

## DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS APPLICATION

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

PLAN SPECIFICATIONS	
Application Type: <i>(check all that apply)</i>	<input type="checkbox"/> Site Plan <input type="checkbox"/> Landscaping <input type="checkbox"/> Building Design <input type="checkbox"/> Demolition <i>Olde Gahanna only</i> <input type="checkbox"/> Other
Project Description:	

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*	
Name(s)	Contact Information (phone/email)
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. \_\_\_\_\_

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

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

## DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS - SUBMISSION REQUIREMENTS

### TO BE COMPLETED/SUBMITTED BY APPLICANT:

1. Review Gahanna Code <a href="#">Section 1197</a> (visit <a href="http://www.municode.com">www.municode.com</a> )
2. Materials List (see page 3) – does not apply to demolition applicants
3. Authorization Consent Form Complete & Notarized (see page 4)
4. Application & all supporting documents submitted in digital format
5. Application & all supporting documents submitted in hardcopy format
6. Application fee paid (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )
7. Color rendering(s) of the project in plan/perspective/or elevation
8. <b>One (1) copy</b> 24"x36" or 11"x17" prints of the plans
<b>Building Construction, Exterior Remodeling, and Additions (Including Parking Lots and Landscaping)</b>
1. <b>SITE PLAN</b> that includes the following: (include: scale, north arrow, & address) if applicable
- All property & street pavement lines
- Property size
- Proposed ingress/egress to the site, including onsite parking area(s), parking stalls, adjacent streets
- Location of all existing and proposed buildings on the site
- Location of all existing & proposed exterior lighting standards
- Breakdown of parking spaces required & spaces provided (see Gahanna Code <a href="#">Section 1163</a> )
- Provide lot coverage breakdown of building & paved surface areas
2. <b>LANDSCAPE PLAN</b> (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
- Designation of required buffer screens (if any)
- Interior landscaping breakdown for paved surface (see Gahanna Code <a href="#">Section 1163</a> )
3. <b>ELEVATIONS</b> from all sides
- Fenestration, doorways, & all other projecting & receding elements of the building exterior
4. <b>LIGHTING STANDARD DRAWING</b> that includes the following: (exterior only)
- All sizing specifications
- Information on lighting intensity (no. of watts, iso foot candle diagram)
- Materials, colors, & manufacturer's cut sheet
5. <b>OPTIONAL</b> REQUIREMENTS AT THE DISCRETION OF PLANNING COMMISSION:
- Scale model
- Section profiles
- Perspective drawing
<b>Demolition or Removal of Existing Structures Requirements</b>
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			
<i>NOT REQUIRED FOR DEMOLITION</i>			
ITEM	MATERIAL TYPE	COLOR NAME	COLOR NUMBER
Facade			
Facade			
Facade			
Awnings			
Lighting			
Roofing			
Trim			
Other (please specify)			
Other (please specify)			
Other (please specify)			

**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.
- The application expires if no action is taken 6 months from the date of the last staff comment letter.

## 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 routes 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 writes staff report

7. Application is submitted to Council staff

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

9. Council 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

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.