

Subject: BZA-0001-2026 Appellant Filing Requirements Confirmation
Sent: 4/8/2026, 2:19:57 PM
From: Jeremy VanMeter<jeremy.vanmeter@gahanna.gov>
To: MOHANAD ZAMARA; Farrha Rodriguez
Cc: Priya Tamarasan
Attachments: [BZA-0001-2026 - Mohanad Zamara, Appellant, Filed 4.7.2026.pdf](#)
[BZA-0001-2026 APPELLANT FILING FEE RECEIVED via Clerk 4.8.2026.pdf](#)

Hello Mr. and Mrs. Zamara,

Please note that I have reviewed the complete filing as attached.

Pursuant to Gahanna Codified Ordinances [Section 147.03](#), this is notice that the appeal filed and paid as of April 8, 2026, **meets** the Appellant's Requirements as outlined below:

(a) *Appellant's requirements.* Appeals shall be in writing and shall be filed, either in person, by mail, or electronically via email, with the Clerk of Council within the time prescribed by law. The following items shall be filed with each appeal:

(1) A concise statement of the reason or legal basis for the appeal, along with a citation of the applicable Code section(s) signed by the appellant or agent, with the appellant or agent's printed name, address and telephone number.

- **MET – appeal filed via email April 7, 2026. Address and phone number on file.**

(2) A listing of proposed exhibits, not already contained in the record, which shall be signed by the appellant or agent, along with each of the exhibits.

- **MET – includes signed exhibits.**

(3) An affidavit of the applicant listing the names and addresses of all property owners contiguous to, and directly across the street from the property, as appearing on the Franklin County Auditor's current tax list; for appeals to an adjudication order for the interior of a residence, or for appeals of the rental registration code, this affidavit is not required.

- **MET – notarized affidavit provided.**

(4) The filing fee required by City Code.

- **MET - \$200 payment via check received April 8, 2026.**

The appeal, attachments, and link to the original application, V-0005-2026, is filed here for review: [City of Gahanna - File #: BZA-0001-2026](#). I will transmit the same to the Planning Commission, Appellee, and begin to identify possible hearing dates with Board members and all parties. Once a hearing date is established, official notice will be sent via mail and email. Meetings are typically held in the evening. Please let me know if you have any questions.

Thank you,

JEREMY A. VANMETER

Clerk of Council
Council Office
he/him/his



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