

DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS 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:	
<i>Please check all that apply:</i>			
SITE PLAN <input type="checkbox"/>	LANDSCAPING <input type="checkbox"/>	BUILDING DESIGN <input type="checkbox"/>	DEMOLITION <input type="checkbox"/> <small>only applicable to Code Chapter 1150, Olde Gahanna</small>
SIGNAGE - please use the Permanent Sign Permit Application			
Additional Information (if applicable):			
APPLICANT Name (primary contact) -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
ATTORNEY/AGENT Name:		Attorney/Agent Address:	
Attorney/Agent E-Mail:		Attorney/Agent Phone No.:	
ADDITIONAL CONTACTS (please list all applicable contacts)			
Name(s):		Contact Information (phone no./email):	
Contractor			
Developer			
Architect			
PROPERTY OWNER Name: (if different from Applicant)		Property Owner 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: _____

THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: www.gahanna.gov

INTERNAL USE

Zoning File No. _____
PC Meeting Date: _____
PC File No. _____

RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____
CHECK#: _____



CITY OF GAHANNA

DEPARTMENT OF PUBLIC SERVICE AND ENGINEERING

ZONING DIVISION
 200 S. Hamilton Road
 Gahanna, Ohio 43230
 614-342-4025
 zoning@gahanna.gov
 www.gahanna.gov

DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS 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 1197 (visit www.municode.com)				
	2. Pre-application conference with staff				
	3. Materials List (see page 3) – does not apply to demolition applicants				
	4. Authorization Consent Form Complete & Notarized (see page 4)				
	5. Application & all supporting documents submitted in digital format				
	6. Application & all supporting documents submitted in hardcopy format				
	7. Application fee paid (in accordance with the Building & Zoning Fee Schedule)				
PLEASE CONTINUE TO THE APPROPRIATE SECTION OF REQUIREMENTS FOR YOUR PROJECT					
NOTE: All Plans must be submitted in 8.5x11", 11x17", or 24x36" (folded, not rolled, to 8.5x11")					
SITE PLAN / LANDSCAPING / BUILDING DESIGN REQUIREMENTS					
GENERAL REQUIREMENTS					
	1. One 24"x36" & One 11"x17" prints of the plans				
	2. Color photographs illustrating the site, buildings, & other existing features as well as adjacent properties (identify photograph location)				
	3. A list of all samples to include color names & PMS #'s (required for all exterior materials) – please bring samples to meeting(s)				
	4. Color rendering(s) of the project in plan/perspective/or elevation				
BUILDING CONSTRUCTION, EXTERIOR REMODELING, & ADDITIONS (INCLUDING PARKING LOTS & LANDSCAPING)					
	1. SITE PLAN that includes the following: (include: scale, north arrow, & address)				
	- All property & street pavement lines				
	- Gross area of tract stated in square feet				
	- Proposed ingress/egress to the site, including onsite parking area(s), parking stalls, adjacent streets. Delineate traffic flow with directional arrows & indicate location of direction signs or other motorist's aids (if any)				
	- Location of all existing and proposed buildings on the site				
	- Location of all existing (to remain) & proposed lighting standards				
	- Breakdown of parking spaces required & spaces provided (see Gahanna Code Section 1163)				
	- Provide lot coverage breakdown of building & paved surface areas				
	2. LANDSCAPE PLAN (including plant list)				
	- Existing landscaping that will be retained & proposed landscaping shall be differentiated & shown on the plan. The type, size, number, & spacing of all plantings & other landscape features must be illustrated				
	- Location of all isolated existing trees having a diameter of six"+; (tree masses may be shown with a diagrammatic outline & a written inventory of individual trees exceeding 6" in caliper)				
	- Designation of required buffer screens (if any) between parking area & adjacent property				
	- Interior landscaping breakdown for paved surface (see Gahanna Code Section 1163)				
	3. ELEVATIONS from all sides & related elevations of any existing structures that includes the following: (include: scale, north arrow, & address)				
	- Exterior materials identified				
	- Fenestration, doorways, & all other projecting & receding elements of the building exterior				
	4. LIGHTING STANDARD DRAWING that includes the following: (scaled drawing)				
	- All sizing specifications				
	- Information on lighting intensity (no. of watts, isofootcandle diagram, at least ½ ft. candles req.)				
	- Materials, colors, & manufacturer's cut sheet				
	- Ground or wall anchorage details				
CONTINUE TO PAGE 3					



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	5. OPTIONAL REQUIREMENTS AT THE DISCRETION OF PLANNING COMMISSION: - Scale model - Section profiles - Perspective drawing				
DEMOLITION OR REMOVAL OF EXISTING STRUCTURES REQUIREMENTS					
	1. ONE OR MORE OF THE FOLLOWING CONDITIONS MUST EXIST:				
	- That the building contains no features of special architecture or is not a historical building or culturally significant or is not consistent in design & style with other structures within the district				
	- That there exists no viable economic use for the building in its current state or as it might be restored or that there is not a feasible and prudent alternative to demolition and that the approval of the demolition is necessary for the preservation and enjoyment of substantial property rights				
	- That the applicant has a definite plan for redevelopment of the site which meets the standards of this Code and the proposed redevelopment will not materially affect adversely the health or safety of persons residing or working in the district where the demolition will occur and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood				

MATERIAL LIST

NOT REQUIRED FOR DEMOLITION APPLICANTS

Item	Manufacturer Name	Color Name	Color Number
Awnings			
Brick			
Gutters and Downspouts			
Lighting			
Roofing			
Siding			
Signs			
Stucco			
Trim			
Windows			

THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: www.gahanna.gov

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 & notarized.*

I, _____, the owner or authorized owner's representative 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 or authorized owner's representative 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 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.

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: _____

APPLICATION ACCEPTANCE

INTERNAL USE

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.
- Forwarded to Administration for consideration.

Planning & Zoning Administrator Signature: _____ Date: _____

APPROVAL BY THE PLANNING & ZONING ADMINISTRATOR

In accordance with the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this project, as stated above, was approved by the Planning & Zoning Administrator on _____. The applicant shall comply with any conditions approved by the Planning & Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the City of Gahanna.

INTERNAL USE

Planning & Zoning Administrator Signature: _____ Date: _____

Chief Building Official Signature: _____ Date: _____

Director of Public Service Signature: _____ Date: _____

City Engineer Signature: _____ Date: _____

This application will be forwarded to Planning Commission read by title at the first regular meeting of Planning Commission following approval by the Planning & Zoning Administrator.