

# PLANNING COMMISSION APPLICATION PROCESS/TIMELINE

(FOR APPLICATIONS THAT DO NOT REQUIRE CITY COUNCIL ACTION)

## 1. Applicant submits complete application with payment to Zoning Division

2. Zoning staff reviews application for completeness (within 2 business days)

a. If incomplete – applicant is notified

b. Applicant resubmits/adds missing items to application

3. Application distributed to City Review Team for review

4. City Review Team reviews application & submits comments to Zoning staff (approx. 10 business days)

5. Zoning staff compiles comments and submits to applicant (within 2 business days)

a. If comments require applicant action, go back to 2b

6. Planning staff writes staff report

7. Application is submitted to Council staff

8. Council staff advertises according to application specific requirements to get on the next available Planning Commission agenda

9. Council staff notifies applicant of their Planning Commission meeting date (minimum 6 days prior to meeting)

10. Planning Commission meeting (action taken: approved, approved with conditions, denied, continued)

a. Final action is sent to applicant in a Record of Action

11. If approved: applicant proceeds to building/engineering process

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## PLANNING COMMISSION MEETING PROCESS

Applicant/Representative attendance is required

1. Planning Commission meets at 7 pm on the 2nd and 4th Wednesday of each month except November and December when they meet on the 1st and 3rd Wednesday.
2. The Planning Commission agenda is published 5 days prior to the meeting date and may be accessed at [www.gahanna.gov/planning-commission/](http://www.gahanna.gov/planning-commission/)
3. Applicant will be allotted time to speak.
4. Public comment is permitted at 3 minutes per speaker
5. Applicant will have a chance to rebut or respond to any public comment.
6. Planning Commission will ask any questions they have and discuss the application.
7. Planning Commission will make a motion to approve, deny, or postpone, and a vote will be taken.