



PLANNING COMMISSION

Application for Zoning Map Amendment

Division of Planning
240 Columbus Ave
Sandusky, Ohio 44870
419.627.5891

www.cityofsandusky.com

APPLICANT/AGENT INFORMATION:

Property Owner Name: _____

Property Owner Address: _____

Property Owner Telephone: _____

Email _____

Authorized Agent Name: _____

Authorized Agent Address: _____

Authorized Agent Telephone: _____

Email _____

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: _____

Legal Description of Property (check property deed for description):

Parcel Number: _____ Zoning District: _____

DETAILED SITE INFORMATION:

Land Area of Property: _____ (sq. ft. or acres)

Total Building Coverage (of each existing building on property):

Building #1: _____ (in sq. ft.)

Building #2: _____

Building #3: _____

Additional: _____

Total Building Coverage (as % of lot area): _____

Gross Floor Area of Building(s) on Property (separate out the square footage of different uses – for example, 800 sq. ft. is retail space and 500 sq. ft. is storage space:

Proposed Building Height (for any new construction): _____

Number of Dwelling Units (if applicable): _____

Number of Off-Street Parking Spaces Provided: _____

Parking Area Coverage (including driveways): _____ (in sq. ft.)

Landscaped Area: _____ (in sq. ft.)

Requested Zoning District Classification: _____

APPLICATION AUTHORIZATION:

If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

Signature of Owner or Agent

Date

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of _____ (municipal street address of property), I hereby authorize _____ to act on my behalf during the Planning Commission approval process.

Signature of Property Owner

Date

REQUIRED SUBMITTALS:

- 1 copy of a site plan/off-street parking plan for property
- 1 copy of the deed or legal description for property
- \$300.00 application fee

STAFF USE ONLY:

Date Application Accepted: _____ Permit Number: _____

Date of Planning Commission Meeting: _____

Planning Commission File Number: _____



**2023
PLANNING COMMISSION
MEETING DATES AND FILING DEADLINES**

| | FILING DEADLINE | MEETING DATE |
|------------------|----------------------------|-------------------------|
| JANUARY | 12/28 | 1/25 |
| FEBRUARY | 1/25 | 2/22 |
| MARCH | 2/22 | 3/22 |
| APRIL | 3/22 | 4/26 |
| MAY | 4/26 | 5/24 |
| JUNE | 5/24 | 6/28 |
| JULY | 6/28 | 7/26 |
| AUGUST | 7/26 | 8/23 |
| SEPTEMBER | 8/23 | 9/27 |
| OCTOBER | 9/27 | 10/25 |
| NOVEMBER | 10/25 | 11/22 |
| DECEMBER | 11/22 | 12/27 |

The Planning Commission will typically meet on the fourth Wednesday of every month. The meetings are held in the City Commission Chamber, 240 Columbus Ave at 5:00 p.m. Meeting times, locations, and dates are subject to change with prior notice. Any changes will be posted to the City website.