

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			

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.