

PRELIMINARY PLAT 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:		Proposed Name of Subdivision:	
Parcel ID No. (s)	Current Zoning:	Total Acreage:	
Detailed description of the location:			Proposed No. of Lots:
APPLICANT INFORMATION <i>(primary contact)</i>			
Name <i>(please do not use a business name):</i>		Address:	
E-Mail:		Phone No.	
ATTORNEY/AGENT INFORMATION			
Name:		Address:	
E-Mail:		Phone No.	
ADDITIONAL CONTACT INFORMATION <i>(please list all applicable contacts)</i>			
Names: -Contractor: -Developer: -Architect:		Contact Information (phone no./email):	
Property Owner Name: <i>(if different from Applicant)</i>		Contact Information (phone no./email):	

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED *(see page 2 & 3)*

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#: _____

PRELIMINARY PLAT 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 Section 1105 (visit www.municode.com)				
	2. Pre-application conference with staff (present a sketch site plan)				
	PRELIMINARY PLAT containing the following:				
	3. Scale: Minimum – one inch equals 100 feet				
	4. The proposed name of the subdivision				
	5. Key map showing location within the Municipality				
	6. Names and addresses of owners, developers and the surveyor who made the plat				
	7. Date				
	8. North arrow				
	THE FOLLOWING EXISTING CONDITIONS SHALL BE SHOWN:				
	9. Boundary lines and approximate acreage included				
	10. Locations, widths and names of all existing or prior platted streets or alleys, railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract				
	11. Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations, grades and locations				
	12. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land with deed book and page number				
	13. Boundary lines of adjacent tracts of unsubdivided and subdivided land				
	14. Existing zoning restrictions				
	15. Existing contours, with intervals of five feet where the slope is greater than 10 percent, and not more than two feet where the slope is less than 10 percent. Elevations to be based on sea level datum				
	16. Drainage channels, wooded areas, watercourses and other significant physical features				
	17. All easements				
	THE FOLLOWING PROPOSED CONDITIONS SHALL BE SHOWN:				
	18. Layout of streets and right-of-way widths				
	19. All public easements				
	20. Layout, numbers, dimensions and square footage of lots				
	21. Parcels of land intended to be dedicated or temporarily reserved for public use, and proposed method of maintenance and control of same				
	22. Building setback lines shown graphically, with dimensions				
	23. Indication of any lot on which a use other than residential is proposed by the owner				
	24. Names of new streets shall not duplicate names of any existing dedicated street within Franklin County and/or its incorporated areas				
	25. New streets which are extensions of or in alignment with existing streets shall bear the names of the existing streets of which they are extensions or with which they are in alignment				

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CITY OF GAHANNA

DEPARTMENT OF PUBLIC SERVICE AND ENGINEERING

200 S. Hamilton Road
 Gahanna, Ohio 43230
 Zoning Division: 614-342-4025
 zoning@gahanna.gov

	26. All new streets shall be subject to the approval of the Planning Commission and shall be named in the following manner:					
		General Direction	Over 1,000' in Length	Under 1,000' in Length		
		North and south	Streets	Places		
		East and west	Avenues	Courts		
		Diagonal	Roads	Ways		
	Curving	Drives	Circles			
	27. A written statement from the developer including: <ul style="list-style-type: none"> - The impact, if any, of the proposed development on area drainage and other lands at lower elevations in the vicinity. - Postulated impact of the proposed development on area traffic loads and fire protection capability All current and proposed deed covenants, deeds of right of way and deeds of easement. - All soil and water management measures necessary to prevent excessive soil erosion and sedimentation during and after development shall be presented. Such measures shall be presented in accordance with a detailed plan for control of erosion and sedimentation unless there has been a prior determination by the City Engineer that such measures are not necessary. 					
	28. An environmental plan as prescribed in Gahanna Code Section 1109.12					
	29. Pre-printed mailing labels for all contiguous & directly across the street from property owners					
	30. Application fee (in accordance with the Building & Zoning Fee Schedule)					
	31. Application & all supporting documents submitted in digital format					
	32. Application & all supporting documents submitted in hardcopy format					
	33. Authorization Consent Form Complete & Notarized (see page 4)					

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