELOPMENT PLAN PROCEDURES

