

## FINAL DEVELOPMENT PLAN APPLICATION

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

PLAN SPECIFICATIONS
Project Description & Proposed Use(s):

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: _____

## FINAL DEVELOPMENT PLAN APPLICATION - SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:
1. Review Gahanna Code <a href="#">Chapter 1108</a> (visit <a href="http://www.municode.com">www.municode.com</a> ) & Chapter <a href="#">914</a> , Tree Requirements
2. Pre-application conference with staff. Contact <a href="mailto:zoning@gahanna.gov">zoning@gahanna.gov</a> to schedule
3. The Final Development Plan shall include the following: <ol style="list-style-type: none"> <li>a. Scale: Minimum - one inch equals 100 feet.</li> <li>b. The proposed name of the development, approximate total acreage, north arrow, and date</li> <li>c. The names of any public and/or private streets adjacent to or within the development</li> <li>d. Names and addresses of owners, developers and the surveyor who designed the plan</li> <li>e. Vicinity map showing relationship to surrounding development and its location within the community</li> <li>f. Natural features currently within proposed development, including drainage channels, tree lines, bodies of water, and other significant features</li> <li>g. Zoning district, building and parking setbacks</li> <li>h. Proposed location, size and height of building and/or structures</li> <li>i. Location and dimensions of proposed driveways and access points</li> <li>j. Proposed parking and number of parking spaces</li> <li>k. Distance between buildings</li> </ol>
4. A table of development calculations is required which shall include: <ol style="list-style-type: none"> <li>a. Parking calculations: (square footage of proposed buildings, number of spaces per square foot, number of spaces required, and actual number of spaces proposed)</li> <li>b. 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)</li> <li>c. Setback calculations necessary when commercial abuts residential (if needed; see chapter <a href="#">1167.20</a>)</li> <li>d. Landscaping calculations: (square footage of pavement, proposed area of landscaping, square footage of landscaping, number of trees required, and number of trees proposed; see chapter <a href="#">1163.08</a>)</li> </ol>
5. 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.
6. List of contiguous property owners & their mailing address
7. One set of pre-printed mailing labels for all contiguous property owners
8. Application fee ( <i>in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a></i> )
9. Application & all supporting documents submitted in digital format
10. Application & all supporting documents submitted in hardcopy format
11. <b>One (1) copy</b> 24"x36" or 11"x17" prints of the plans
12. 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.
- 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.