



**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. ALL LISTED ITEMS MUST BE PROVIDED FOR THE APPLICATION TO BE
COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE

(ALL MATERIALS [EXCEPT THE APPLICATION FEE] SHOULD BE SUBMITTED IN A DIGITAL FORMAT. HARD COPIES MAY BE REQUESTED ON A CASE-BY-CASE BASIS.)

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. Scaled drawing(s) 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 no later than 5:00 P.M. at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: April 30, 2021