



Grove City Building Division  
 4035 Broadway  
 Grove City, OH 43123  
 614-277-3075 (Phone)  
 614-277-3090 (Fax)  
 GroveCityOhio.gov

# ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION

Return form by:  Fax  Email  Pickup  Call

## PROPERTY INFORMATION

Business Name \_\_\_\_\_  
 Address \_\_\_\_\_ Unit/Ste. \_\_\_\_\_ Grove City, OH 43123  
 Parcel I.D. \_\_\_\_\_ Development \_\_\_\_\_ Zoning \_\_\_\_\_ HPA \_\_\_\_\_

## OWNER / APPLICANT INFORMATION

### PROPERTY OWNER

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### APPLICANT (if different from owner)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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  Model Home  
 Site Modifications (Including Parking Lots)  Exterior Maintenance in the HPA  
 Temporary Portable Structures  Sign Replacement in the HPA  
 Other \_\_\_\_\_

## FEES

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 those fees by the City of Grove City. The applicant will be advised at the time of application whether plan reviews are required.

## SUBMITTAL REQUIREMENTS

- Narrative describing the project
- 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 plans or photographs (in color)
- Material list and manufacturer's specifications
- Any additional plans or documents deemed necessary by the reviewer, Per Sections 1138 and 1143 of Grove City's Codified Ordinances.

## OFFICE USE

### ZONING APPROVAL

By \_\_\_\_\_ Date \_\_\_\_\_