

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Scheduled Public Hearing Date: \_\_\_\_\_

Fee: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Check or Receipt No. \_\_\_\_\_

**APPLICATION FOR CONDITIONAL USE  
CITY OF GAHANNA PLANNING COMMISSION**

Applicant's Name:\* \_\_\_\_\_  
Address: \_\_\_\_\_  
Parcel ID#: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Status: \_\_\_\_\_ Land Owner \_\_\_\_\_ Option Holder \_\_\_\_\_ Cont. Purchaser \_\_\_\_\_ Agent  
Property Location: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Reason for Conditional Use: \_\_\_\_\_  
Developer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landowner: \_\_\_\_\_ Phone: \_\_\_\_\_  
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. 10 copies of plan **folded** (not rolled) to 8 1/2 X 11 inch size prior to submission.
3. Statements of information as required in Section 1169.02(a).
4. Application Fee of \$100.
5. A list of contiguous property owners and their mailing addresses.
6. 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 for twelve months from public hearing date.

Planning & Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

\*Note: All correspondence will be to applicant above unless otherwise stated.

Revised February 2009

## 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.