



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

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

LAND USE / ZONING / RE-ZONING APPLICATION

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

| | | | |
|--|-----------------|---|--|
| Project/Property Address or Location: | | Project Name/Business Name (if applicable) | |
| Parcel ID No.(s): | Current Zoning: | Total Acreage: | |
| Proposed Use/Reason for Request: | | Proposed Zoning: | |
| APPLICANT Name (primary contact) – do not use a business name | | Applicant Address: | |
| Applicant E-mail: | | Applicant Phone No.: | |
| BUSINESS Name: | | | |
| ATTORNEY/AGENT Name: | | Attorney/Agent Address: | |
| Attorney/Agent E-mail: | | Attorney/Agent Phone No.: | |
| ADDITIONAL CONTACTS (please list all applicable contacts) | | | |
| Name(s): | | Contact Information (phone no./email): | |
| Contractor | | | |
| Developer | | | |
| Architect | | | |
| PROPERTY OWNER Name: | | Property Owner Contact Information (phone no./email): | |

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED (see page 2)

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: _____

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. Have you gone through the Commission process? Commission Meeting date held: _____ | | | | |
| | 2. Review Minerva Park Code | | | | |
| | 3. Pre-application conference with staff | | | | |
| | 4. Area map identifying the subject property in relation to surrounding properties | | | | |
| | 5. Survey of property certified by registered surveyor (11"x17" copy) | | | | |
| | 6. Legal description of property certified by registered surveyor (11"x17" copy) | | | | |
| | 7. List of contiguous & directly across the street from property owners mailing address | | | | |
| | 8. Two (2) sets of pre-printed mailing labels for all contiguous | | | | |
| | 9. Authorization Consent Form Complete (see page 3) | | | | |
| | 10. Elevation Drawings (Limited Overlay or ROD zoning applicants only) | | | | |
| | 11. Traffic Impact Study (labeled as such) – if any use permitted in the requested zoning district could generate 100+ peak hour directional trips, or 1,000+ vehicle trips/day; the traffic study should contrast the daily peak hour trip generation rates for representative use in the requested zoning district. | | | | |
| | 12. Conceptual plan (labeled as such) – demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, wetland buffers, access spacing, any requested service drives and other site design factors | | | | |
| | 13. Site analysis plan (labeled as such) – illustrating existing conditions on the site and adjacent properties such as soil conditions; drainage patterns; views; existing buildings; any sight distance limitations; and relationship to other developed sites and access points in the vicinity of the property | | | | |
| | 14. Environmental assessment (labeled as such) – describing site features & anticipated impacts created by the host of uses permitted in the requested zoning district | | | | |
| | 15. Written statement on a separate sheet responding to the six (6) elements listed in Planning & Zoning Code Section () | | | | |
| | 16. Application fee | | | | |
| | 17. Application & all supporting documents submitted | | | | |
| | 18. Zoning Sign posted on property in accordance with Zoning Code Section no less than 2 weeks prior to the public hearing date. | | | | |
| | 19. Authorization Consent Form Complete | | | | |

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.

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:** _____