

ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION



Property Information

Business Name _____ Address _____
 Parcel ID _____ Zoning _____ Development Name, if applicable _____

Owner/Applicant Information

OWNER

Name _____
 Address _____
 City/State/ZIP _____
 Phone _____
 E-mail _____

APPLICANT (if different from owner)

Name _____
 Address _____
 City/State/ZIP _____
 Phone _____
 E-mail _____

I, _____, the applicant or applicant's duly authorized agent, have read and understand the contents of this submittal. The information contained, including attached exhibits, is complete and true/correct, to the best of my knowledge. Site visits to the property may be necessary by City representatives. The owner/applicant hereby authorizes representatives to visit and/or photograph the property described in this application.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

Project Type

- Exterior Building Alterations or Additions
- Site Modifications (Including Parking Lots)
- Exterior Maintenance in the HPA
- Sign Replacement in the HPA
- Model Home
- Collection Bins
- Temporary Portable Structures

(Defined as structure in excess of 100 square feet not intended for residential use and not including tents; examples include construction trailers.)

There is no base fee attached to this application; however, fees for plans examination may be required, depending on the nature of the project. Those fees will be based upon the hourly rate charged by the contracted plans examiner, and the applicant will be billed for these fees by the City of Grove City. The applicant will be advised at the time of application whether plan reviews will be required.

Submission Requirements

- Narrative describing the project (Model home applications also shall include information regarding parking, hours of operation and number of employees; temporary structure applications shall include a date by which the structure will be removed.)
- Site plan, including location of all structures, signs and pavement as well as all easements or setback lines
- Grading plan (if applicable)
- Landscaping plan (if applicable)
- Lighting details (if applicable)
- Existing and proposed elevation drawings or photographs (in color)
- Material samples and manufacturer's specifications
- Any additional plans or documents deemed necessary by the plans examiner

Per Sections 1137 and 1143 of Grove City's Codified Ordinances.

Office Use

Zoning Approval _____ Date _____