

REZONING APPLICATION

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

ZONING CHANGE SPECIFICATIONS	
Proposed Use/Reason for Request:	Proposed Zoning:

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):

ADDITIONAL INFORMATION ON NEXT PAGE....

INTERNAL USE

Zoning File No. _____

RECEIVED: _____
 DATE: _____

PAID: _____
 DATE: _____

**Updated
Apr 2022**

REZONING APPLICATION - SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:

1.	Review Gahanna Code Chapter 1133 & 1152 for Limited Overlay & ROD Applicants (visit Zoning Code)
2.	Survey of property certified by registered surveyor (11"x17")
3.	Legal description of property certified by registered surveyor (11"x17")
4.	Limitation Text (<i>Limited Overlay or ROD zoning applicants only</i>)
5.	Development Plan (<i>Limited Overlay or ROD zoning applicants only</i>)
6.	Traffic Impact Study (labeled as such) - <i>If any use permitted in the requested zone district could generate 100+ peak hour directional trips, or 1,000+ vehicle trips/day; the traffic study should contrast the daily peak hour trip generation rates for representative use in the requested zoning district.</i>
7.	Conceptual plan (labeled as such) - <i>Demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, buffers, access spacing, parking, and other site design factors.</i>
8.	Environmental assessment (labeled as such) - <i>describing site features such as soil conditions and drainage patterns and anticipated impacts created by the host of uses permitted in the requested zoning district.</i>
9.	Written statement on a separate sheet responding to the six (6) elements listed in <i>Zoning Code Chapter 1133.03(b). The City's land use plans can be found under the Planning page on the City's website.</i>
10.	List of contiguous property owners & their mailing address
11.	Two sets of pre-printed mailing labels for all contiguous property owners
12.	Application fee (<i>in accordance with the Building & Zoning Fee Schedule</i>)
13.	Application & all supporting documents submitted in digital format
14.	Application & all supporting documents submitted in hardcopy format
15.	PLEASE NOTE – Staff will place one zoning sign per public street frontage in accordance with <i>Zoning Code Chapter 1133.02</i> no less than 14 days prior to the public hearing date.
16.	Authorization Consent Form Complete & Notarized (<i>see page 3</i>)

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: _____

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.