## 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**

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

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**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