



Grove City Planning Commission

CERTIFICATE OF APPROPRIATENESS

Please provide the requested information and submit to:

DEVELOPMENT DEPARTMENT
4035 BROADWAY
GROVE CITY, OHIO 43123
614-277-3004

grovecityohio.gov/development

TYPE OF REQUEST

<input type="checkbox"/> HPA New Construction and Renovations (See page 3 of 6)	<input type="checkbox"/> HPA Sign Appeal (See page 4 of 6)	<input type="checkbox"/> HPA Portable Sign Approval (See page 5 of 6)
--	---	--

PROJECT / PROPERTY INFORMATION

PROJECT NAME: _____

PROJECT LOCATION: _____
STREET ADDRESS (OR NEAREST INTERSECTION WITH DISTANCE AND DIRECTION)

PARCEL ID NUMBER: _____ ACREAGE AFFECTED BY THIS APPLICATION: _____

EXISTING ZONING: _____ EXISTING LAND USE: _____

PROPOSED ZONING: _____ PROPOSED LAND USE: _____

PROPERTY OWNER INFORMATION

Note: Property ownership information is to reflect how the property is held in accordance with the Franklin County Auditor's Office.

Name	Address	City, State, Zip
Phone	Fax	Email

APPLICANT INFORMATION

Note: The applicant is the person(s) or entity seeking approval of this application.

Name	Title	Company / Organization
Address	City	State, Zip
Phone	Fax	Email

SUBMITTAL REQUIREMENTS

Instructions: All blanks/boxes must be completed or checked in order for the application submittal to be considered complete. The submittal is to include the required number of copies (properly folded and collated) and shall contain all required supplementary documentation. Submitted materials shall be accurate, measurable and shall address all required checklist items contained within the attached supplemental requirements.

	Fee Calculation	Submittal Items	(check box)
Application Fee:	\$ 50.00	Completed Application (signed and notarized):	<input type="checkbox"/>
		Submittal Fee:	<input type="checkbox"/>
		Ten (10) Copies of Plans (folded and collated):	<input type="checkbox"/>

PROPERTY OWNER AUTHORIZATION OF APPLICANT SUBMITTAL AND SITE VISIT(S)

I _____, the current property owner hereby authorize the applicant _____ to submit this application. I agree to be bound by all representations and agreements made by the applicant and/or their authorized representative.

Additionally, as the current property owner, knowing that site visits to the property may be necessary, I hereby authorize City representatives to visit and/or photograph the property described in this application.

Signature of Current Property Owner: _____ Date: _____

STATE OF OHIO, COUNTY OF FRANKLIN

The above individual(s), being first duly sworn, deposes on oath and says that he/she has read the foregoing affidavit subscribed by him/her, knows the contents thereof, and that the statements therein are true.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.

Official Seal and Signature of Notary Public

APPLICANT'S / AUTHORIZED REPRESENTATIVE'S AFFIDAVIT

I _____, the applicant or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.

Signature of Applicant or Authorized Representative: _____ Date: _____

STATE OF OHIO, COUNTY OF FRANKLIN

The above individual(s), being first duly sworn, deposes on oath and says that he/she has read the foregoing affidavit subscribed by him/her, knows the contents thereof, and that the statements therein are true.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.

Official Seal and Signature of Notary Public

FOR OFFICE USE ONLY		
DATE RECEIVED:	RECEIVED BY:	PAYMENT AMOUNT:
TENTATIVE PC MEETING DATE:	PC RECOMMENDATION:	CHECK NUMBER:
PROJECT ID NUMBER		



HISTORICAL PRESERVATION AREA (HPA) New Construction and Renovations

PLEASE SUBMIT THE FOLLOWING FOR INITIAL STAFF REVIEW: All plans shall be stapled, folded and properly collated. In addition, staff may later request plans that incorporate review comments.

- One (1) original, signed application and nine (9) copies
- Appropriate fee (\$50)
- Ten (10) copies of the project narrative describing the nature of the project
- One (1) electronic copy of all application materials submitted on CD or DVD – all electronic data shall be compatible with Adobe Reader 5.0 or later
- Ten (10) copies of a metes and bounds legal description of the property
- Nine (9) copies (maximum sheet size 24 x 36) and one (1) copy (8½ x 14) of a survey drawing of the property
- Nine (9) copies (sheet size 24 x 36) and one (1) copy (8½ x 14) of scaled site/staking plans showing all applicable information
- Nine (9) copies (sheet size 24 x 36) and one (1) copy (8 ½ x 14) of proposed landscaping
- Nine (9) copies (sheet size 11 x 17) and one (1) copy (8½ x 14) color building elevations
- Ten (10) copies (sheet size 8½ x 11) of materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette
- Please note the following:** Twenty (20) additional copies of revised submittals are required for the Planning Commission hearing

For additional information, contact the Grove City Development Department at 614-277-3004 or visit our website at www.grovecityohio.gov/development.



HISTORICAL PRESERVATION AREA (HPA) – Sign Appeal

PLEASE SUBMIT THE FOLLOWING FOR INITIAL STAFF REVIEW: All plans shall be stapled, folded and properly collated. In addition, staff may later request plans that incorporate review comments.

- One (1) original, signed application and nine (9) copies
- Appropriate fee (\$50)
- Ten (10) copies of the project narrative describing the nature of the project
- One (1) electronic copy of all application materials submitted on CD or DVD – all electronic data shall be compatible with Adobe Reader 5.0 or later
- Ten (10) copies of a metes and bounds legal description of the property
- Nine (9) copies (maximum sheet size 24 x 36) and one (1) copy (8½ x 14) of a survey drawing of the property
- Nine (9) copies (sheet size 24 x 36) and one (1) copy (8½ x 14) of scaled site/staking plans showing all applicable information
- Nine (9) copies (sheet size 24 x 36) and one (1) copy (8½ x 14) of proposed landscaping
- Nine (9) copies (sheet size 11 x 17) and one (1) copy (8½ x 14) color building elevations
- Ten (10) copies (sheet size 8½ x 11) of materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette
- Please note the following:** Twenty (20) additional copies of revised submittals are required for the Planning Commission hearing

For additional information, contact the Grove City Development Department at 614-277-3004 or visit our website at www.grovecityohio.gov/development.



HPA CERTIFICATE OF APPROPRIATENESS (COA) – Portable Signs

PLEASE SUBMIT THE FOLLOWING FOR INITIAL STAFF REVIEW: All plans shall be stapled, folded and properly collated. In addition, staff may later request plans that incorporate review comments.

- One (1) original, signed application and nine (9) copies
- Appropriate fee (\$50)
- Ten (10) copies of the project narrative describing the nature of the project
- One (1) electronic copy of all application materials submitted on CD or DVD – all electronic data shall be compatible with Adobe Reader 5.0 or later
- Nine (9) copies (sheet size 11 x 17) and one copy (8½ x 14) sign package
- Nine (9) copies (sheet size 11 x 17) and one copy (8½ x 14) site plan identifying site of proposed signs
- Nine (9) copies (sheet size 11 x 17) and one copy (8½ x 14) color building elevations for site of proposed sign(s)
- Ten (10) copies (sheet size 8½ x 11) of materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette
- Please note the following:** Twenty (20) additional copies of revised submittals are required for the Planning Commission hearing

For additional information, contact the Grove City Development Department at 614-277-3004 or visit our website at www.grovecityohio.gov/development.



Grove City Planning Commission Meeting and Deadline Schedule 2016

Planning Commission				City Council	
Planning Commission Application Filing Deadline	Revised Plan Deadline to be Placed on Agenda	Agenda Submittal to Newspaper	Planning Commission Meeting Date	Tentative City Council Meeting Date*	
November 30, 2015	December 23, 2015	December 28, 2015	January 5, 2016	1st Reading	January 19, 2016
				2nd Reading	February 1, 2016
December 28, 2015	January 20, 2016	January 22, 2016	February 2, 2016	1st Reading	February 16, 2016
				2nd Reading	March 7, 2016
February 1, 2016	February 24, 2016	February 26, 2016	March 8, 2016	1st Reading	March 21, 2016
				2nd Reading	April 4, 2016
February 29, 2016	March 23, 2016	March 25, 2016	April 5, 2016	1st Reading	April 18, 2016
				2nd Reading	May 2, 2016
March 28, 2016	April 20, 2016	April 22, 2016	May 3, 2016	1st Reading	May 16, 2016
				2nd Reading	June 6, 2016
May 2, 2016	May 25, 2016	May 27, 2016	June 7, 2016	1st Reading	June 20, 2016
				2nd Reading	July 5, 2016
May 31, 2016	June 22, 2016	June 24, 2016	July 5, 2016	1st Reading	July 18, 2016
				2nd Reading	August 1, 2016
June 27, 2016	July 20, 2016	July 22, 2016	August 2, 2016	1st Reading	August 15, 2016
				2nd Reading	September 6, 2016
August 1, 2016	August 24, 2016	August 26, 2016	September 6, 2016	1st Reading	September 19, 2016
				2nd Reading	October 3, 2016
August 29, 2016	September 21, 2016	September 23, 2016	October 4, 2016	1st Reading	October 17, 2016
				2nd Reading	November 7, 2016
October 3, 2016	October 26, 2016	October 28, 2016	November 8, 2016	1st Reading	November 21, 2016
				2nd Reading	December 5, 2016
October 31, 2016	November 23, 2016	November 28, 2016	December 6, 2016	1st Reading	December 19, 2016
				2nd Reading	January 3, 2017

* Time frames for approval vary based on application type. See approval timelines below for more detail.

- Lot Split applications are approved by Planning Commission and do not require City Council approval.
- Certificate of Appropriateness, Development Plan, and Preliminary Development Plan applications are approved by Resolution and require one reading by City Council.
- Plat and Special Use Permit applications are approved by Ordinance and require two readings by City Council. A 30-day effective period is required after approval.
- Rezoning applications are approved by Ordinance and require two readings by City Council. A 30-day notification period is required between readings and a 30-day effective period is required after approval.

Additional Notes:

- 1 Planning Commission meetings are held in the Lower Level of City Hall at 1:30 pm, on the first Tuesday following the first Monday of each month, unless otherwise noted.
- 2 The complete application packet, including all sets of drawings should be submitted no later than 4:00 pm on the filing date. **INCOMPLETE ITEMS WILL NOT BE ACCEPTED FOR REVIEW.**
- 3 Applications shall be submitted to the Grove City Development Department, located on the second floor of City Hall, 4035 Broadway, Grove City, Ohio. Please contact the Development Department for further information at 614-277-3004 or visit our website at www.grovecityohio.gov/development.