



# CITY OF GAHANNA

DEPARTMENT OF PUBLIC SERVICE AND ENGINEERING

## CONDITIONAL USE APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.

Project/Property Address or Location:		Project Name/Business Name (if applicable):	
Parcel ID No. (s)	Current Zoning:	Total Acreage:	
Proposed Use/Timeframe:			
<b>APPLICANT INFORMATION</b> (primary contact)			
Name (please do not use a business name):		Address:	
E-Mail:		Phone No.	
<b>ATTORNEY/AGENT INFORMATION</b>			
Name:		Address:	
E-Mail:		Phone No.	
<b>ADDITIONAL CONTACT INFORMATION</b> (please list all applicable contacts)			
Names: -Contractor: -Developer: -Architect:		Contact Information (phone no./email):	
Property Owner Name: (if different from Applicant)		Contact Information (phone no./email):	

**APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED** (see page 2)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY

Zoning File No. \_\_\_\_\_  
PC Meeting Date: \_\_\_\_\_  
PC File No. \_\_\_\_\_

RECEIVED: \_\_\_\_\_  
DATE: \_\_\_\_\_

PAID: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CHECK#: \_\_\_\_\_

### CONDITIONAL USE APPLICATION – SUBMISSION REQUIREMENTS

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STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Gahanna Code <a href="#">Section 1169</a> (visit <a href="http://www.municode.com">www.municode.com</a> )				
	2. Pre-application conference with staff				
	3. Legal description of property certified by registered surveyor (11x17" copy)				
	4. Statement of the proposed use of the property				
	5. Statement of the necessity or desirability of the proposed use to the neighborhood or community				
	6. Statement of the relationship of the proposed use to adjacent property and land use				
	7. <b>PLOT PLAN</b> including the following: (24X36" copy of plan folded to 8.5x11" size)				
	- The boundaries and dimensions of the lot				
	- The size and location of existing and proposed buildings and/or structures				
	- The proposed use of all parts of the lot, buildings and/or structures, including access ways, walks, off-street parking and loading spaces, and landscaping				
	- The relationship of the proposed development to the development standards				
	- The use of land and location of structures on adjacent property				
	8. List of contiguous property owners & their mailing address				
	9. Pre-printed mailing labels for all contiguous property owners				
	10. Application fee (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )				
	11. Application & all supporting documents submitted in digital format				
	12. Application & all supporting documents submitted in hardcopy format				
	13. Authorization Consent Form Complete & Notarized (see page 3)				

INTERNAL USE ONLY

### APPLICATION ACCEPTANCE

This application has been reviewed and is considered complete and is hereby accepted by the Zoning Division of the City of Gahanna and shall be forwarded to the City of Gahanna Planning Commission for consideration.

Planning & Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZATION CONSENT FORM

*(must sign in the presence of a notary)*

*If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.*

### AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S)

*If the applicant is not the property owner, this section must be completed and notarized.*

I, \_\_\_\_\_, the owner of the subject property listed on this application, hereby authorize \_\_\_\_\_ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AUTHORIZATION TO VISIT THE PROPERTY

I, \_\_\_\_\_, the owner of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the property as described in this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTARY

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

### AGREEMENT TO COMPLY AS APPROVED

I, \_\_\_\_\_, the contractor/applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plans shall be submitted for review and approval to the Zoning Division staff.

Contractor/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTARY

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

SAVE APPLICATION