



PROJECT ID# \_\_\_\_\_

### Grove City Planning Commission

# METHOD OF REZONING APPLICATION

Please provide the requested information and submit to:

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

[grovecityohio.gov/development](http://grovecityohio.gov/development)

## TYPE OF REQUEST

Standard Rezoning     
  PUD Rezoning     
  Zoning Upon Annexation     
  Use Approval

## 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 \_\_\_\_\_

## AUTHORIZED REPRESENTATIVE

**Note:** The authorized representative is the person(s) or entity representing the applicant. As the authorized representative you have the proper authority to speak, represent and make commitments on behalf of the applicant. The City does not take any responsibility for the lack of communication between the authorized representative, applicant and related parties.

Name \_\_\_\_\_ Title \_\_\_\_\_ Company / Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Relationship to the Applicant (e.g. legal counsel, engineer, architect, land planner, contractor, etc.) \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

**Instructions:** All blanks/boxes must be completed or checked in order for the application submittal to be considered complete. The submittal shall include the required number of copies (properly folded and collated) and 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: | \$ 100.00 | 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:         |                    |                 |



**PETITION TO CHANGE THE ZONING MAP OF THE CITY OF GROVE CITY**

We, the undersigned, hereby request the rezoning of the following described property and petition for changing the Grove City Zoning map:

**LOCATION OF PROPERTY** \_\_\_\_\_  
\_\_\_\_\_

**EXISTING ZONING** \_\_\_\_\_ **PROPOSED ZONING** \_\_\_\_\_

**PETITIONER NAME (PLEASE PRINT)** \_\_\_\_\_

**PETITIONER'S SIGNATURE** \_\_\_\_\_

**OWNER NAME (PLEASE PRINT)** \_\_\_\_\_

**OWNER'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**THE CITY OF GROVE CITY  
SUBMITTAL REQUIREMENTS: METHOD OF REZONING**



**ALL APPLICATIONS**

- One (1) original, signed application and nine (9) copies
- Appropriate fee (\$100)
- Ten (10) copies of the project narrative describing the proposed use
- Ten (10) copies of the metes and bounds legal description of the area to be rezoned
- Nine (9) copies of the map (no larger than 11 x 17) and one copy (8½ x 14) outlining the said parcels to be rezoned
- Ten (10) copies of a listing of names and tax mailing addresses of all persons, corporations and entities contiguous to and across the street from the proposed zoning change
- If applicable, ten (10) copies of a traffic study indicating potential traffic generation for the proposed site
- One (1) original and nine (9) copies of the signature of Property Owner of Record
- Please note the following:** Twenty (20) additional copies of revised submittals are required for the Planning Commission hearing

**PUD REZONING**

- Ten (10) copies of the City Council resolution from the Clerk of Council indicating City Council's approval or disapproval of the Preliminary Development Plan

**ZONING UPON ANNEXATION**

- Ten (10) copies of the City Council resolution indicating that municipal services can be provided to the site upon its annexation to the City of Grove City

For additional information, contact the Grove City Development Department at 614-277-3004 or visit our website at [www.grovecityohio.gov/development](http://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<br>2nd Reading February 1, 2016  |
| December 28, 2015                               | January 20, 2016                             | January 22, 2016              | February 2, 2016                 | 1st Reading February 16, 2016<br>2nd Reading March 7, 2016    |
| February 1, 2016                                | February 24, 2016                            | February 26, 2016             | March 8, 2016                    | 1st Reading March 21, 2016<br>2nd Reading April 4, 2016       |
| February 29, 2016                               | March 23, 2016                               | March 25, 2016                | April 5, 2016                    | 1st Reading April 18, 2016<br>2nd Reading May 2, 2016         |
| March 28, 2016                                  | April 20, 2016                               | April 22, 2016                | May 3, 2016                      | 1st Reading May 16, 2016<br>2nd Reading June 6, 2016          |
| May 2, 2016                                     | May 25, 2016                                 | May 27, 2016                  | June 7, 2016                     | 1st Reading June 20, 2016<br>2nd Reading July 5, 2016         |
| May 31, 2016                                    | June 22, 2016                                | June 24, 2016                 | July 5, 2016                     | 1st Reading July 18, 2016<br>2nd Reading August 1, 2016       |
| June 27, 2016                                   | July 20, 2016                                | July 22, 2016                 | August 2, 2016                   | 1st Reading August 15, 2016<br>2nd Reading September 6, 2016  |
| August 1, 2016                                  | August 24, 2016                              | August 26, 2016               | September 6, 2016                | 1st Reading September 19, 2016<br>2nd Reading October 3, 2016 |
| August 29, 2016                                 | September 21, 2016                           | September 23, 2016            | October 4, 2016                  | 1st Reading October 17, 2016<br>2nd Reading November 7, 2016  |
| October 3, 2016                                 | October 26, 2016                             | October 28, 2016              | November 8, 2016                 | 1st Reading November 21, 2016<br>2nd Reading December 5, 2016 |
| October 31, 2016                                | November 23, 2016                            | November 28, 2016             | December 6, 2016                 | 1st Reading December 19, 2016<br>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](http://www.grovecityohio.gov/development).