

FINAL DEVELOPMENT PLAN 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:	
Project Description:			
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)

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#: _____

FINAL DEVELOPMENT PLAN 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 1108 (visit www.municode.com) & Chapter 914 , Tree Requirements				
	2. Review the State of Ohio Fire Code Fire Service Requirements				
	3. Pre-application conference with staff				
FINAL DEVELOPMENT PLAN shall contain the following:					
	4. Scale: Minimum - one inch equals 100 feet.				
	5. The proposed name of the development, approximate total acreage, north arrow, and date				
	6. The names of any public and/or private streets adjacent to or within the development				
	7. Names and addresses of owners, developers and the surveyor who designed the plan				
	8. Vicinity map showing relationship to surrounding development and its location within the community				
	9. Natural features currently within proposed development, including drainage channels, tree lines, bodies of water, and other significant features				
	10. Current zoning district, building and parking setbacks				
	11. Proposed location, size and height of building and/or structures				
	12. Proposed driveway dimensions and access points				
	13. Proposed parking and number of parking spaces				
	14. Distance between buildings				
	15. Any other information the Planning Commission may deem to be necessary to evaluate the application. These items can include such things as elevations, traffic studies, floor plans, etc.				
THE DEVELOPER SHALL SUBMIT A TABLE OF DEVELOPMENT CALCULATIONS. TABLE SHALL INCLUDE:					
	16. Parking calculations: (square footage of proposed buildings, number of spaces per square foot, number of spaces required, and actual number of spaces proposed)				
	17. Lot coverage calculations: (square footage of site, area of permanently impervious surfaces broken down into buildings and parking, area of uncovered land, coverage requirements, proposed lot coverage)				
	18. Setback calculations, (if needed)				
	19. Landscaping calculations: (square footage of pavement, proposed area of landscaping, square footage of landscaping, number of two-inch caliper trees required, and number of trees proposed)				
	20. List of contiguous property owners & their mailing address				
	21. Pre-printed mailing labels for all contiguous property owners				
	22. Application fee (in accordance with the Building & Zoning Fee Schedule)				
	23. Application & all supporting documents submitted in digital format				
	24. Application & all supporting documents submitted in hardcopy format				
	25. Authorization Consent Form Complete & Notarized (see page 3)				

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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.

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 & 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: _____