



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

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 CONTACT STAFF FOR A LINK TO SUBMIT THE FOLLOWING ELECTRONIC FILES FOR INITIAL 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
- A metes and bounds legal description of the property
- A survey drawing of the property
- If applicable, a proposed Development Standards Text

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 our website at www.grovecityohio.gov/development.



**Grove City Planning Commission
Meeting and Deadline Schedule
2022**

Lot Split Application

Planning Commission Application Filing Deadline	Planning Commission Meeting Date
December 1, 2021	January 4, 2022
January 5, 2022	February 8, 2022
February 2, 2022	March 8, 2022
March 2, 2022	April 5, 2022
March 30, 2022	May 3, 2022
May 4, 2022	June 7, 2022
June 1, 2022	July 5, 2022
June 29, 2022	August 2, 2022
August 3, 2022	September 6, 2022
August 31, 2022	October 4, 2022
October 5, 2022	November 8, 2022
November 2, 2022	December 6, 2022

Revised 10-13-2021

- * 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 p.m. on the first Tuesday following the first Monday of each month unless otherwise noted.
2. The complete application packet, including all sets of drawings (properly folded and collated), should be submitted no later than 12:00 p.m. 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.