

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

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

**APPLICATION FOR FINAL PLAT
CITY OF GAHANNA PLANNING COMMISSION**

Name of Final Plat: _____
Applicant's Name:* _____
Address: _____
Company: _____ Phone: _____
Fax: _____
Status: _____ Land Owner _____ Option Holder _____ Cont. Purchaser _____ Agent
Property Location: _____
Total Acreage: _____ Proposed Number of Lots: _____ Current Zoning: _____
Developer: _____ Phone: _____
Contact: _____ Title: _____
Address: _____
Landowner: _____ Phone: _____
Address: _____

Applicant's Signature _____

Date _____

Submission Requirements

1. A plat that complies with the list of Final Plat requirements stated in Section 1105.04.
2. 10 copies of plat **folded** (not rolled) to 8 1/2 X 11 inch size prior to submission.
3. Application Fee \$250.
4. A Street Tree Plan in accordance with Section 913.10 for Landscape Board Approval.
5. Reduced drawing to an 8 1/2 x 11 inch size.

In accordance with Section 1105 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this project, 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. Any Final Plat approved by Council shall be filed and recorded with the County Recorder within six (6) months of the date of approval.

Planning & Zoning Administrator _____

Date _____

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

Revised February 2009

FINAL PLAT CHECKLIST
CITY OF GAHANNA PLANNING COMMISSION

Developer/Applicant: _____

Address: _____

Plat Name: _____

The final drawing shall contain and clearly show the following:

ITEM	DEVELOPER	PLANNING AND ZONING ADMINISTRATOR	CITY ENGINEER
<u>A.) Identification</u>			
1. Name of proposed subdivision	1. _____	_____	_____
2. Key map location of proposed subdivision within the City.	2. _____	_____	_____
3. Names and addresses of the landowners, developers, and design professionals involved with the proposed subdivision. If the landowner and/or developer is a corporation or partnership, the names and addresses of the principal corporate officers and/or partners must also appear on the final plat drawing.	3. _____	_____	_____
4. Date.	4. _____	_____	_____
5. North Arrow.	5. _____	_____	_____
<u>B.) Survey and Engineering Data:</u>			
1. Boundary of plat based on an accurate traverse with angular and lineal dimensions.	1. _____	_____	_____
2. True angle and distance to the nearest street intersection, accurately described on the plat.	2. _____	_____	_____
3. Radii, internal angles, points of curvature, tangent bearings, and lengths of all short dimensions.	3. _____	_____	_____
4. All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes.	4. _____	_____	_____
5. Accurate location of permanent monuments marking each boundary corner of the subdivision.	5. _____	_____	_____
6. Accurate location, width, and name of all streets and other public ways.	6. _____	_____	_____
7. Minimum building setback lines along all streets and other public ways.	7. _____	_____	_____

ITEM	DEVELOPER	PLANNING AND ZONING ADMINISTRATOR	CITY ENGINEER
8. Accurate outlines and delineation of all drainage easements, floodway routing, flood hazard areas and other water courses contained within or contiguous to plat boundaries.	8. _____	_____	_____
9. Accurate outlines and delineation of any areas to be dedicated or reserved for public use, with purposes indicated thereon, and of any area to be reserved by deed covenant for the common use of all property owners.	9. _____	_____	_____
10. Any restriction and covenants which are to be included as part of the deed to any lot within the subdivision plat or planned development.	10. _____	_____	_____
11. Other information deemed necessary by the City Engineer or Planning Commission in order to fully describe any special conditions or circumstances affecting the proposed plat.	11. _____	_____	_____
C.) Certification and Approval Provisions:			
1. Certification by an Ohio registered surveyor that the plat represents a survey made by him/her or under his/her direction and that the monuments shown exist as designated or will be set following construction and that all dimensional and geodetic details are correct.	1. _____	_____	_____
2. Notarized certification by the landowner as to adoption of the plat and the dedication to public use of the streets and other public ways shown on the plat. No private property shall extend into the dedicated right of way for any street or public way.	2. _____	_____	_____
3. Space for approval by signature of the City Engineer.	3. _____	_____	_____
4. Proper form for the approval of Planning Commission with space for the signature of the Chairman.	4. _____	_____	_____
5. Space for approval by signature of the Mayor.	5. _____	_____	_____

ITEM	DEVELOPER	PLANNING AND ZONING ADMINISTRATOR	CITY ENGINEER
6. Proper form for approval of the final plat by Council showing ordinance number and provision for signature by the Clerk of Council.	6. _____	_____	_____
7. Proper form for acceptance by Council of the dedication to public use of the streets and other ways and provisions for signature by the Clerk of Council.	7. _____	_____	_____
8. Space for transfer by the County Auditor and recording by the County Recorder with a statement indicating the expiration date of any or all approvals granted by the City related to the Final Plat.	8. _____	_____	_____



CITY OF GAHANNA

Agreement to Construct as Approved

Your signature below affirms that, as the contractor _____
(Please print Contractor Name)

_____ for _____,
(Business Name and/or Address)

the above named project will be built as approved and specified by the City of Gahanna Planning Commission. As the contractor, you also agree that any proposed change to the approved plans must be reported to the Planning and Zoning Administrator. Significant changes to the project, as determined by the Planning and Zoning Administrator, must approved by Planning Commission.

Contractor Name/Representative _____
(Please sign)

Date _____

(Signature of Notary)

(Date)

Stamp/Seal

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.