



**PLANNING COMMISSION APPLICATION  
PUBLIC SERVICE & BUILDING DEPARTMENT**

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

Duties of the Planning Commission are outlined in Whitehall Codified Ordinances Section 149. Please use this application to apply for:

- Rezoning
- Special Permits
- Lot splits greater than 1 acre
- Variances from Overlay District guidelines (1124.10)
- Appeals to Overlay District guidelines (1124.10)

**APPLICATION CHECKLIST**

- Application with all completed attachments submitted digitally to Building-Department@whitehall-oh.us at least two weeks prior to Planning Commission Meeting.
- A legal description of the property. If this is a metes and bounds description, the applicant must provide, at their own cost, a statement and a plot plan from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan.
- A description of the architectural character and proposed use of the property and/or facility. If the development is phased, a Master Plan and a timetable for the total development of the property must be submitted with the application. This information can be shown on the Site Plan or written separately on a sheet attached to the application.
- A complete list of all property owners contiguous to and directly across the street from any part of the subject property including their mailing addresses taken from the County Auditor's tax list and the Treasurer's mailing list. This information should be listed separately on a sheet attached to the application.
- A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent properties and with the comprehensive plan, to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration. (Code Section 1124.06(c).
- Any additional information, such as photographs, that would be beneficial in presenting the case.

If the project has been previously denied, please provide a copy of the denied Certificate of Zoning and statement of reason for the denial.

List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.)

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- A Notary Public must attest to Applicant's signatures on Page 7 and Affidavit Form on Page 8. Affidavit Form – Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice. (Check with the Clerk of Council on the date to file Affidavit Form.)

\*Note that the applicant will be responsible for the accuracy of all the information contained in the application. (Code Section 1129.02(h) and 1129.03.)

**For Rezoning and Special Permit Applications (For Details, see Section 1129):**

- Site Plan showing the proposed development of the property drawn to scale and meeting the requirements of the below checklist:

- |     |   |                              |                             |
|-----|---|------------------------------|-----------------------------|
| 1.  | Is the site plan prepared by registered architect or registered engineer?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1a. | If no, is requirement waived by Director of Public Service?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.  | Site plan drawn to the following scale?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | Up to 1 acre: 1" = 10'  |                              |                             |
|     | 1 to 5 acres: 1" = 20'  |                              |                             |
|     | 5 to 20 acres: 1" = 40'   |                              |                             |
|     | 20 to 50 acres: 1" = 60'  |                              |                             |
|     | 50 or more acres: 1" = 100'   |                              |                             |
| 3.  | The following shall be noted on the site plan:  |                              |                             |
|     | a) Total Acreage  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | b) Percentage of property covered by building(s)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | c) Percentage of property covered by paving   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | d) Percentage of property covered by landscaping  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | e) Total number of parking spaces   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.  | The face of the drawing shall include the following:  |                              |                             |
|     | a) Size and location of existing and/or proposed buildings  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | b) Distance between buildings   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | c) Landscaping of the lot   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | d) Parking spaces   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | e) Existing and proposed curb cuts  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | f) Existing and proposed signs  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | g) Location of hydrants   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|     | h) Location and use of all properties contiguous to and directly across the street from the proposed facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**For Lot Split Applications, please include a plot plan with the following information:**

1. The boundaries and dimensions of the lot or lots involved.
2. The nature of the special conditions or circumstances giving rise to this application.
3. The size and location of existing and/or proposed structures.
4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
5. The location of structures on adjacent property.

**For Planned Unit Development District (PUD) Preliminary Development Plan Applications, please include the following as attachments:**

1. Proposed amending ordinance.
2. A vicinity map, at a scale approved by the Service Director, showing the property lines, streets, existing and the proposed zoning, and such other items as the Service Director may require.
3. A preliminary development plan, at a scale approved by the Service Director, showing topography at ten foot intervals; location and type of residential, commercial and industrial land uses; layout, dimensions and names of existing and proposed streets; rights of way, utility easements, parks and community spaces; layout and dimensions of lots and building setback lines; preliminary improvement drawings showing water, sewer, drainage, electricity, telephone and natural gas; and such other characteristics as the Commission may deem necessary.
4. Proposed schedule for the development of the site.
5. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development plan within two years.
6. A list containing the names and mailing addresses of all owners of property as required in Section 1129.03.
7. Verification by at least one owner, lessee or optionee of property that all information in the application is true and correct to the best of his knowledge.
8. A written statement by the developer setting forth the reasons why, in his opinion, the planned unit development would be in the public interest and would be consistent with the stated intent of these planned unit development requirements.

**For PUD Final Development Plan Applications, please include the following as attachments:**

1. A survey of the proposed development site, showing the dimensions and bearings of the property lines; area in acres; topography and existing features of the development site, including major wooded areas, structures, streets, easements, utility lines and land uses.
2. All the information required on the preliminary development plan; the location and sizes of lots; location and proposed density of dwelling units; nonresidential building intensity; and land uses considered suitable for adjacent properties.
3. A schedule of the development of units to be constructed in progression, and a description of the design principles for buildings and streetscapes; a tabulation of the number of acres in the proposed project for various uses; the number of housing units proposed by type; estimated residential population by type of housing; estimated non-residential population by type of housing; estimated non-residential population; anticipated construction timing for each unit; and standards for height, open space, building density, parking areas, population density and public improvements, whenever the applicant proposes any exception from standard zoning district requirements or other ordinances governing development.
4. Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone and natural gas installations; waste disposal facilities; street improvements; and the nature and extent of earth work required for site preparation and development.
5. Site plan, showing building(s), various functional use areas, circulation and their relationship.
6. Preliminary building plans.
7. Landscaping plans.
8. Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained.

## TIMELINE

**STEP 1: Applications must be submitted digitally to Building-Department@whitehall-oh.us.** The office files applications between the hours of 8:30 AM and 4:30 PM on weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale. Fees can be paid by check or over the phone with a credit card. (Service fees do apply.)

For Rezoning and Special Permits, fees are calculated by acreage of the project.

ONE ACRE OR LESS:	\$150.00
1 ACRE, BUT LESS THAN 3 ACRES:	\$225.00
3 ACRES, BUT LESS THAN 5 ACRES:	\$300.00
5 ACRES OR MORE:	\$600.00

Fees for other Requests:

VARIANCE:	\$80.00
SIGN VARIANCE:	\$75.00
FENCE VARIANCE:	\$50.00
LOT SPLIT:	\$50.00
ADMINISTRATIVE APPEAL:	\$80.00

**STEP 2:** If applying for a rezoning or special permit, the application will be forwarded to the Clerk of Council within seven days (Code Section 1124.06(c).) A copy of the application will then be provided to the City Attorney for preparation of an accompanying Ordinance, which will then be placed on the Council Agenda for First Reading. At First Reading of the Ordinance the case is referred to the Planning Commission for recommendations and a Public Hearing is scheduled.

**STEP 3:** The Planning Commission shall study the matter and within a reasonable time (Code Section 1124.06(f), Charter Section 53 states within sixty days after referral). Planning Commission then reports to Council regarding the effect of such proposed building or use upon the character of the neighborhood and upon traffic conditions, public utility facilities and other matters pertaining to the public safety or general welfare and also report any and all recommendations concerning protective restrictions which may be deemed necessary.

**STEP 4:** A Public Hearing will be held, notice of which must be published at least twenty (20) days beforehand (Code Section 1124.06(g)) and notice by first class mail to all parties of interest at least ten days beforehand (Code Section 1124.06(h)), is held within thirty (30) days after receiving a recommendation from the Planning Commission (1124.06(i)) and the Ordinance receives its Third Reading.

**STEP 5:** Council shall take action as specified in Section 1124.06(i).

**STEP 6:** The project can proceed with obtaining any required permits from the Building and Zoning Department in accordance with the recommendations of the Planning Commission and/or approvals of City Council. These changes or construction must be fully completed within the period of one (1) year from the date of final approval by the Planning Commission or City Council (for rezoning or special permit), unless an extension of time is approved.

### GENERAL INFORMATION:

- City Council meets on the first and third Tuesday of every month at 7:30 PM.
- The Planning Commission meets on the first Thursday of every month at 6:30 PM.
- The entire procedure can be accomplished in 45 - 60 days or, worst case scenario, 90 days.
- Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

**PLANNING COMMISSION APPLICATION  
BUILDING AND PUBLIC SERVICE DEPARTMENT**

**PLEASE INDICATE ALL REQUESTS:**

- REZONING
- SPECIAL PERMIT
- LOT SPLIT GREATER THAN 1 ACRE
- VARIANCE FROM OVERLAY DISTRICT GUIDELINES (1124.10G)
- NUMBER OF VARIANCES REQUESTED:
- APPEAL FROM OVERLAY DISTRICT GUIDELINES (1124.10G)
- NUMBER OF APPEALS REQUESTED:
- OTHER

**APPLICANT INFORMATION**

**APPLICANT:**

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<b>ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

<b>PHONE:</b>	<b>E-MAIL:</b>

**ATTORNEY FOR APPLICANT (IF ANY):**

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<b>ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

<b>PHONE:</b>	<b>E-MAIL:</b>

**OWNERSHIP (IF DIFFERENT THAN APPLICANT)**

NAME:	ADDRESS:	PERCENTAGE:

\*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

**PROJECT DETAILS**

<b>PROJECT ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

<p><b>NAME OF SUBDIVISION:</b></p> <p><b>NUMBER AND TYPE OF BUILDINGS CURRENTLY ON THE PROPERTY (IF NONE, STATE "NONE"):</b></p> <p><b>CURRENT ZONING: (PLEASE PROVIDE CODE SECTION)</b></p>	

<b>DOES THE PROJECT PROPERTY HAVE DEED RESTRICTIONS?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>IF YES, PLEASE PROVIDE THE DATE THE DEED RESTRICTIONS HAVE/WILL EXPIRE(D):</b>	
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<b>PROPOSED USE OF THE PROPERTY IN DETAIL:</b>	

**FOR REZONING**

**PROPOSED CHANGE IN ZONING:  
(PLEASE PROVIDE CODE SECTION)**

--

**FOR SPECIAL PERMIT**

**SPECIAL PERMIT REQUESTED:  
(PLEASE PROVIDE CODE SECTION)**

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**FOR LOT SPLIT**

**PARCEL ID #:  
(PLEASE PROVIDE CODE SECTION)**

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**FOR VARIANCE(S)**

**PROPOSED VARIANCE(S):  
(PLEASE PROVIDE CODE SECTION)**

**PROPOSED VARIANCE 1:**

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**PROPOSED VARIANCE 2:**

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**PROPOSED VARIANCE 3:**

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**PROPOSED VARIANCE 4:**

--

**PROPOSED VARIANCE 5:**

--

**PROPOSED VARIANCE 6:**

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**PROPOSED VARIANCE 7:**

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**PROPOSED VARIANCE 8:**

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**PROPOSED VARIANCE 9:**

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**PROPOSED VARIANCE 10:**

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\*IF MORE VARIANCES ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**FOR APPEAL(S)**

**PROPOSED APPEAL(S):  
(PLEASE PROVIDE CODE SECTION)**

**PROPOSED APPEAL 1:**

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**PROPOSED APPEAL 2:**

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**PROPOSED APPEAL 3:**

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**PROPOSED APPEAL 4:**

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**PROPOSED APPEAL 5:**

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\*IF MORE APPEALS ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.



NOTE: NOT TO BE FILED WITH THE APPLICATION; MUST BE FILED AFTER NOTIFICATION OF THE PUBLIC HEARING BY THE CLERK OF COUNCIL.

**AFFIDAVIT**

STATE OF OHIO        )  
                                  )  ss.  
FRANKLIN COUNTY    )

being first duly sworn deposes and says that he is the applicant for a proposed Rezoning (or Special Permit) of certain property in the City of Whitehall, Ohio and more particularly described as follows, to-wit:

THAT THE APPLICATION FOR SUCH ZONING CLASSIFICATION CHANGE OR SPECIAL PERMIT HAS BEEN FILED with the Clerk of Council of the City of Whitehall pursuant to the requirements of the Zoning Code, and the City Charter and that such application includes the names and addresses of property owners contiguous to and directly across the street from such parcel or parcels sought to be rezoned or for a Special Permit taken from the County Auditor’s Tax List and the Treasurer’s Mailing List.

AFFIANT now being advised of notice of the Public Hearing to be held on this proposed change of Zoning (or Special Permit Use) has rechecked the names and addresses referred to above, does hereby certify that these names and addresses are current as of the first date of publication of the Notice of Public Hearing to be held on this proposed change in Zoning (or Special Permit Use) and no later than fifteen (15) days before the date of the Public Hearing, to-wit:

, except as hereinafter noted.

FURTHER AFFIANT saith not.

\_\_\_\_\_  
Applicant

Sworn to and subscribed in my presence by  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public





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PUBLIC SERVICE & BUILDING DEPARTMENT**

**CITY OF WHITEHALL**  
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**STOP – OFFICE USE ONLY**

<b>APPLICATION NUMBER:</b>	
<b>CASE NUMBER:</b>	
<b>ORDINANCE NUMBER:</b>	
<b>DATE APPLICATION RECEIVED:</b>	
<b>DATE FEE RECEIVED:</b>	
<b>DATE OF WPC MEETING:</b>	

- WPC RECOMMENDATION:**
- FAVORABLE
  - UNFAVORABLE
  - RECOMMEND TO COUNCIL

**FOR REZONING AND SPECIAL PERMIT ORDINANCES**

**CITY COUNCIL READING DATES:**

<b>FIRST:</b>	
<b>SECOND:</b>	
<b>THIRD:</b>	