



# CITY OF BEXLEY

BUILDING DEPARTMENT  
2242 E. Main Street  
(614) 559-4240

2009

Application # \_\_\_\_\_

## PLANNING COMMISSION APPLICATION

**TO: All Planning Commission Applicants**  
**FROM: Bexley Planning Commission**  
**SUBJECT: Application Procedures**

In order to file an application to appear before the Planning Commission, the following procedures must be followed:

1. **ALL** applications must be completed and properly filed with the Planning Officer a minimum of twenty-one (21) days prior to the scheduled hearing date. Please note that the regular meeting schedule of the Planning Commission is the fourth Monday of each month at 6:00PM, unless otherwise stated.
2. Attendance of the Applicant: The applicant or an authorized representative shall attend the meeting pursuant to notice. The Planning Commission may dismiss, without hearing, an application if the applicant or authorized representative is not in attendance.
3. In order to properly complete the application, the Commission requires that all supporting material be submitted at the time the application is filed. **FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN HAVING YOUR APPLICATION WITHHELD FROM THE AGENDA. THIS IS A RULE OF THE COMMISSION AND NO EXCEPTIONS WILL BE MADE.**

4. FEES: Payment of applicable fees:
  - a. Requests for amendment to previously approved PUR or PUC plans **\$200.00**
  - b. Split of lot or existing parcel. **\$250.00**
  - c. Replatting or new plat. **\$250.00**
  - d. Rezoning: 1 acre (or part thereof) **\$250.00**  
each additional acre (or part thereof) additional **\$60.00**
  - e. Sign Review and Environmental Review are based on the value of project:

<u>Valuation of Project</u>	<u>Fee</u>
\$0 - \$10,000	<b>\$100.00</b>
\$10,001 - \$50,000	<b>\$200.00</b>
\$50,001 - \$100,000	<b>\$250.00</b>
\$100,001-\$500,000	<b>\$350.00</b>
\$500,001 - \$1,000,000	<b>\$800.00</b>
Over \$1,000,000	<b>\$1,200.00</b>

\*Artistic improvements such as sculpture, murals and mobiles shall be exempt from an application fee. However, prior to the installation of artistic improvements, an application shall be filed for review and approval by the Planning Commission.

**Be advised, if the Commission decides it needs the services of an independent expert (e.g., architect; landscape architect; planner; civil, environmental or traffic engineer; legal counsel, etc.) to assist it, it shall designate the person to be consulted and the cost thereof shall be paid by the Applicant in addition to the above filing fees.**

- **SIGN APPROVAL**: With the application for Sign Approval you must submit the following:
  - A. Twelve (12) copies of the sign plans which show size, height, color, materials and location on the building elevation for wall signs and on site plan for free standing signs. Please include existing (if any) sign(s) and proposed sign(s).  
**PLEASE NOTE: WINDOW SIGNS REQUIRE APPROVAL - THEY ARE CONSIDERED WALL SIGNS.**
  - B. One copy of a colored rendering of the proposed sign(s).
  - C. Photographs of the site and material samples for the proposed sign(s).

**\*\*PLANNING COMMISSION POLICY REQUIRES SIGN FACES TO HAVE LIGHT LETTERING ON A DARK BACKGROUND AND PROHIBITS THE DISPLAY OF TELEPHONE NUMBERS.**

No exception to this rule will be made unless unusual and specific circumstances exist. The burden of proving unusual and specific circumstances rests with the applicant.

- **ENVIRONMENTAL REVIEW**: With the application for Environmental Review of site and building plans you must submit the following, as applicable:

- A. Twelve (12) copies of a location plan or vicinity map which shows all adjoining properties. (May be obtained at the Building Department.)
- B. Twelve (12) copies of a detailed site plan showing all structures and parking lot layout and proposed landscape, and street furnishing.
- C. Twelve (12) copies of elevation drawings of the proposed structure (all sides).
- D. Twelve (12) copies of a landscape plan showing size, species and location of all proposed and existing material(s).
- E. Twelve (12) copies of an exterior lighting plan, if applicable.
- F. Twelve (12) copies of a trash disposal plan, showing location, size and screening of the proposed dumpster/can, etc.
- G. Material samples for exterior portions of the building.
- H. A colored rendering of the proposed structure(s) and of the existing structure(s).

**NOTE; IF THE APPLICANT IS NOT THE OWNER, A LETTER FROM THE OWNER STATING HIS OR HER APPROVAL OF THE APPLICATION MUST BE SUBMITTED WITH THE APPLICATION.**

APPLICATION NUMBER \_\_\_\_\_  
FILING FEE: \$ \_\_\_\_\_

**CITY OF BEXLEY, OHIO**

**APPLICATION TO APPEAR BEFORE  
THE PLANNING COMMISSION**

1. This application is submitted for: (please check)  
A.  Rezoning             Lot Split             Plat Approval  
B.  Environmental Review to include:     Building Plans  
    Site Development     Signage OR     Other \_\_\_\_\_
  
2. APPLICATION SUBMITTED FOR PROPERTY LOCATED:  
\_\_\_\_\_
  
3. NAME OF APPLICANT: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_
  
4. NAME OF OWNER: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_
  
5. Narrative description of project (attached additional sheets, if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_
  
6. IF THIS APPLICATION INVOLVES A VARIANCE TO THE REQUIREMENTS OF  
THE SIGN CODE, PLEASE EXPLAIN WHY THE VARIANCE IS NECESSARY.  
(Attach additional sheets, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_

## Appeals Procedures

Bexley Code Section 1222.04(c) provides for appeal of the decisions of the Planning Commission to Bexley City Council. Appeals must be in writing and filed with the Clerk of Council within (14) fourteen days after the decision of the Commission is rendered. The decision of City Council is final.

**\*NOTE :** The appeals procedure is applicable to Environmental Review only, and not to statutory decisions such as platting, lot splits or zoning resolutions.

### **MEETING DATES 2009**

January 26  
February 23  
March 23  
April 27  
May- Holiday(check w/building dept.)  
June 22  
July 27  
August 24  
September- Holiday(check w/ building dept.)  
October 26  
November 23  
December 28

### **APPLICATIONS DUE BY DEADLINE**

January 5  
February 2  
March 2  
April 6  
May 4  
June 1  
July 6  
August 3  
September 4  
October 5  
November 2  
December 7

