

## MASTER SIGN PLAN APPLICATION

PROPERTY INFORMATION		
Project/Property Address:	Project Name/Business Name:	
Parcel #:	Zoning: <i>(see <a href="#">Map</a>)</i>	Acreage:

PLAN SPECIFICATIONS
Description of Sign Plan:

APPLICANT INFORMATION	
Applicant Name <i>(Primary Contact):</i>	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name <i>(if applicable):</i>	

ADDITIONAL CONTACTS	
*Please list all applicable contacts for correspondence*	
<b>Name(s)</b>	<b>Contact Information (phone/email)</b>
Property Owner Name: <i>(if different from Applicant)</i>	Property Owner Contact Information (phone no./email):

**APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED**

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: \_\_\_\_\_

**ADDITIONAL INFORMATION ON NEXT PAGE....**

INTERNAL USE

Zoning File No. _____
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RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____

**Updated  
Aug 2021**

**MASTER SIGN PLAN APPLICATION - SUBMISSION REQUIREMENTS**

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:
1. Review Gahanna Code <a href="#">Section 1165</a> (visit <a href="http://www.municode.com">www.municode.com</a> )
2. The Master Sign Plan design criteria shall include text and drawings, both to scale and dimension, as required at the very least: <ul style="list-style-type: none"> <li>a. Size range of signs permitted</li> <li>b. Colors permitted</li> <li>c. Materials permitted</li> <li>d. Illumination type</li> <li>e. Typefaces permitted</li> <li>f. Type sizes permitted</li> <li>g. Graphic emblem sizes and locations, if permitted</li> <li>h. Miscellaneous graphic features unique to the application submitted. A copy of a standard contractual signage agreement to be used at the center, incorporating the comprehensive graphic design criteria regulations noted above, is to be made a part of all future relationships with tenants and other parties desiring signage at the subject center.</li> </ul>
3. The Master Sign Plan shall comply with the following regulations: <ul style="list-style-type: none"> <li>a. The Master Sign Plan shall be designed so that it establishes a common theme or design, uses similar construction methods and compatible colors, scale and size, in accordance with <a href="#">Section 1165.09</a> (Design, Construction and Maintenance).</li> <li>b. The Master Sign Plan shall be approved by the Planning Commission prior to the issuance of a sign permit for any sign on the building or development. If a Master Sign Plan has been submitted and approved, verification of compliance with the Master Sign Plan shall be submitted with each individual sign permit application; however, no additional Certificate of Appropriateness shall be required. Out-lots at shopping centers or shopping malls must obtain individual approvals.</li> <li>c. Any changes to an approved Master Sign Plan require submission to, and approval by the Planning Commission.</li> </ul>
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. Authorization Consent Form Complete & Notarized (see page 3)

**PLEASE NOTE:**

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



DEPARTMENT OF PLANNING

### 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)