



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

**PRELIMINARY PLAT APPLICATION**

Project/Property Address or Location:		Proposed Name of Subdivision:	
Parcel ID No.(s):	Zoning Designation:	Total Acreage:	
Project Description:			Proposed # of Lots:
<b>APPLICANT</b> Name -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
<b>ADDITIONAL CONTACTS: Please list Primary Contact person for Correspondence (please list all applicable contacts)</b>			
Name(s):		Contact Information (phone no./email):	
<b>PROPERTY OWNER</b> 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/Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE

Zoning File No. \_\_\_\_\_

RECEIVED: \_\_\_\_\_  
 DATE: \_\_\_\_\_

PAID: \_\_\_\_\_  
 DATE: \_\_\_\_\_



## PRELIMINARY PLAT APPLICATION – SUBMISSION REQUIREMENTS

FOR USE BY THE APPLICANT:																	
1.	Review Gahanna Code Chapter <a href="#">1105</a> (visit <a href="http://www.municode.com">www.municode.com</a> )																
2.	Scale: Minimum one inch equals 100 feet																
3.	The proposed name of the subdivision																
4.	Key map showing location with the City																
5.	Name and addresses of owners, developers, and the surveyor																
6.	Date																
7.	North arrow																
8.	Boundary lines and approximate acreage																
9.	Locations, widths, and names of all existing or prior platted streets or alleys, railroad and utility rights-of-way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract																
10.	Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations, grades, and locations																
11.	Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land with deed book and page number																
12.	Boundary lines of adjacent tracts of unsubdivided and subdivided land																
13.	Existing zoning restrictions																
14.	Existing contours, with intervals of five feet where the slope is greater than 10 percent, and not more than two feet where the slope is less than 10 percent. Elevations to be based on sea level datum																
15.	Drainage channels, wooded areas, watercourses, and other significant physical features																
16.	All easements																
17.	Layout of streets and right-of-way widths																
18.	All public easements																
19.	Layout, numbers, dimensions, and square footage of lots																
20.	Parcels of land intended to be dedicated or temporarily reserved for public use, and proposed method of maintenance and control of same																
21.	Building setback lines shown graphically, with dimensions																
22.	Indication of any lot on which a use other than residential is proposed by the owner																
23.	Names of new streets shall not duplicate names of any existing dedicated street within Franklin County and/or its incorporated areas																
24.	New streets which are extensions of or in alignment with existing streets shall bear the names of the existing streets of which they are extensions or which they are in alignment																
25.	All new streets shall be subject to the approval of the Planning Commission and shall be named in the following manner:																
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">General Direction</th> <th style="width: 33%;">Over 1,000' in Length</th> <th style="width: 33%;">Under 1,000' in Length</th> </tr> </thead> <tbody> <tr> <td>North and South</td> <td>Streets</td> <td>Places</td> </tr> <tr> <td>East and West</td> <td>Avenues</td> <td>Courts</td> </tr> <tr> <td>Diagonal</td> <td>Roads</td> <td>Ways</td> </tr> <tr> <td>Curving</td> <td>Drives</td> <td>Circles</td> </tr> </tbody> </table>		General Direction	Over 1,000' in Length	Under 1,000' in Length	North and South	Streets	Places	East and West	Avenues	Courts	Diagonal	Roads	Ways	Curving	Drives	Circles
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Diagonal	Roads	Ways															
Curving	Drives	Circles															
26.	A written statement from the developer including: <ul style="list-style-type: none"> <li>• The impact, if any, of the proposed development on the area drainage and other lands at lower elevations in the vicinity</li> </ul>																



- Postulated impact of the proposed development on area traffic loads and fire protection capability
- All current and proposed deed covenants, deeds of right-of-way and deeds of easement
- All soil and water management measures necessary to prevent excessive soil erosion and sedimentation during and after development shall be presented. Such measures shall be presented in accordance with a detailed plan for control of erosion and sedimentation unless there has been a prior determination by the City Engineer that such measures are not necessary.

27. An environmental plan as prescribed in Gahanna Code Chapter [1109.12](#)

28. List of contiguous property owners & their mailing address

29. One set of pre-printed mailing labels for all contiguous property owners

30. Application fee (*in accordance with the [Building & Zoning Fee Schedule](#)*)

31. Application & all supporting documents submitted in digital format

32. Application & all supporting documents submitted in hardcopy format

33. Authorization Consent Form Complete & Notarized (*see page 4*)

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### **Please Note:**

The Public Hearing will not occur until the City Of Gahanna Staff reviews the Application for Code Consistency. Applications that are not consistent with the code will not be scheduled for hearing.

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## 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.

PROPERTY OWNER

### **IF THE PROPERTY OWNER IS THE APPLICANT, SKIP TO NEXT SECTION**

As the property owner/authorized owner's representative of the subject property listed on this application, hereby authorize the applicant/representative to act 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 applicant/representative.

\_\_\_\_\_

(property owner name printed)

\_\_\_\_\_

(property owner signature)

(date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

Applicant/Property Owner/Representative

**AGREEMENT TO COMPLY AS APPROVED** As the applicant/representative/owner of the subject property listed on this application, I hereby agree that the project will be completed as approved with any conditions and terms of the approval, and any proposed changes to the approval shall be submitted for review and approval to City staff.

**AUTHORIZATION TO VISIT THE PROPERTY** I hereby authorize City representatives to visit, photograph and post notice (if applicable) on the subject property as described.

**APPLICATION SUBMISSION CERTIFICATION** I hereby certify that the information on this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_

(applicant/representative/property owner name printed)

\_\_\_\_\_

(applicant/representative/property owner signature)

(date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

# 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

3. Zoning staff pushes to City Review Team

b. applicant resubmits/adds missing items to application

4. City Review Team reviews application & submits comments to Zoning Staff (within 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 & Development writes staff report

7. Application is submitted to Planning Commission staff

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

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

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

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 in order for questions to be answered in regards to the application.

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.



Questions: contact the zoning division  
614-342-4025 or [zoning@gahanna.com](mailto:zoning@gahanna.com)