

**PRELIMINARY PLAT APPLICATION**

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

PLAT SPECIFICATIONS	
Project Description:	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. _____
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RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____

**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.

-Application shall expire 6 months from date of last staff comment letter

**PRELIMINARY PLAT APPLICATION - SUBMISSION REQUIREMENTS**

**TO BE COMPLETED/SUBMITTED BY THE APPLICANT:**

1. Review Gahanna Code [Chapter 1105](#) (visit [www.municode.com](http://www.municode.com))
2. Preliminary Plat drawing (24"x36" size paper & digital copy) with the following information:

**a. GENERAL**

1. Scale: Minimum 1 inch = 100 feet
2. Subdivision name
3. Key map showing location of subdivision (with date & north arrow)
4. Names & addresses of land owners, developers, and design professionals involved with subdivision

**b. EXISTING CONDITIONS**

1. Boundary lines and approximate acreage included
2. Locations, widths and names of all existing or prior platted streets or alleys, railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract.
3. Existing sewers, water mains, culverts, and other underground facilities within the tract, indicating pipe sizes, elevations, grades and locations.
4. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land with deed book and page number.
5. Boundary lines of adjacent tracts of unsubdivided and subdivided land.
6. Existing zoning restrictions.
7. Existing contours, with intervals of five feet where the slope is greater than ten percent, and not more than two feet where the slope is less than ten percent. Elevations to be based on sea level datum.
8. Drainage channels, wooded areas, watercourses, and other significant physical features.
9. All easements.

**c. PROPOSED CONDITIONS**

1. Layout of streets and right-of-way widths
2. All public easements
3. Layout, numbers, dimensions, and square footage of lots
4. Parcels of land intended to be dedicated or temporarily reserved for public use, and proposed method of maintenance and control of same
5. Building setback lines shown graphically, with dimensions
6. Indication of any lot on which a use other than residential is proposed by the owner
7. Names of new streets shall not duplicate names of any existing dedicated street within Franklin County and/or its incorporated areas
8. New streets which are extensions of or in alignment with existing streets shall bear the names of the existing streets of which they are extensions or with which they are in alignment
9. All new streets shall be subject to the approval of the Planning Commission and shall be named in the following manner:

General Direction	Over 1,000ft in Length	Under 1,000ft in Length
North and South	Streets	Places
East and West	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Circles

3. A written statement from the developer including:
  1. The impact, if any, of the proposed development on area drainage and other lands at lower elevations in the vicinity.
  2. Postulated impact of the proposed development on area traffic loads and fire protections capability.
  3. All current and proposed deed covenants, deeds and right-of-way and deeds of easement
  4. All soil and water management measures necessary to prevent excessive soil erosion and sedimentation during and after development shall be presented. Such measures shall be presented in accordance with a detailed plan for control of erosion and sediment unless there has been a prior determination by the City Engineer that such measures are not necessary.
4. An environmental plan as prescribed in Gahanna Code Chapter [1109.12](#)
5. List of contiguous property owners & their mailing address.
6. One set of pre-printed mailing labels for all contiguous property owners
7. Application fee (in accordance with the [Building & Zoning Fee Schedule](#))
8. Application & all supporting documents submitted in digital format
9. Application & all supporting documents submitted in hardcopy format
10. Authorization Consent Form Complete & Notarized (see page 3)

## 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.