

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Scheduled Public Hearing Date: \_\_\_\_\_

Fee: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Check or Receipt No. \_\_\_\_\_

## APPLICATION FOR PRELIMINARY PLAT CITY OF GAHANNA PLANNING COMMISSION

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**\*Required Information**

\*Name of Preliminary Plat \_\_\_\_\_

\*Property Location \_\_\_\_\_

\*Total Acreage: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_ \*Email \_\_\_\_\_

\*Status: \_\_\_\_\_ Land Owner \_\_\_\_\_ Option Holder \_\_\_\_\_ Cont. Purchaser \_\_\_\_\_ Agent

\*Business Owner \_\_\_\_\_ \*Phone \_\_\_\_\_

\*Business Address \_\_\_\_\_ \*Fax \_\_\_\_\_

\*City/State/Zip \_\_\_\_\_

\*Developer \_\_\_\_\_ \*Contact \_\_\_\_\_

\*Address \_\_\_\_\_ \*Phone \_\_\_\_\_

\*City/State/Zip \_\_\_\_\_

\*Landowner: \_\_\_\_\_ Phone \_\_\_\_\_

\*Complete Address \_\_\_\_\_

\_\_\_\_\_  
\*Applicant's Signature

\_\_\_\_\_  
Date

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### Submission Requirements

1. A plan that complies with the list of Preliminary Plat requirements stated in Section 1105.02.
2. Eleven (11) copies of plans: Two 24x36 size **folded** (not rolled) to 8 1/2 X 11 inch size, nine (9) 11x17 size.
3. A list of contiguous property owners and their mailing addresses.
4. Application Fee of \$500 for first 50 acres, \$10 for each additional acre.
5. Reduced drawing to an 8 1/2 x 11 inch size.

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### APPROVAL

In accordance with Section 1105 of the Codified Ordinances of Gahanna, Ohio, I hereby certify that this project, as stated above, has been approved by the City of Gahanna Planning Commission on \_\_\_\_\_. A copy of the minutes is hereby attached. The applicant shall comply with any conditions approved by the Planning Commission, and shall comply with all building, zoning, and landscaping regulations now in place. This approval is valid for twelve months from public hearing date.

\_\_\_\_\_  
Planning & Zoning Administrator

\_\_\_\_\_  
Date

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

Revised April 2011

# PRELIMINARY 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 & Zoning Administrator	City Engineer
1. Scale minimum 1"=100'	1. _____	_____	_____
2. Subdivision name	2. _____	_____	_____
3. Location Map	3. _____	_____	_____
4. Name and address of:	4. _____	_____	_____
a. Owner	a. _____	_____	_____
b. Developer	b. _____	_____	_____
c. Plat Surveyors	c. _____	_____	_____
5. Date	5. _____	_____	_____
6. North Arrow	6. _____	_____	_____
7. Boundary lines and acreage	7. _____	_____	_____
8. Location, width, names of all existing or prior platting	8. _____	_____	_____
a. Streets	a. _____	_____	_____
b. Alleys	b. _____	_____	_____
c. Railroad ROW	c. _____	_____	_____
d. Utility ROW	d. _____	_____	_____
e. Parks and Public Lands	e. _____	_____	_____
f. Building and Structures	f. _____	_____	_____
g. Section/Corporation lines within or adjacent to plat	g. _____	_____	_____
h. Sewers with size, elevation, and grade.	h. _____	_____	_____
i. Water mains, with size, elevation, and grade	i. _____	_____	_____
j. Culverts, with size elevation, and grade	j. _____	_____	_____
9. Adjacent subdivisions & owners of adjoining parcels with deed book and page number.	9. _____	_____	_____
10. Boundary lines of adjacent parcels of unsubdivided and subdivided land	10. _____	_____	_____
11. Existing zoning restrictions	11. _____	_____	_____
12. Contours: 10% slope with 5' interval, less than 10% with 2' interval. Elevations table on USGS seal level datum.	12. _____	_____	_____
13. Following proposed conditions to be shown:	13. _____	_____	_____
a. Layout of streets with ROW width	a. _____	_____	_____
b. All easements	b. _____	_____	_____
c. Proposed lots to be numbered and square	c. _____	_____	_____
d. Lots to be dimensioned	d. _____	_____	_____
14. Show any part of plat to be dedicated and Method of maintenance	14. _____	_____	_____
15. Show all required setbacks	15. _____	_____	_____
16. Street names – see 1105.02( c )(9)	16. _____	_____	_____
17. Submit a written statement including:	17. _____	_____	_____
a. Impact on drainage both upper and lower	a. _____	_____	_____
b. Impact on traffic conditions and fire protection	b. _____	_____	_____
c. Copies of proposed deed, covenants, ROW, easements.	c. _____	_____	_____
d. Prepare a plan acceptable to the City Engineer to control erosion, sedimentation and revegetation	d. _____	_____	_____



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 Signature \_\_\_\_\_  
(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. The Tuesday, four (4) weeks prior to the Public Hearing Date, by 5:00 p.m., is the deadline for acceptance of all applications. 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 11x17 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 mailing 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, unless otherwise instructed by the Planning & Zoning Administrator, 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 a site plan. Also notate 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. Zoning Code is available on line and can be found @ [www.gahanna.gov/departments/development/planning.asp](http://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.**