

File No. _____ Fee: _____
Supersedes or Amends _____ Phase# _____ Initials: _____
Date Received: _____ Check/CC/Receipt# _____
Scheduled Public Hearing Date: _____

**APPLICATION FOR FINAL DEVELOPMENT PLAN
CITY OF GAHANNA PLANNING COMMISSION**

***REQUIRED INFORMATION**

*Name of Final Development Plan: _____

*Property Location _____

*Parcel ID# _____ *Total Acreage _____ *Current Zoning _____

*Applicant Name: _____ *Email _____

*Status: _____ Land Owner _____ Option Holder _____ Cont. Purchaser _____ Agent _____

*Business Owner _____ * Phone _____

*Business Name _____ *Fax _____

*Business Address _____

*Developer _____ *Phone _____

*Contact _____ Title _____

*Address _____

*Landowner _____ Phone _____

*Address _____

*Applicant Signature _____ *Date _____

Submission Requirements

1. A plan that complies with the list of Final Development Plan requirements stated in Chapter 1108.
2. Eleven (11) copies of plans: Two (2) 24x36 size **folded** (not rolled) to 8 1/2 X 11 prior to submission, nine (9) 11x17 inch size.
3. A list of contiguous property owners and their mailing addresses.
4. Application Fee of \$500.
5. Reduced drawing to an 8 1/2 x 11 inch size.

In accordance with Chapter 1108 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this project, as stated above, has been for approved by the City of Gahanna Planning Commission on _____. A copy of the minutes is hereby attached.

Planning & Zoning Administrator _____ Date _____

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

Revised April 2012

SUBMITTAL REQUIREMENTS

Applicant
Or Agent

Planning & Zoning
Administrator

- | | | |
|--|---|---|
| <p>A. The Final Development Plan shall contain the following:</p> <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ | <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ |
| <p>B. In addition to the aforementioned requirements, the developer shall submit a table of development calculations. This table shall include:</p> <ol style="list-style-type: none"> 1. Parking calculations: (square footage of proposed buildings, number of spaces per square foot, number of spaces required, 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, number of trees proposed). <p>(Ord. 132-96. Passed 8-6-96.)</p> | <ol style="list-style-type: none"> 1 _____ 2. _____ 3. _____ 4. _____ | <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ |



CITY OF GAHANNA

Agreement to Build as Specified

Your signature below affirms that, as the applicant _____
(Please Print - 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 change 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.