



PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 PHONE: 614-882-5743
 FAX: 614-882-0701

PERMIT NO: _____
MP NO. _____
RECD BY _____ DATE: _____

DRIVEWAY / SIDEWALK APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administration

Project/Property Address or Location:		Project Name/Business Name (if applicable)	
Parcel ID No.(s):	Current Zoning:	Total Acreage:	
<i>Please check all that apply</i>			
DRIVEWAY <input type="checkbox"/>	SIDEWALK <input type="checkbox"/>	RIGHT OF WAY <i>Use Right Of Way Permit</i>	TYPE <i>(check all that apply)</i> <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Change Change type: <input type="checkbox"/> Material <input type="checkbox"/> Width <input type="checkbox"/> Location
DRIVEWAY Drive Width	Proposed Material	Curb removal Feet _____ ROW Permit # _____	
SIDEWALK Walk Width	Proposed Material	Walk length (entirely)	Walk length across drive
Additional Information (if applicable):			
APPLICANT Name (primary contact) – do not use a business name		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name:			
CONTRACTOR Name:		Contractor Address:	
Contractor Email:		Contractor Phone No.:	
ADDITIONAL CONTACTS <i>(please list all applicable contacts)</i>			
Name(s):		Contact Information (phone no./email):	
Developer			
Architect			
PROPERTY OWNER Name:		Property Owner Contact Information (phone no./email):	

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

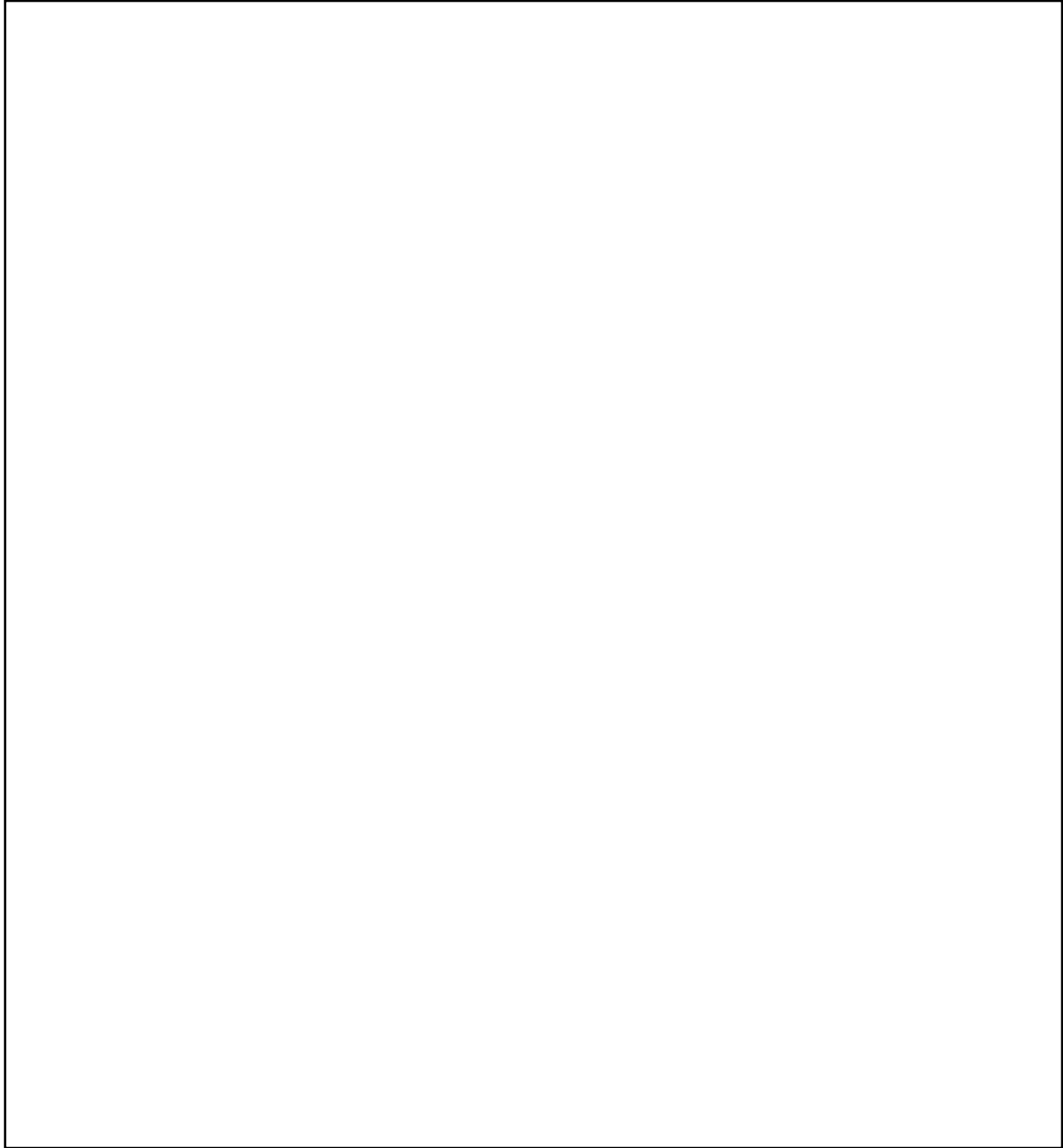
I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

Location: _____ Permit # _____

SITE PLAN - REQUIRED

Please show property lines, all dimensions of existing structures, any proposed structures, and how far structures are from one another, and dimensions from the property lines (*you may use graph paper, or any other site plan showing this required information*)



___ NOT TO SCALE ___ TO SCALE

INTERNAL USE

Zoning File No: _____

PC Meeting Date: _____

PC File No: _____

RECEIVED: _____

DATE: _____

PAID: _____

DATE: _____

CHECK#: _____

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code				
	2. Pre- application conference with staff				
	4. Authorization Consent Form Complete				
	5. Right Of Way Application (if required)				
	6. Application and supporting documents				
	7. Application fee paid (in accordance with the Planning & Zoning Fee Schedule)				
FEE					
\$25	DRIVEWAY – NEW INSTALL (no curb cut)				
\$25	DRIVEWAY – NEW INSTALL (with curb cut)				
\$25	DRIVEWAY – RESURFACE (same material)				
\$25	DRIVEWAY – RESURFACE (change in material)				
\$25	SIDEWALK – NEW INSTALL				
\$25	SIDEWALK – REPLACEMENT (same material)				
\$25	SIDEWALK – REPLACEMENT (change in material)				

REQUIRED INSPECTION

Please call 614-882-5743 for inspections

1. Rough Inspection

The final grading and any forms must be inspected and approved before any concrete is placed. The correct expansion material must be on site in sufficient quantity

2. Final Inspection

A final inspection shall be scheduled upon completion including removal of forms, completion of backfill, and seeding/sodding.

AUTHORIZATION CONSENT FORM

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ **Date:** _____

AUTHORIZATION TO VISIT PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ **Date:** _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ **Date:** _____

APPLICATION ACCEPTANCE

If this application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Department of Village of Minerva Park and shall be:

- Forwarded to the Village of Minerva Park Planning & Zoning Commission for consideration.
- Forwarded to the Administration for consideration.

Planning & Zoning Administrator Signature: _____

APPROVAL BY THE PLANNING & ZONING ADMINISTRATOR

In accordance with the Codified Ordinances of the Village of Minerva Park, I hereby certify that this project, as stated above, was approved by the Planning & Zoning Administrator on _____. The applicant shall comply with any conditions approved by the Planning and Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the Village of Minerva Park.

Planning & Zoning Clerk Signature: _____

Code Enforcement Officer Signature: _____

Planning & Zoning Commission Signature: _____

This application will be forwarded to the Planning & Zoning Commission read by title at the first regular meeting of Planning & Zoning Commission following approval by the Planning & Zoning Administrator.

REQUIRED INSPECTIONS

1. Rough Inspection

The final grading and any forms must be inspected and approved before any concrete is placed. The correct expansion material must be on site in sufficient quantity

APPROVED: Planning & Zoning Authorized Signature

Date _____

2. Final Inspection

A final inspection shall be scheduled upon completion including removal of forms, completion of backfill, and seeding/sodding.

APPROVED: Planning & Zoning Authorized Signature

Date _____