



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 4 of 7)	<input type="checkbox"/> HPA Sign Appeal (See page 5 of 7)	<input type="checkbox"/> HPA Portable Sign Approval (See page 6 of 7)
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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 should 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 Check box if same as Applicant:

Note: The authorized representative is the person(s) or entity representing the applicant. As the authorized representative, you must have the legal 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 or 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.) _____

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		

REVIEW FEES

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.

Application Processing Fee: \$ 50.00
Total Submittal Fee: \$ _____

GROVECITY2050 GUIDING PRINCIPLES

In January 2018, the City of Grove City adopted the [GroveCity2050 Community Plan](#) to update the City's plans and policies to proactively shape where and how the community will grow. The Plan contains specific goals, objectives and actions to guide development in Grove City as well as five (5) guiding principles. All applications submitted for Planning Commission will be reviewed based on the following principles:

1. The City's small-town character shall be preserved while continuing to bring additional employment opportunities, residents and amenities to the community.
2. Quality design shall be emphasized for all uses to create an attractive and distinctive public and private realm.
3. Places shall be connected to improve the function of the street network and create safe opportunities to walk, bike and access public transportation throughout the community.
4. Future development shall preserve, protect and enhance the City's natural and built character through sustainable practices, prioritizing parks and open space and emphasizing historic preservation.
5. Development shall provide the City with a net fiscal benefit.





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** (please contact staff if clarification on material assembly is required).

- 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 as well as how the proposed development relates to existing and future land use in the surrounding area in terms of character, street design, trail connectivity, open space and other improvements
- One (1) electronic copy of all application materials submitted on CD/DVD or flash drive— all electronic data shall be compatible with Adobe Reader 5.0 or later
- Ten (10) copies of a metes and bounds legal description and survey of the property, stamped by a certified surveyor
- 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, including all materials moving forward, are required for the Planning Commission hearing. **All materials must be properly folded and collated.**

For additional information, contact the Grove City Development Department at 614-277-3004 or visit the Development Department 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** (please contact staff if clarification on material assembly is required).

- 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 as well as how the proposed development relates to existing and future land use in the surrounding area in terms of character, street design, trail connectivity, open space and other improvements
- One (1) electronic copy of all application materials submitted on CD/DVD or flash drive – all electronic data shall be compatible with Adobe Reader 5.0 or later
- Ten (10) copies of a metes and bounds legal description and survey of the property, stamped by a certified surveyor
- 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, including all materials moving forward, are required for the Planning Commission hearing. **All materials must be properly folded and collated.**

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HPA CERTIFICATE OF APPROPRIATENESS – Portable Signs

PLEASE SUBMIT THE FOLLOWING FOR INITIAL STAFF REVIEW: **All plans shall be stapled, folded and properly collated** (please contact staff if clarification on material assembly is required).

- 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 as well as how the proposed development relates to existing and future land use in the surrounding area in terms of character, street design, trail connectivity, open space and other improvements
- One (1) electronic copy of all application materials submitted on CD/DVD or flash drive – 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, including all materials moving forward, are required for the Planning Commission hearing. **All materials must be properly folded and collated.**

For additional information, contact the Grove City Development Department at 614-277-3004 or visit the Development Department website at 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.