



# CITY OF PICKERINGTON

## FINAL 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 Final Development Plans. The Development Standards Text may be 8 ½ x 11. Plans must be folded; rolled plans will not be accepted. The Final Development Plan application shall include the following and adhere to the Development Standards Text:

- **Site Plan:** The site plan shall show boundary information, existing and proposed development, existing and proposed topography, existing and proposed easements, right-of-way and utilities.
- **Setbacks:** The follow setbacks shall be shown on the site plan, building, service areas, parking lot and sign. Front yard, rear yard and side yard areas shall be shown in accordance with the approved Development Standards Text.
- **Development Standards Text:** Desired modifications shall be indicated in a modified Development Standards Text document.
- **Height requirements:** Maximum height requirements, including mechanical areas, parapets, per the Development Standards Text requirements shall be shown on the building front, rear and side elevation drawings.
- **Parking and loading:** All parking and loading spaces shall be shown including dimensions of parking stalls, aisles and loading spaces, size, number of spaces and general location.
- **Dumpster:** Screening of dumpster location shall be indicated and described by the Development Standards Text.
- **Circulation:** All circulation routes shall be shown including right-of-way, dimensions, pavement widths and intersection improvements. Driveways/curb cuts including major aisle ways and service routes. Pedestrian circulation routes, including dimensions of path and pedestrian crossings, plus any attempts at separating vehicular and pedestrian/recreation movement shall be shown.
- **Landscaping:** A detailed landscaping plan shall be submitted showing pattern, types of materials, mounding and fencing. The landscape plan shall show planting dimensions, height, caliper and type of plant materials per the Development Standards Text.

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- **Sign and graphics:** All sign and graphics shall comply with the Development Standards Text. Letter and graphic size, sign material, shape, color, illumination, sight triangle and setbacks from the property lines or rights-of-way shall be shown.
  - **Lighting:** All lighting shall comply with the Development Standards Text. The lighting plan shall showing lighting fixtures (wall pack and pole), locations, height, color, style and the photometric calculation table shall be included.
  - **Fencing:** All fences shall comply with the Development Standards Text. Appropriate materials, heights, location and style shall be indicated.
  - **Architecture:** As part of the Final Development Plan, exterior building elevations depicting massing, material type and colors; include a material board shall be shown in accordance with the Development Standards Text. One copy of the plans, the material board and all consultant fees associated with the architectural review of the project must be paid to the City of Pickerington’s architectural consultants, TRIAD Architects, please contact Brent T. Foley at 614-942-1050 to coordinate the submittal of materials and payment of the retainer.
2. FDP and public notice fees payable to the City of Pickerington.

**Important things to remember:**

- **Plans must be folded; 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.

**2026 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC MEETINGS  
FOR FINAL DEVELOPMENT PLANS**

<b>Submission Deadline</b> (one month prior to P&Z meeting)	<b>P&amp;Z Meeting</b> (2 <sup>nd</sup> Tuesday of the month)
December 8, 2025	January 13, 2026
January 13	February 10
February 10	March 10
March 10	April 14
April 14	May 12
May 12	June 9
June 9	July 14
July 14	August 11
August 11	September 8
September 8	October 13
October 13	November 10
November 10	December 8
December 8, 2026	January 12, 2027