



## Grove City Planning Commission

# SPECIAL USE PERMIT 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 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.)

<b>FOR OFFICE USE ONLY</b>		
DATE RECEIVED:	RECEIVED BY:	PAYMENT AMOUNT:
TENTATIVE PC MEETING DATE:	PC RECOMMENDATION:	CHECK NUMBER:
PROJECT ID NUMBER:		

**ADDITIONAL PROJECT INFORMATION**

PROJECT NAME: \_\_\_\_\_

DEVELOPMENT TYPE: Commercial Retail      Commercial Office       Residential       Industrial       Mixed       Other

ACREAGE DISTURBED: \_\_\_\_\_ TOTAL FLOOR AREA: \_\_\_\_\_

NUMBER OF BUILDINGS: \_\_\_\_\_ BUILDING HEIGHT: \_\_\_\_\_

ESTIMATED NUMBER OF PERMANENT JOBS CREATED (IF APPLICABLE): \_\_\_\_\_

ESTIMATED VALUATION OF BUILDING IMPROVEMENTS: \_\_\_\_\_ ESTIMATED VALUATION OF SITE IMPROVEMENTS: \_\_\_\_\_

**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

## 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:     \$         100.00  
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.



**THE CITY OF GROVE CITY  
SUBMITTAL REQUIREMENTS: SPECIAL USE PERMIT**



The Planning Commission shall consider approval of applications for special permit uses and forward its recommendations to City Council for their consideration if the following findings are made by the Commission:

- the proposed use shall be harmonious with the existing or intended character of the district and nearby affected districts and shall not change the essential character of the districts;
- the proposed use shall not adversely affect the use of adjacent property;
- the proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
- the proposed use shall be in accordance with the general and specific objectives and the purpose and intent of the zoning code and land use plan and any other plans and ordinances of the City;
- the proposed use complies with the applicable specific provisions and standards of this Code;
- the proposed use shall be found to meet the definition and intent of a use specifically listed as a special use in the district in which it is proposed to be located;

**Please indicate below the type of Special Use Permit being requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Adult Bookstore/Novelty Store  | <input type="checkbox"/> Dog and Cat Kennels   |
| <input type="checkbox"/> Adult Entertainment Establishments   | <input type="checkbox"/> Drive-Thru Stations   |
| <input type="checkbox"/> Adult Film and Video Tape Sales  | <input type="checkbox"/> Gasoline Service Stations   |
| <input type="checkbox"/> Adult Motion Picture Theater   | <input type="checkbox"/> Group Family Homes  |
| <input type="checkbox"/> Automobile and Other Motor Vehicle Repair, Services and Garage Automobile Dealers                            | <input type="checkbox"/> Group Multi-Family Homes  |
| <input type="checkbox"/> Bed and Breakfast Inns   | <input type="checkbox"/> Mini-Storage Facility   |
| <input type="checkbox"/> Boarding Houses  | <input type="checkbox"/> Outdoor Concerts  |
| <input type="checkbox"/> Car Wash Establishments  | <input type="checkbox"/> Outdoor Sales and Storage   |
|   | <input type="checkbox"/> Outdoor Seating (eating establishments)   |
| <input type="checkbox"/> Daycare Centers  | <input type="checkbox"/> Pet shops (excludes boarding)   |
| <input type="checkbox"/> Dealers in New and Used motorcycle, motorized bicycle, tricycle and off-road motorized recreational vehicles | <input type="checkbox"/> Radio and television antenna or antenna tower (only in IND-1, IND-2, IND-3 or SD-4 District). |
|   | <input type="checkbox"/> Sale, rental, barter or trade of weapons/explosives   |

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 signed application and notarized application

Appropriate fee (\$100) - **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 metes and bounds legal description and survey, stamped by a certified surveyor of the property

A proposed Development Standards Text

A site plan showing improvements associated with Special Use

**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 at [www.grovecityohio.gov/development](http://www.grovecityohio.gov/development).



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

**Special Use Permit Application**

Planning Commission Application Filing Deadline	Planning Commission Meeting Date	Tentative City Council Timeline		
		1st Reading	2nd Reading	30-day Effective Period
December 1, 2021	January 4, 2022	January 18, 2022	February 7, 2022	30-day Effective Period
January 5, 2022	February 8, 2022	February 22, 2022	March 7, 2022	30-day Effective Period
February 2, 2022	March 8, 2022	March 21, 2022	April 4, 2022	30-day Effective Period
March 2, 2022	April 5, 2022	April 18, 2022	May 2, 2022	30-day Effective Period
March 30, 2022	May 3, 2022	May 16, 2022	June 6, 2022	30-day Effective Period
May 4, 2022	June 7, 2022	June 20, 2022	July 5, 2022	30-day Effective Period
June 1, 2022	July 5, 2022	July 18, 2022	August 1, 2022	30-day Effective Period
June 29, 2022	August 2, 2022	August 15, 2022	September 6, 2022	30-day Effective Period
August 3, 2022	September 6, 2022	September 19, 2022	October 3, 2022	30-day Effective Period
August 31, 2022	October 4, 2022	October 17, 2022	November 7, 2022	30-day Effective Period
October 5, 2022	November 8, 2022	November 21, 2022	December 5, 2022	30-day Effective Period
November 2, 2022	December 6, 2022	December 19, 2022	January 2, 2023	30-day Effective Period

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](http://www.grovecityohio.gov/development).