



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

Method by which you would like your permit returned: Fax Email Pickup

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

- | | |
|--|--|
| <input type="checkbox"/> Exterior Building Alterations or Additions | <input type="checkbox"/> Model Home |
| <input type="checkbox"/> Site Modifications (Including Parking Lots) | <input type="checkbox"/> Exterior Maintenance in the HPA |
| <input type="checkbox"/> Temporary Portable Structures | <input type="checkbox"/> Sign Replacement in the HPA |
| <input type="checkbox"/> 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 _____