

CITY OF SANDUSKY  
APPLICATION FOR PLANNING COMMISSION  
APPROVAL

\_\_\_\_\_ Amendment to the Zone Map/Rezoning

APPLICANT/AGENT INFORMATION:

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner Telephone: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Agent Telephone: \_\_\_\_\_

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:**

- 15 copies 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: \_\_\_\_\_