

File No. _____ Sign Permit No. _____ Fee: _____ Check or Receipt#: _____
Supersedes File No.(s) _____ or none _____ Initials: _____
Scheduled Public Hearing Date: _____ Date Received _____

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE
DESIGN REVIEW
CITY OF GAHANNA PLANNING COMMISSION**

Site Address _____ Zoning District _____ Parcel ID# _____
*Business Name _____ Phone _____
Business Address _____ Fax _____
City/State/Zip _____
Owner/Representative _____ Title _____
Address _____ Phone _____
City/State/Zip _____ Fax _____
Designer/ Architect/ Engineer _____ City License No: _____
Address _____ Phone _____
City/ State/ Zip _____ Fax _____
Representative _____ Title _____
Special Information Regarding the Property and its Proposed Use: _____

Submission Requirements

- (1) Applicant is required to complete the checklist on the following pages.
- (2) Fee: \$50.00 for review.
- (3) Ten (10) copies of the plans are to be folded (NOT ROLLED) to 8 1/2 x 11 inch size prior to submission.
- (4) Submit reduced drawing to an 8 1/2 x 11 inch size.
- (5) Submit one (1) color rendering of the project in plan/ perspective/ or elevation, mounted on 18 x 24 inch size foam core, gator board or other acceptable material.
- (6) Submit a detailed list of materials.

*Note: This application will not officially be accepted until **all** items listed above have been received.
**Note: Planning Commission members and/or City Staff may visit the property prior to the hearing to review the application.

Applicant's Signature _____ Date _____

APPROVAL

In accordance with Sections 1197.05 of the Codified Ordinances of Gahanna, this certifies that this project, as stated above, has been approved by the Gahanna Planning Commission on _____. The applicant shall comply with any conditions approved by the Commission, and shall comply with all building and zoning regulations now in force.

Conditions: _____

Planning & Zoning Administrator _____ Date _____

SUBMITTAL REQUIREMENTS

Applicant
Or Agent

Planning &
Zoning
Administrator

I. GENERAL REQUIREMENTS

- | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|
| A. | All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14) by folding, photo reduction, etc. (ALL PLANS ARE TO BE FOLDED BY APPLICANT PRIOR TO SUBMISSION.) While large mounting boards, material samples, or other exhibits not meeting this criteria maybe used for Planning Commission presentation, the Commission does appreciate the use of the audio visual system whenever possible | A. _____ | _____ |
| B. | Ten black or blue-line prints of the plans including the items listed in sections II and III shall be submitted to the Planning & Zoning Administrator for presentation to the Commission. | B. _____ | _____ |
| C. | An adequate number of color photographs (Polaroid-type acceptable) are required to illustrate the site, including buildings and other existing features as well as adjacent properties. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal. | C. _____ | _____ |
| D. | Materials List | D. _____ | _____ |

II. BUILDING CONSTRUCTION, EXTERIOR REMODELING, AND ADDITIONS (INCLUDING PARKING LOTS AND LANDSCAPING)

- | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A. | Site Plan. A site plan is required containing the following information: | | |
| | 1. Scale and north arrow, | 1. _____ | _____ |
| | 2. Project name and site address; | 2. _____ | _____ |
| | 3. All property and street pavement lines; | 3. _____ | _____ |
| | 4. Existing and proposed contours; | 4. _____ | _____ |
| | 5. Gross area of tract stated in square feet; | 5. _____ | _____ |
| | 6. Proposed ingress and egress to the site, including on site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aids (if any); | 6. _____ | _____ |
| | 7. The designation of required buffer screens (if any) between the parking area and adjacent property; | 7. _____ | _____ |
| | 8. Location of all isolated existing trees having a diameter of six (6) inches or more; (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees exceeding 6" in caliper); | 8. _____ | _____ |
| | 9. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings and other landscape features must be illustrated; | 9. _____ | _____ |
| | 10. Identify photograph location; | 10. _____ | _____ |
| | 11. Location of all existing and proposed building on the site | 11. _____ | _____ |
| | 12. Location of all existing (to remain) and proposed lighting standards. | 12. _____ | _____ |
| | 13. Provide breakdown of parking spaces required and spaces provided (see COG 1163); | 13. _____ | _____ |
| | 14. Provide interior landscaping breakdown for paved surface (5% of paved surface required to be landscaped with one (1) tree per 100 square feet, see COG 1163) | 14. _____ | _____ |
| | 15. Provide lot coverage breakdown of building and paved surface areas. | 15. _____ | _____ |

B. Elevations. Complete elevation from all sides of all proposed construction labeled North, South, East and West related elevations of existing structures (if any) are required containing the following information:

- 1. Scale; 1. _____
- 2. Changes in ground elevation; 2. _____
- 3. All signs to be mounted on the elevations; 3. _____
- 4. Designation of the kind, color, and texture of all primary materials to be used; 4. _____
- 5. Fenestration, doorways, and all other projecting and receding elements of the building exterior. 5. _____

C. Optional requirements at discretion of Planning Commission.

- 1. Scale model; 1. _____
- 2. Section Profiles 2. _____
- 3. Perspective drawing. 3. _____

D. Material Samples. Material samples are required for all exterior materials. For presentation purposes, a narrative description is required for Planning Commission files.

D. _____

III. LIGHTING SUBMITTAL REQUIREMENTS

A. Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:

- 1. All size specifications; 1. _____
- 2. Information on lighting intensity (number of watts, isofootcandle diagram, etc. at least 1/2 foot candles minimum required); 2. _____
- 3. Materials, colors, and manufacturer's cut sheet; 3. _____
- 4. Ground or wall anchorage details. 4. _____



CITY OF GAHANNA

Agreement to Build as Specified

Your signature below affirms that, as the applicant _____
(Applicant Name)

_____ for _____
(Business Name and/or Address)

you will build the project as approved and specified by the Planning Commission for the City of Gahanna. You, as the applicant, also agree that any necessary changes to the project must go back through Planning Commission process to amend the plans.

Applicant Name _____
(Applicant Name/Applicant Representative)

Date _____

(Signature of Notary)

(Date)

Stamp/Seal

MATERIAL LIST

Item	Manufacturer Name	Color Name	Color Number
Awnings			
Brick			
Gutters and Downspouts			
Lighting			
Roofing			
Siding			
Signs			
Stucco			
Trim			
Windows			