



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 CONTACT STAFF FOR A LINK TO SUBMIT THE FOLLOWING ELECTRONIC FILES FOR INITIAL STAFF REVIEW:

- One signed and notarized application
- Appropriate fee (\$50) – **Please note that either cash, checks or credit card payments will be accepted. For credit card payments call 614-277-3004.**
- A 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
- A metes and bounds legal description and survey of the property, stamped by a certified surveyor
- Scaled site/staking plans showing all applicable information
- The proposed landscaping
- Color building elevations
- A materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette

NOTE: One (1) paper copy (8 1/2 x 11) of all final materials being presented to Planning Commission will be required, as well as one 24 x 36 copy of all plan sheets, if applicable.

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 CONTACT STAFF FOR A LINK TO SUBMIT THE FOLLOWING ELECTRONIC FILES FOR INITIAL STAFF REVIEW:

- One signed and notarized application
- Appropriate fee (\$50) – **Please note that either cash, checks or credit card payments will be accepted. For credit card payments call 614-277-3004.**
- A 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
- A legal description and survey of the property, stamped by a certified surveyor
- Scaled site/staking plans showing all applicable information
- The proposed landscaping
- Color building elevations
- A materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette

NOTE: One (1) paper copy (8 1/2 x 11) of all final materials being presented to Planning Commission will be required, as well as one 24 x 36 copy of all plan sheets, if applicable.

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HPA CERTIFICATE OF APPROPRIATENESS – Portable Signs

PLEASE CONTACT STAFF FOR A LINK TO SUBMIT THE FOLLOWING ELECTRONIC FILES FOR INITIAL STAFF REVIEW:

- One signed and notarized application
- Appropriate fee (\$50) – **Please note that either cash, checks or credit card payments will be accepted. For credit card payments call 614-277-3004.**
- A 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
- A sign package
- A site plan identifying site of proposed signs
- The color building elevations for site of proposed sign(s)
- A materials detail sheet listing material, manufacturer and color for all proposed exterior materials matching color on HPA color palette

NOTE: One (1) paper copy (8 1/2 x 11) of all final materials being presented to Planning Commission will be required, as well as one 24 x 36 copy of all plan sheets, if applicable.

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**Grove City Planning Commission
Meeting and Deadline Schedule
2020**

Certificate of Appropriateness Application

Planning Commission Application	Planning Commission Meeting Date	Tentative Hearing before City Council
December 4, 2019	January 7, 2020	January 21, 2020
December 31, 2019	February 4, 2020	February 18, 2020
January 29, 2020	March 3, 2020	March 16, 2020
March 4, 2020	April 7, 2020	April 20, 2020
April 1, 2020	May 5, 2020	May 18, 2020
April 29, 2020	June 2, 2020	June 15, 2020
June 3, 2020	July 7, 2020	July 20, 2020
July 1, 2020	August 4, 2020	August 17, 2020
August 5, 2020	September 8, 2020	September 21, 2020
September 2, 2020	October 6, 2020	October 19, 2020
September 30, 2020	November 3, 2020	November 16, 2020
November 4, 2020	December 8, 2020	December 21, 2020