

FINAL PLAT APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.

Project/Property Address or Location:		Proposed Name of Subdivision:	
Parcel ID No.(s):	Current Zoning:	Total Acreage:	
Detailed description of the location:			Proposed No. of Lots:
APPLICANT Name (primary contact) -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
ATTORNEY/AGENT Name:		Attorney/Agent Address:	
Attorney/Agent E-Mail:		Attorney/Agent Phone No.:	
ADDITIONAL CONTACTS (please list all applicable contacts)			
Name(s):		Contact Information (phone no./email):	
Contractor			
Developer			
Architect			
PROPERTY OWNER Name: (if different from Applicant)		Property Owner Contact Information (phone no./email):	

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED (see page 2 & 3)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: www.gahanna.gov

INTERNAL USE

Zoning File No. _____
PC Meeting Date: _____
PC File No. _____

RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____
CHECK#: _____

FINAL PLAT APPLICATION – SUBMISSION REQUIREMENTS

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STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Gahanna Code Section 1105 (visit www.municode.com)				
	2. Preliminary Plat Approval (within the last 12 months) – Record of Action letter from Planning Commission				
	3. Certificate of ability for stormwater management compliance issued by City Engineer under Gahanna Code Section 1193.01				
	4. Final Plat drawing (18"x24" or 24"x36" size on mylar film with minimum scale at 1" = 100 ft)				
	5. Key map showing location (with date & north arrow)				
	SURVEY AND ENGINEERING DATA				
	6. Boundary of plat based on an accurate traverse with angular and lineal dimensions				
	7. True angle and distance to the nearest street intersection, accurately described on the plat.				
	8. Radii, internal angles, points of curvature, tangent bearings and lengths of all short dimensions.				
	9. All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes.				
	10. Accurate location of permanent monuments marking each boundary corner of the subdivision.				
	11. Accurate location, width and name of all streets and other public ways.				
	12. Minimum building setback lines along all streets and other public ways.				
	13. Accurate outlines and delineation of all drainage easements, floodway routing, flood hazard areas and other watercourses contained within or contiguous to the plat boundaries.				
	14. Accurate outlines and delineation of any areas to be dedicated or reserved for public use, with purposes indicated thereon, and of any area to be reserved by deed covenant for the common use of all property owners.				
	15. Any restrictions and covenants which are to be included as part of the deed to any lot within the subdivision plat or planned development.				
	CERTIFICATION AND APPROVAL PROVISIONS				
	16. Certification by an Ohio registered surveyor that the plat represents a survey made by the surveyor or under the surveyor's direction and that the monuments shown exist as designated or will be set following construction and that all dimensional and geodetic details are correct.				
	17. Notarized certification by the land owner as to adoption of the plat and the dedication to public use of the streets and other public ways shown on the plat. No private property shall extend into the dedicated right of way for any street or public way.				
	18. Space for approval by signature of the City Engineer.				
	19. Proper form for the approval of Planning Commission with space for the signature of the Chair.				
	20. Space for approval by signature of the Mayor.				
	21. Proper form for approval of the final plat by Council showing ordinance number and provision for signature by the Clerk of Council.				

CONTINUE TO PAGE 3



CITY OF GAHANNA

DEPARTMENT OF PUBLIC SERVICE AND ENGINEERING

ZONING DIVISION
200 S. Hamilton Road
Gahanna, Ohio 43230
614-342-4025
zoning@gahanna.gov
www.gahanna.gov

22. Proper form for acceptance by Council of the dedication to public use of the streets and other public ways and provision for signature by the Clerk of Council.				
23. Space for transfer by the County Auditor and recording by the County Recorder with a statement indicating the expiration date of any or all approvals granted by the City relating to the final plat.				
24. Subdivision Entry Sign. If an entry sign is planned for the subdivision, the developer is required to submit a plan and design in conformance with Gahanna Code Chapter 1165				
25. List of contiguous & directly across the street from property owners				
26. Two (2) sets of pre-printed mailing labels for all contiguous & directly across the street from property owners				
27. Street Tree Plan in accordance with Gahanna Code Section 913.10				
28. Application fee (in accordance with the Building & Zoning Fee Schedule)				
29. Application & all supporting documents submitted in digital format				
30. Application & all supporting documents submitted in hardcopy format				
31. Authorization Consent Form Complete & Notarized (see page 4)				

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APPLICATION ACCEPTANCE

INTERNAL USE

This application has been reviewed and is considered complete and is hereby accepted by the Zoning Division of the City of Gahanna and shall be forwarded to the City of Gahanna Planning Commission for consideration.

Planning & Zoning Administrator Signature: _____ Date: _____

AUTHORIZATION CONSENT FORM

(must sign in the presence of a notary)

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

AUTHORIZATION FOR OWNER’S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed & notarized.*

I, _____, the owner or authorized owner’s representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ Date: _____

AUTHORIZATION TO VISIT THE PROPERTY

I, _____, the owner or authorized owner’s representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the property as described in this application.

Property Owner Signature: _____ Date: _____

NOTARY	Subscribed and sworn to before me on this ____ day of _____, 20____.	
	State of _____ County of _____	
	Notary Public Signature: _____	Stamp or Seal

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plans shall be submitted for review and approval to the Zoning Division staff.

Applicant Signature: _____ Date: _____

NOTARY	Subscribed and sworn to before me on this ____ day of _____, 20____.	
	State of _____ County of _____	
	Notary Public Signature: _____	Stamp or Seal
