

File Number: _____

Fee: _____

Date Received: _____

Initials: _____

Scheduled Public Hearing Date: _____

Check or Receipt Number: _____



**PLANNING COMMISSION
APPLICATION FOR SUBDIVISION WITHOUT PLAT**

Property Location: _____ Parcel ID: _____

Current Zoning: _____ Total Acreage of Proposed Parcel: _____

Reason for Request: _____

Applicant Name: _____ Email: _____

Status: Property Owner Option Holder Contractual Purchaser Agent

Business Owner: _____ Phone: _____

Business Address: _____ Fax: _____

City/State/Zip Code: _____

Property Owner: _____ Phone: _____

Address: _____

City/State/Zip Code: _____

Signature of Applicant

Date

Submission Requirements

1. Submit ten (10) copies of a survey and legal description of the property certified by a registered surveyor (if being submitted to Planning Commission). Only two (2) copies are necessary if application will be approved administratively.
2. Submit two (2) original deeds to be stamped (instruments of conveyance). Deeds must be submitted after Planning Commission or administrative approval to be stamped by Clerk of Council.
3. Application Fee: \$75 for residential and \$150 for all other districts.
4. Any drawings submitted must include one copy that is no larger than 8½ x 11 inches.

APPROVAL

To be approved by: Planning Commission (buildable lot) Administration

In accordance with Section 1106 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this Lot Split as stated above has been approved.

Planning & Zoning Administrator

Date

Chief Building Official

Date

Director of Public Service

Date

City Engineer

Date

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

**Planning Commission
Information for All Applicants**

1. All required information must be submitted with the application. Deadline for acceptance of all applications is 5:00pm on the Tuesday four (4) weeks prior to the Public Hearing Date. 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. The Council office must be advised in advance at (614) 342-4090 if a court reporter is going to be present.
3. Any drawings submitted must include one copy that is no larger than 8½ x 11 inches. If an application is amended at any time during the process, new drawings must be submitted.
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. The list must include the name and mailing address of each 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, 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 indicate 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. The Zoning Code is also available online and can be found at www.gahanna.gov/departments/development/planning.aspx?id=dept under Codified Ordinances.
10. Planning Commission members may visit the property prior to the hearing to review the application.