

FINAL PLAT APPLICATION

PROPERTY INFORMATION		
Project/Property Address:	Proposed Subdivision Name:	
Parcel #:	Zoning: <i>(see Map)</i>	Acreage:

PLAT SPECIFICATIONS	
Project Description:	Preliminary Plat Application #:
	Proposed # of Lots:

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: _____

**Updated
Apr 2022**

FINAL PLAT APPLICATION - SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:

1.	Review Gahanna Code Chapter 1105 (visit www.municode.com)
2.	Preliminary Plat Approval (within the last 12 months) – Record of Action letter from Planning Commission
3.	Certificate of ability for stormwater management compliance issued by City Engineer under Gahanna Code Chapter 1193.01
4.	Final Plat drawing (18"x24" or 24"x36" size on mylar film with minimum scale at 1" = 100 ft) with the following information:
a.	IDENTIFICATION
1.	Name of proposed subdivision
2.	Key map showing location of subdivision (with date & north arrow)
3.	Names & addresses of land owners, developers, and design professionals involved with subdivision
b.	SURVEY AND ENGINEERING DATA
1.	Boundary of plat on an accurate traverse with angular and lineal dimensions
2.	True angle and distance to the nearest street intersection, accurately described on the plat
3.	Radii, internal angles, points of curvature, tangent bearings and lengths of all short dimensions
4.	All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes
5.	Accurate location of permanent monuments marking each boundary corner of the subdivision
6.	Accurate location, width and name of all streets and other public ways
7.	Minimum building setback lines along all streets and other public ways
8.	Accurate outlines and delineation of all drainage easements, floodway routing, flood hazard areas and other watercourses contained within or contiguous to the plat boundaries
9.	Accurate outlines and delineation of any areas to be dedicated or reserved for public use, with purposes indicated thereon, and of any area to be reserved by deed covenant for the common use of all property owners
10.	Any restrictions and covenants which are to be included as part of the deed to any lot within the subdivision plat
c.	CERTIFICATION AND APPROVAL PROVISIONS
1.	Certification by an Ohio registered surveyor that the plat represents a survey made by the surveyor or under the surveyor's direction and that the monuments shown exist as designated or will be set following construction and that all dimensional and geodetic details are correct
2.	Notarized certification by the land owner as to adoption of the plat and the dedication to public use of the streets and other public ways shown on the plat. No private property shall extend into the dedicated right of way for any street or public way
3.	Space for approval by signature of the City Engineer
4.	Proper form for the approval of Planning Commission with space for the signature of the Chair
5.	Space for approval by signature of the Mayor
6.	Proper form for approval of the final plat by Council showing ordinance number and provision for signature by the Clerk of Council
7.	Proper form for acceptance by Council of the dedication to public use of the streets and other public ways and provision for signature by the Clerk of Council
8.	Space for transfer by the County Auditor and recording by the County Recorder with a statement indicating the expiration date of any or all approvals granted by the City relating to the final plat
5.	List of contiguous property owners & their mailing address
6.	Two sets of pre-printed mailing labels for all contiguous property owners
7.	Street Tree Plan in accordance with Gahanna Code Chapter 913.10
8.	Application fee (in accordance with the Building & Zoning Fee Schedule)
9.	Application & all supporting documents submitted in digital format
10.	Application & all supporting documents submitted in hardcopy format
11.	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

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/
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.