File No. _____ Fee: _____
Date Received: _____ Initials: _____
Scheduled Public Hearing Date (If Necessary): _____ Check or Receipt No. _____

APPLICATION FOR HOME OCCUPATION
CITY OF GAHANNA PLANNING COMMISSION

*Applicant's Name: _____

Address: _____ Phone: _____

Parcel ID#: _____

Type of Occupancy: _____ Rent_____ Own Fax: _____

Type of Home Occupation Proposed: _____

_____

Name of Business: _____

Current Zoning: _____ Total Acreage: _____

Length of Time Requested for Home Occupation: _____

Submission Requirements

1. A copy of a Plot Plan or Legal Description of the property certified by a registered surveyor.
2. Application Fee of $50.
3. Signed Page 2 of Application.
4. Personal Statements on a separate page with signature addressing **all** of the following:
   a) The necessity or desirability of the proposed use to the neighborhood or community.
   b) The relationship of the proposed use to adjacent property and land use.
   c) Other information that may be pertinent to the application for appropriate action by the Planning Commission and/or Planning & Zoning Administrator.

In accordance with Section 1177 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this Home Occupation, as stated in this application, has been approved.

_____
Planning & Zoning Administrator Date

Conditions:

_____

In accordance with Section 1177 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this Home Occupation has been forwarded to the Planning Commission for further review. The public hearing will be held on: _____.

_____
Planning & Zoning Administrator Date

Planning Commission Action: Approved: _____ Denied: _____ Date: _____

Conditions: _____

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

Restrictions for all Home Occupations

Section 1177.03 (b)

(1) All home occupation activities shall be subordinate to the residential use of the property in which such activities are located.

(2) All home occupation activities that are conducted in residential districts shall be conducted from within the principal dwelling unit.

(3) All home occupation activities shall be conducted by only family members residing on the premises of the concerned property.

(4) Traffic generated by all home occupation activities shall not exceed the volume of traffic that is normal for a residential neighborhood.

(5) No additional structures or expansions for the purpose of conducting home occupation activities shall be allowed. No exterior changes to the structure shall be permitted, which includes, but is not limited to, the use of signs, lights and banners.

(6) The area used for such home occupation activities shall not exceed 500 square feet or twenty-five percent (25%) of the gross floor area, whichever is less.

(7) Any and all vehicles that are related to home occupation activities and may be considered "business" or "commercial" vehicles or bearing an advertisement logo within a residential district, shall meet the parking requirements in Section 1163.09.

(8) Any home occupation activities shall not produce detrimental impacts, which include but are not limited to, fumes, noise, vibration, glare, odors, or electrical interference that infringe upon the public health, safety and welfare. Such detrimental impacts shall not interfere in any manner with adjacent, neighboring or other properties located in proximity to the home occupation activity.

(9) There shall be no outdoor storage of equipment or materials used in the home occupation activity.

(10) It shall be the home owners responsibility to ensure compliance with all applicable state and federal laws.

I have read the above restrictions and understand their impact on my proposed Home Occupation.

_____

Applicant Date

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.