

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**

***Required Information**

*Site Address _____ *Parcel ID# _____
*Business Owner _____ * Phone _____
*Business Address _____ *Fax _____
*City/State/Zip _____ *Zoning District _____
*Applicant Name _____ *Email _____
*Applicant Address _____ *Phone _____
*City/State/Zip _____ *Fax _____
*Designer/ Architect/ Engineer _____
*Address _____ *Phone _____
*City/ State/ Zip _____ *Fax _____
*D/A/E Representative _____ Email _____
*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. Eleven (11) copies of the plans: Two (2) 24 x 36 size are to be folded (NOT ROLLED) to 8 1/2 x 11 inch size prior to submission, nine (9) 11x17 size.
4. Submit reduced drawing to an 8.5 x 11 inch size.
5. NO SIGNAGE MAY BE ERECTED PRIOR TO OBTAINING APPROVAL FROM PLANNING COMMISSION.

*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 FOR SIGNAGE PROPOSALS

	Applicant Or Agent	Zoning Administrator
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I. GENERAL REQUIREMENTS

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|---|----------|-------|
| <p>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.) However, large mounting boards, material samples, or other exhibits not meeting this criteria maybe used for Planning Commission workshop presentation.</p> | A. _____ | _____ |
| <p>B. Ten (10) color representations including the items listed in section II and/or III shall be submitted to the Planning & Zoning Administrator for presentation to the Commission.</p> | B. _____ | _____ |
| <p>C. <u>10 Copies of the following photographs are required (any type of photograph is acceptable.):</u> (1) A wide-angle photograph of the entire lot (or as much of the lot as possible) that illustrates important features, e.g. signs already existing on the property ; (2) a photograph of the specific area of the proposed signage (a super-imposed picture of the proposed signage is strongly encouraged); (3) for strip centers—a photograph (or photographs) that illustrate at least three tenant wall signs to the right and three tenant wall signs to the left of the proposed signage, in addition to a picture of the specific location of the proposed signage.</p> | C. _____ | _____ |
| <p>D. <i>*Pictures of signs similar in design to the proposed signage are optional.</i></p> | | |

II. FREE-STANDING GROUND SIGNS SUBMITTAL REQUIREMENTS

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|---|---|---|
| <p>A. Site Plan. A site plan is required containing the following information:</p> <ol style="list-style-type: none"> 1. Scale and north arrow; 2. Address of site; 3. All property and pavement lines; 4. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of discretion signs and other motorist's aids (if any); 5. Location of existing and proposed landscaping (50 square feet required); 6. Location and height of all existing (to remain) and proposed signs on the site, complete with route of electrical supply to signs. Show required setbacks for sign from property lines; 7. Location of all existing (to remain) routing of electrical supply. | <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>B. Material samples, color names and PMS numbers are required for all components.</p> | 7. _____ | _____ |

III. WALL SIGN SUBMITTAL REQUIREMENTS

- | | | |
|--|---|--|
| <p>A. Sign Drawing. A scaled drawing of each face of the proposed wall sign is required showing the following information:</p> <ol style="list-style-type: none"> 1. All size specifications, including the size of letters and graphics; 2. Description of sign and frame materials and colors; 3. Wall anchorage details (note: anchorage must be interior to the sign or camouflaged); | <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>B. Elevation. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.</p> | B. _____ | _____ |
| <p>C. Material samples are required for all components.</p> | C. _____ | _____ |



CITY OF GAHANNA

Agreement to Build as Specified

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

_____ 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 Signature _____
(Applicant Name/Applicant Representative)

Date _____

(Signature of Notary)

(Date)

Stamp/Seal

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.