Village of Galena - Land Development Process Overview

Disclaimer: This document is for informational purposes only. Every interested party should engage the services of an attorney to guide them through the land development process.

Informal meeting(s) with developer to discuss the prospective project, conceptual land uses and layout, and the Village's policies, procedures and expectations.

Meeting(s) with developer and their engineer to the discuss design process and tasks that will be needed specific to the proposed development.

Rezoning Steps

Application to Village of Galena for Rezoning

Review by Village staff and engineer.
(Village engineering costs are all passed through and billed to the applicant)

Planning & Zoning Commission Hearing within 30 days of Rezoning Application received. 15 days newspaper ad / 20 days neighbor mailing

Planning & Zoning Commission recommendation sent to Council Clerk within 20 days after the hearing.

Annexation Steps

Petition to Delaware County for Annexation into Village

Village Council: Village Services Ordinance and/or Buffer Ordinance passed within 20 days of the Petition to County

Publicity requirements (mailings and newspaper ads) performed by the party filing the Petition

County Commissioners Hearing held not less than 60 days nor more than 120 days after the Petition is filed

Notice of the Commissioner's action is sent to Village. Village's receipt of this notice triggers a 60-day waiting period before Village may take any action.

Village Council Hearing held within 40 days from receipt of P&Z Commission's recommendation. 30 days ad / 20 days neighbor mailing These two can be handled at the same meeting, or at separate meetings, but the Annexation must occur first.

Village Council ordinance accepting or rejecting the proposed annexation at least 60 days after, and up to 120 days after, Commissioner's Notice is received.

Becomes effective in 30 days

Becomes effective in 30 days

New Community Authority (NCA) application and approval process. See the attached detailed flowchart. Transfers of any portion of the real estate will not be permitted until the land is added to the NCA.

Development Agreement drafted for each project phase.

Final engineering details worked out, review and approval of plans and specs by village engineer.

Council: Ordinance accepting Final Plat and ROW/Utility Easements. Development Agreement Ordinance.

Village assigns street addresses. Final plat recorded. First-half tap fees paid.

Construction may begin AFTER: Pre-Construction meeting, Performance Bond, SWPPP, Stormwater Maintenance Agreement. Site inspections by Village reps throughout construction.

As infrastructure is completed for each project phase, Village Council does following: Conditional acceptance of infrastructure, AND Release of performance bond, AND Start of two-year maintenance bond.

Final inspection by Village of the entire development and Final acceptance of the development and release of two-year maintenance bond by Village Council.

Construction of houses and structures: Village Zoning Certificates, County Building Permits, Second-half tap fees paid, Tap inspection fees paid, Village Certificates of Compliance, County Occupancy Permits.

Village of Galena - New Community Authority Process

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Prior steps of the land development process

Term Sheet is signed by the project owner. The goal of the Term Sheet is to make sure the applicant is aware of the millage and establish what the project owner's millage will be.

The project owner submits Application to join the New Community Authority (NCA).

This is performed AFTER the project owner has rights to the property
(i.e. title or a contract option to purchase), and BEFORE any lots are sold.

NOTE: The timing of when the Application is filed should be scheduled so as the required two reviews by Council coincide with dates of Council's regular meeting schedule.

Village Council must meet twice to review and approve the Application

First meeting of Village Council to review the Application and confirm that it sufficiently addresses the criteria of the state statute (ORC 349.03).

NOTE: Village Council is the "organizational board of commissioners" referenced in ORC 349.03.

Newspaper Public Notice Period: Once per week for three consecutive weeks

Public Hearing of Village Council concerning the Application, confirming that it meets the criteria of the state statute (ORC 349.03) and voting whether to approve the addition of the land to the NCA.

NOTE: This meeting must be between 30 to 45 days of the date the Application is filed.

NCA Board meeting for agreeing to accept the new property into the NCA and to set the charge to be collected by the County Auditor.

This is a public meeting necessitating a minimum 48-hour advanced public notice.

An addition to the NCA is called a Supplemental Declaration.

The Supplemental Declaration is recorded at the County Recorder's office.

Resume with the remaining steps of the land development process