



## Grove City Planning Commission

### LOT SPLIT 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)

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

**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.

#### AUTHORIZED REPRESENTATIVE

*Check box if same as Applicant*

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:	\$ 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 enter, photograph and post notices on 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:		

**THE CITY OF GROVE CITY  
SUBMITTAL REQUIREMENTS: LOT SPLIT**



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 the survey drawing of the property
- If applicable, ten (10) copies of the proposed Development Standards Text
- Please note the following:** Twenty (20) additional copies of revised submittals, properly folded and collated, 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](http://www.grovecityohio.gov/development).



## Grove City Planning Commission Meeting and Deadline Schedule 2019

Planning Commission		City Council	
Planning Commission Application Filing Deadline	Planning Commission Meeting Date	Tentative City Council Meeting Date*	
December 5, 2018	January 8, 2019	1st Reading	January 22, 2019
		2nd Reading	February 4, 2019
January 2, 2019	February 5, 2019	1st Reading	February 19, 2019
		2nd Reading	March 4, 2019
January 30, 2019	March 5, 2019	1st Reading	March 18, 2019
		2nd Reading	April 1, 2019
February 27, 2019	April 2, 2019	1st Reading	April 15, 2019
		2nd Reading	May 6, 2019
April 3, 2019	May 7, 2019	1st Reading	May 20, 2019
		2nd Reading	June 3, 2019
May 1, 2019	June 4, 2019	1st Reading	June 17, 2019
		2nd Reading	July 1, 2019
May 29, 2019	July 2, 2019	1st Reading	July 15, 2019
		2nd Reading	August 5, 2019
July 3, 2019	August 6, 2019	1st Reading	August 19, 2019
		2nd Reading	September 3, 2019
July 31, 2019	September 3, 2019	1st Reading	September 16, 2019
		2nd Reading	October 7, 2019
September 4, 2019	October 8, 2019	1st Reading	October 21, 2019
		2nd Reading	November 4, 2019
October 2, 2019	November 5, 2019	1st Reading	November 18, 2019
		2nd Reading	December 2, 2019
October 30, 2019	December 3, 2019	1st Reading	December 16, 2019
		2nd Reading	January 6, 2020

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 Council Chambers 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 first 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).