

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

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

**APPLICATION FOR VARIANCE  
CITY OF GAHANNA PLANNING COMMISSION**

**\*Required Information**

\*Address of subject property: \_\_\_\_\_ \*Parcel ID# \_\_\_\_\_  
\*Applicant's Name: \_\_\_\_\_ \*Email \_\_\_\_\_  
\*Status: \_\_\_\_\_ Landowner \_\_\_\_\_ Option Holder \_\_\_\_\_ Cont. Purchaser \_\_\_\_\_ Agent  
\*Applicant/Business Owner \_\_\_\_\_ \*Phone \_\_\_\_\_  
\*Home/Business Address: \_\_\_\_\_ Fax \_\_\_\_\_  
\*City/State/Zip \_\_\_\_\_  
\*Landowner \_\_\_\_\_ Phone \_\_\_\_\_  
\*Complete Address \_\_\_\_\_

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

\_\_\_\_\_  
Date

Note: Planning Commission and/or City Staff may visit the property prior to the hearing.

**For Administrative Use Only:**

Code Sections to be varied: A) \_\_\_\_\_ B) \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
C) \_\_\_\_\_ D) \_\_\_\_\_

Short description of the governing code and the requested variance:  
\_\_\_\_\_  
\_\_\_\_\_

**Submission Requirements**

1. Eleven (11) copies of a Legal Description or plans of the property certified by registered surveyor **folded** (not rolled) to 11 x 17 inch size prior to submission.
2. A list of all contiguous property owners and their mailing addresses.
3. Statement of reason(s) for variance request. The statement should address the 3 conditions listed on page 2 of this application that must be met in order for Planning Commission to grant the variance.
4. Application Fee of \$150 for Single Family Residential, \$300 for all others.
5. Reduced drawing to an 8 1/2 x 11 inch size.

**APPROVAL**

In accordance with Section 1131 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.

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

\_\_\_\_\_  
Date

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

Revised April 2012

## 1131.03 ADVERTISED PUBLIC HEARING

...the Planning Commission shall not grant a variance unless it finds that all of the following conditions apply to the case in question:

- (a) There are special circumstances or conditions applying to the land, building or use referred to in the application.
- (b) The granting of the variance is necessary for the preservation and enjoyment of substantial property rights.
- (c) The granting of the application will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

(ORD-104-97 Passed 5-20-97)

# 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.