



CITY OF WESTERVILLE
PLANNING COMMISSION

CONCEPTUAL PLAN REVIEW APPLICATION

1. ADDRESS(ES) OF PROPERTY FOR REVIEW _____
2. COUNTY AUDITOR'S PARCEL NUMBER _____
3. PROPERTY OWNER: NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE NO. _____ E-MAIL ADDRESS _____
4. APPLICANT: NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE NO. _____ E-MAIL ADDRESS _____
 INTEREST IN PROPERTY _____
5. CURRENT ZONING DISTRICT OF PROPERTY _____
6. CURRENT USE OF PROPERTY _____
7. PROPOSED USE OF PROPERTY _____

PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS
ON REVERSE SIDE BEFORE SIGNING.

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE

Additional information required for processing this application includes:

1. Payment of an application fee of \$100.00 per the City of Westerville Planning Commission Rules and Regulations
2. Two (2) copies (folded, full-size), two (2) copies (folded, no larger than 11"x17") of a scaled drawing(s) and one (1) digital copy of the following:
 - A. A written summary that highlights the purpose and details of the proposal and request.
 - B. A conceptual site plan showing buildings, service areas, parking, signage, and landscaping.
 - C. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets, driveways and curb cuts, and including major aisle ways and service routes shall be indicated.
 - D. Exterior building design and surface treatments shall be indicated, including building material and color.
 - E. Any additional information as may be required by the Zoning Officer or the Planning Commission.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: October 20, 2015