

File No. _____
Date Received: _____
Scheduled Public Hearing Date: _____

Fee: _____
Initials: _____
Check or Receipt No. _____

**APPLICATION FOR ZONING CHANGE
CITY OF GAHANNA PLANNING COMMISSION**

*Applicant's Name: _____
Address: _____
Company: _____ Phone: _____
Fax: _____
Status: _____ Land Owner _____ Option Holder _____ Cont. Purchaser _____ Agent
Property Location: _____
Proposed Use: _____
Proposed Zoning: _____ Current Zoning: _____ Total Acreage: _____
Parcel ID#(s): _____
Developer: _____ Phone: _____
Contact: _____ Title: _____
Address: _____
Landowner: _____ Phone: _____
Address: _____
Signature of Landowner _____

*Note: Planning Commission and/or City Staff may visit the property prior to hearing.

Applicant's Signature _____

Date _____

Submission Requirements

1. 10 copies of a Legal Description of the property certified by registered surveyor.
2. For a Limited Overlay or ROD Re-zoning, you must submit 10 copies of proposed plan **folded** (not rolled) to 8 1/2 X 11 inch size prior to submission, Limitation Text, and Elevation drawings.
3. A list of property owners, contiguous and directly across the street and their mailing addresses.
4. Application Fee: \$400 for first acre, \$50 for each additional acre. \$1000.00 maximum.
5. Reduced drawing to an 8 1/2 x 11 inch size.
6. Property must be posted in accordance with Section 1133.02 within seven (7) days after the application is accepted. Information on the sign must be approved by the Planning & Zoning Administrator prior to installation. See Figure 1 on second page of Application Form

In accordance with Section 1133 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this amendment as stated above has been recommended for approval by the City of Gahanna Planning Commission on _____. A copy of the minutes is hereby attached. This application can now be forwarded to City Council for Final Approval.

Planning & Zoning Administrator _____

Date _____

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

Revised February 2009

Figure 1. Zoning Change Sign

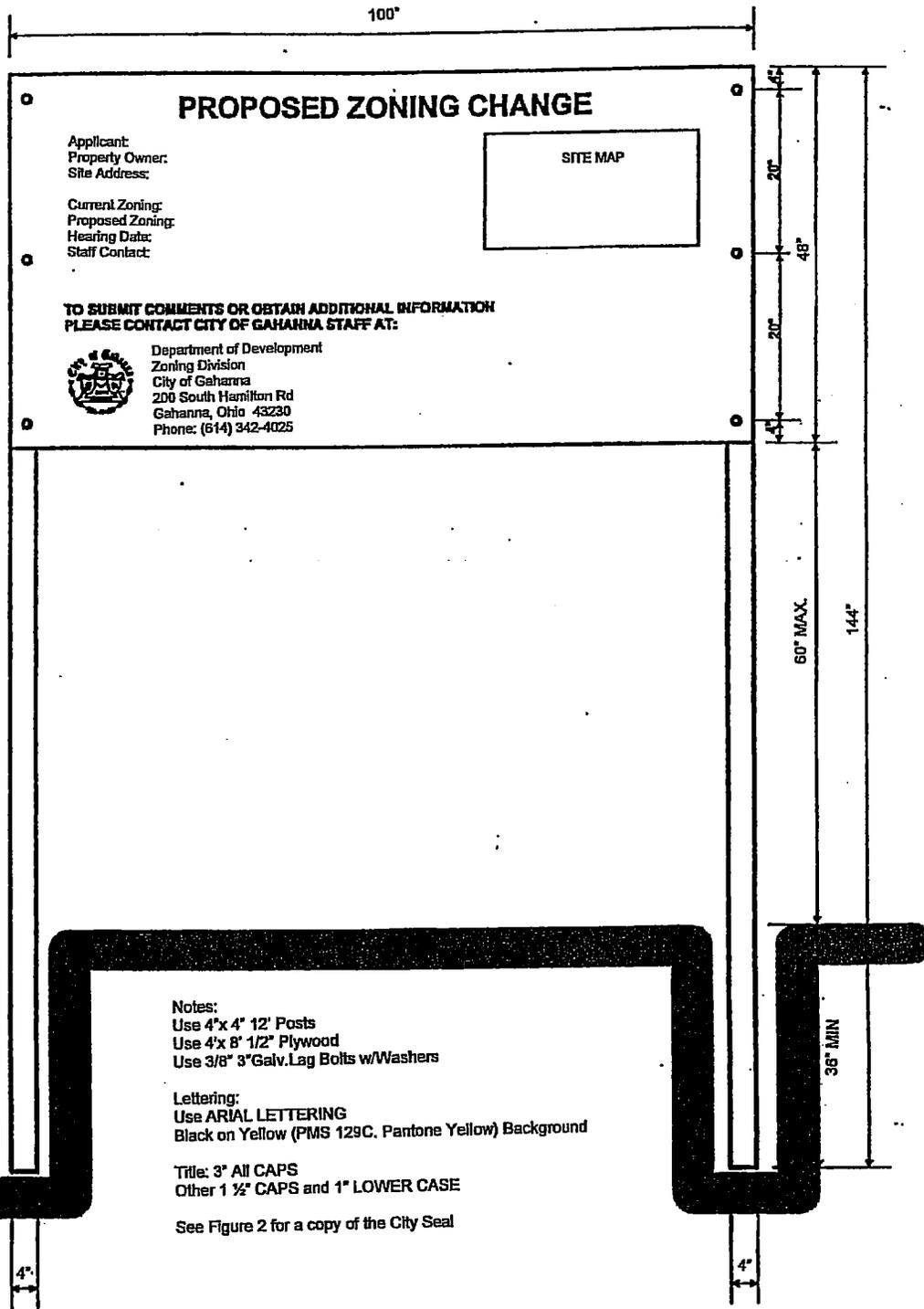


Figure 2



Planning Commission Information for All Applicants

- 1. All required information must be submitted with the application. Wednesday, 12 noon is the deadline for acceptance of all applications (type of application determines weeks of advertisement). 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 8 ½ x 11 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 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 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 site plan for a freestanding sign or on building elevation, if 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.**