



**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**PRELIMINARY DEVELOPMENT PLAN APPLICATION**  
**Rezoning, Preliminary Plan And Development Standards Text**

1. ADDRESS OF PROPERTY \_\_\_\_\_
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 \_\_\_\_\_
6. PROPOSED ZONING DISTRICT \_\_\_\_\_
7. CURRENT USE \_\_\_\_\_
8. PROPOSED USE \_\_\_\_\_

**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 \$1125.00 as per Part 11 of the Codified Ordinances and the Fee Schedule adopted by City Council.
2. A current and accurate legal description of the property.
3. A list of names and mailing addresses of all property owners within, contiguous to and directly across the street(s) from the area or property to be rezoned.
4. **PRELIMINARY PLAN.**

The **PRELIMINARY PLAN** is a conceptual plan submitted at the time of a request for rezoning generally describing the proposed uses for the site to be rezoned and their relationship with surrounding properties and uses. The Preliminary Plan should contain the following elements:

- A. A topographic map of the site and adjacent property showing existing natural features including wooded areas and major trees. A description of how the proposed development has planned to utilize the existing site, identifying changes to the existing site grading and noting major trees that will be removed as part of the proposed development.
- B. A schematic plan showing the general development of the tract, location of existing and proposed structures, parking lot layout and other development features including the location of all out parcels.
- C. An engineering feasibility statement in sufficient detail to indicate how the proposed development will be serviced with water, sanitary sewer and storm drainage facilities.
- D. The proposed traffic circulation pattern showing public and private streets and other transportation facilities, including major pedestrian routes, with evidence through a traffic study that the proposed development will not adversely impact existing transportation facilities.
- E. A conceptual landscaping plan that shows the ability of the proposed development to meet all aspects of Chapter 1173.
- F. A proposed schedule or phasing of development of the site.
- G. Evidence that the applicant has sufficient control over the land to accomplish proposed and required land improvements.
- H. Any additional information required by the Planning Commission necessary to determine that the proposed development meets the intent and purposes of the applicable Zoning District.

5. **DEVELOPMENT STANDARDS TEXT:**

A **DEVELOPMENT STANDARDS TEXT** shall be submitted as part of the Preliminary Plan and shall, through a narrative and graphics, as necessary, detail the development standards to be applied to the development concept described in the Preliminary Plan. The Development Standards Text should clearly identify any standard that is less than the standards established by the Zoning District. These modifications shall be justified by fully stating what adjustments, amenities, or other compensations are provided as part of the Preliminary Plan to offset the use of reduced standards and by demonstrating how the modified standards will result in the best possible development for the site. Unless specifically modified by the Development Standards Text, the standards established by the Zoning District shall apply to the proposed development.

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