



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

**SUBDIVISION WITHOUT PLAT APPLICATION**

Project/Property Address or Location:		Project Name/Business Name:	
Parcel ID No.(s):	Zoning Designation:	Total Acreage:	
Project Description:			Acreage to be split:
<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. _____
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RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____



## SUBDIVISION WITHOUT PLAT APPLICATION – SUBMISSION REQUIREMENTS

FOR USE BY THE APPLICANT:
1. Review Gahanna Code Chapter <a href="#">1106</a> (visit <a href="http://www.municode.com">www.municode.com</a> )
2. Survey of property certified by registered surveyor (11x17" copy)
3. Legal description of property certified by registered surveyor (11x17" copy)
4. Application fee (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )
5. Application & all supporting documents submitted in digital format
6. Application & all supporting documents submitted in hardcopy format
7. UPON APPROVAL: <u>original</u> deed(s) must be signed and stamped "approved" by the Clerk of Council of the City of Gahanna and then, at the expense of the applicant, recorded with the <a href="#">Franklin County Recorder's Office</a> .
8. Authorization Consent Form Complete & Notarized (see page 3)

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### Please Note:

The Public Hearing, if required, 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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### ADMINISTRATIVE APPROVAL

In accordance with Section 1106 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this project, as stated above, was administratively approved.

Planning & Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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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)**