



PLANNING AND ZONING COMMISSION (P&Z) ADMINISTRATIVE REVIEW APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

Application Fee: \$300.00
Per Fee Schedule

Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Owner: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Architect/Designer for Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Address: _____

Lot Number/Subdivision: _____ Existing Use: _____ Proposed Use: _____

Reason for Administrative Review (attach necessary documents):

Checklist:

- ☐ **Paper copy** of plot plan as well as any other drawings or written material that will help the Administration and Commission understand the nature of the proposal.
 - ☐ **1 digital copy** (CD, USB, Email) of the complete application packet.
 - ☐ Attach the required fee - \$300.00 for an Administrative Review
 - ☐ Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 1107.035.
- Public notice sign details found [here](#).

(SEE OVER)

I agree to grant the City Staff, the Commission, Board or Council considering this application access to the property that is the subject of this application for the purposes of reviewing this application and posting public notice for this application.

Signature of Applicant: _____ Date: _____

Office Use

Received

Office Use

Type/Date: _____

Base Fee: \$300.00

Prepared by: _____

Reviewed by: _____

PAYOR: _____

RECIEPT # _____

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