



# CITY OF PICKERINGTON

## PRELIMINARY DEVELOPMENT PLAN APPLICATION

Project Address: \_\_\_\_\_

Current Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Area of Parcel: \_\_\_\_\_

Proposed Change or Improvement: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### Please submit the following with this application:

1. 25 copies (10 copies at 24x36 and 15 copies at 11x17) of the Preliminary Development Plans. The Development Standards Text can be 8 ½ x 11. Plans must be folded to 8½ x 11; rolled plans will not be accepted. The Preliminary Development Plan application shall include the following:
  - **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 this Chapter. 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 this Chapter shall apply to the proposed development.
  - **Topographic map:** A topographic map drawn to an appropriate scale showing existing natural features including wooded areas and major trees. Identifying changes to the existing site grading and noting major trees that will be removed as part of the proposed development.
  - **A schematic plan (Site Plan):** The schematic plan shall show 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.
  - **Engineering feasibility statement:** The feasibility statement shall indicate how the proposed development will be serviced with water, sanitary sewer and storm drainage facilities.
  - **Traffic circulation pattern:** The traffic pattern shall show 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.
  - **Landscape Plan:** The applicant shall submit a conceptual landscaping plan that shows the ability of the proposed development to meet all aspects of the Zoning Code.

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- **Lighting Plan:** The applicant shall submit a conceptual lighting plan that shows the ability of the proposed development to meet all aspects of the Zoning Code.
  - **Signs:** The applicant shall submit a conceptual signage plan that shows the ability of the proposed development to meet all aspect of the Zoning Code.
  - **Development Phase:** The applicant shall provide proposed schedule or phasing of the development of the site.
  - **Land Ownership:** The applicant shall provide evidence showing sufficient control over the land to accomplish proposed and required land improvements.
2. PDP fee and public notice fee payable to the City of Pickerington.

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**Important things to remember:**

- **Plans must be folded to 8½ x 11; rolled plans will not be accepted.**
  - The signature of both the applicant and the owner must be present if the applicant does not own the property.
  - Impact fees will be required for all new planned unit development or the expansion of existing planned unit development in accordance with city code.
  - By signing this document you agree to the submittal requirements of the Certificate of Appropriateness for which you are applying.
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**2025 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC HEARINGS  
FOR PRELIMINARY PLANNED DISTRICT**

<b>Submission Deadline</b> (one month before P&Z meeting)	<b>P&amp;Z Meeting</b> (2 <sup>nd</sup> Tuesday of the month)	<b>Service Committee Meeting</b> (Wed. following the 2 <sup>nd</sup> City Council meeting)	<b>City Council Meeting*</b> (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays of the month)
December 10, 2024	January 14, 2025	January 15	TBD
January 14	February 11	February 19	TBD
February 11	March 11	March 19	TBD
March 11	April 8	April 16	TBD
April 8	May 13	May 21	TBD
May 13	June 10	June 15	TBD
June 10	July 8	July 16	TBD
July 8	August 12	August 20	TBD
August 12	September 9	September 17	TBD
September 9	October 8	October 22	TBD
October 8	November 11	November 19	TBD
November 11	December 9	December 17	TBD
December 9, 2025	January 13, 2026	TBD	TBD

\*The City Council meeting date is at the discretion of Service Committee and is contingent on the Service Committee approving the case. The City of Pickerington requires three readings of the case prior to final approval. First reading may occur at the same meeting as the initial City Council public hearing. A 30-day referendum period is required after the third Council reading before the case is effective.