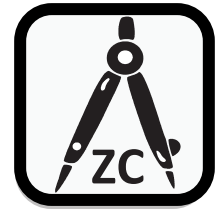




Application for
Certificate of Zoning Compliance
Commercial Construction
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(revised 4.8.19)

Property Information

Site Address:

Parcel ID(s):

Zoning District:

Lot Acreage:

Township:

Property Owner Information

Name:

Address:

Phone #

Fax #

Email:

Applicant Information

Same as property owner

Name:

Address:

Phone #

Fax #

Email:

Tenant Information

Same as applicant Same as property owner

Name:

Address:

Phone #

Fax #

Email:

Business Information

Name of Establishment:

Number of Employees:

Hours of Operation:

Utility Provider: (**Central Water/Sewer Only**)

Staff Use Only

ZC#

Date Filed:

Fee Paid:

Receipt: #

Received By:

Water Supply

- Public (Central)
- Private (On-site)
- Other

Wastewater Supply

- Public (Central)
- Private (On-site)
- Other

Submittal Checklist

- Completed Application Form
- Signed & Notarized Affidavit see pg. 2
- Fee Payment (check/money order only)
- Site Plan (max. 11"x17") see pg. 3
- Proof of Public Water/Wastewater



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Economic Development & Planning Department
James Schimmer, Director

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ZC#

Development Proposal (check all that apply)

- New Development
 Change in Use
 Interior Alterations
 Exterior Alterations
 Other

Current use of all existing buildings, structures and land:

Please describe in detail the nature of the proposal (type of business/use, type of development, modifications):

Applicant/Authorized Agent Affidavit

I, _____ (Print Name), hereby certify that all information provided is true and accurate and is submitted to induce the issuance of a Certificate of Zoning Compliance. I agree to be bound by all provisions of the Franklin County Zoning Resolution. I further agree to complete all work in accordance with all applicable Federal, State and local laws and regulations.

Applicant's/Agent's Signature

Date

subscribed and sworn to me this _____ day of _____, 20_____

Notary Public

Property Owner's Signature

I, _____ (Print Name), hereby authorize the applicant/agent listed above to perform the work described in this application and/or to change the use of the subject property only in accordance with all requirements of the Franklin County Zoning Resolution.

Property Owner's Signature

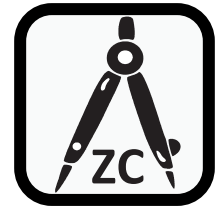
Date

subscribed and sworn to me this _____ day of _____, 20_____

Notary Public



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Site Plan Requirements

***** Site plans which are incomplete and/or not drawn to scale will not be accepted*****

- **Preparation & Submittal**

- The site plan must be prepared by a design professional (i.e. registered surveyor, engineer and/or architect) as provided per Section 705.022 of the Franklin County Zoning Resolution
- Two (2) copies: Minimum size = 8.5"x11" paper, Maximum size = 11"x17" paper
 - If larger sized plans are provided, an electronic PDF copy must be provided that is a direct export from CAD software

- **Basic Content**

- North arrow and appropriate scale (i.e. 1 inch = 20 feet)
- Property lines labeled with exact dimensions
- Street right-of-way boundary and street centerline

- **Show all existing site conditions:**

- Location and dimensions of all existing buildings, structures*, access drives, and landscaping.
- Existing use(s) of all buildings with associated gross floor area (GFA)
- On-site water and sanitary system location and dimensions. Provide proof of public water and/or sewer otherwise.
- Parking lot footprint with location and dimensions of existing parking spaces and striping
- All easements and utilities (above and below ground)
- Existing above and below ground drainage and stormwater features

**Structures may include but are not limited to canopies, signs, parking areas, patios, porches, dumpsters and fences.*

- **Show all proposed development:**

- Location and dimensions of all proposed buildings, structures, additions, modifications to buildings/structures.
- Setback distance of all proposed development from existing buildings, street centerline and all property lines.
- Proposed use(s) of all buildings with associated gross floor area (GFA)
- Building elevations and/or architectural renderings (if applicable)
- Impervious surface locations and dimensions with total lot coverage calculations provided
- Grading plan and storm sewer layout showing proposed above and below ground drainage and stormwater features
- Area (ft²) of disturbance (i.e. grading, filling, clearing and excavating, etc.) drawn and labeled
- Landscaping details: location, quantity, size and plant species used
- Lighting details: location, type of fixture, height and intensity (foot-candles)
- Label buildings and structures to be removed (TBR) from the property

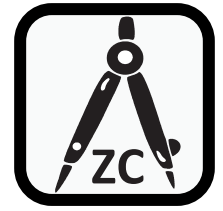
- **Additional Content**

- Site topography existing and proposed (one (1) ft. contour intervals)
- Regulatory floodplain and riparian setback boundaries (if applicable)
- Erosion and sediment control plan (if applicable)

Please note that the requirements mentioned above, or portions of, may be waived by the Administrative Officer when, in his/her opinion the applicant has satisfactorily demonstrated that all aspects relative to the above have been suitably addressed.

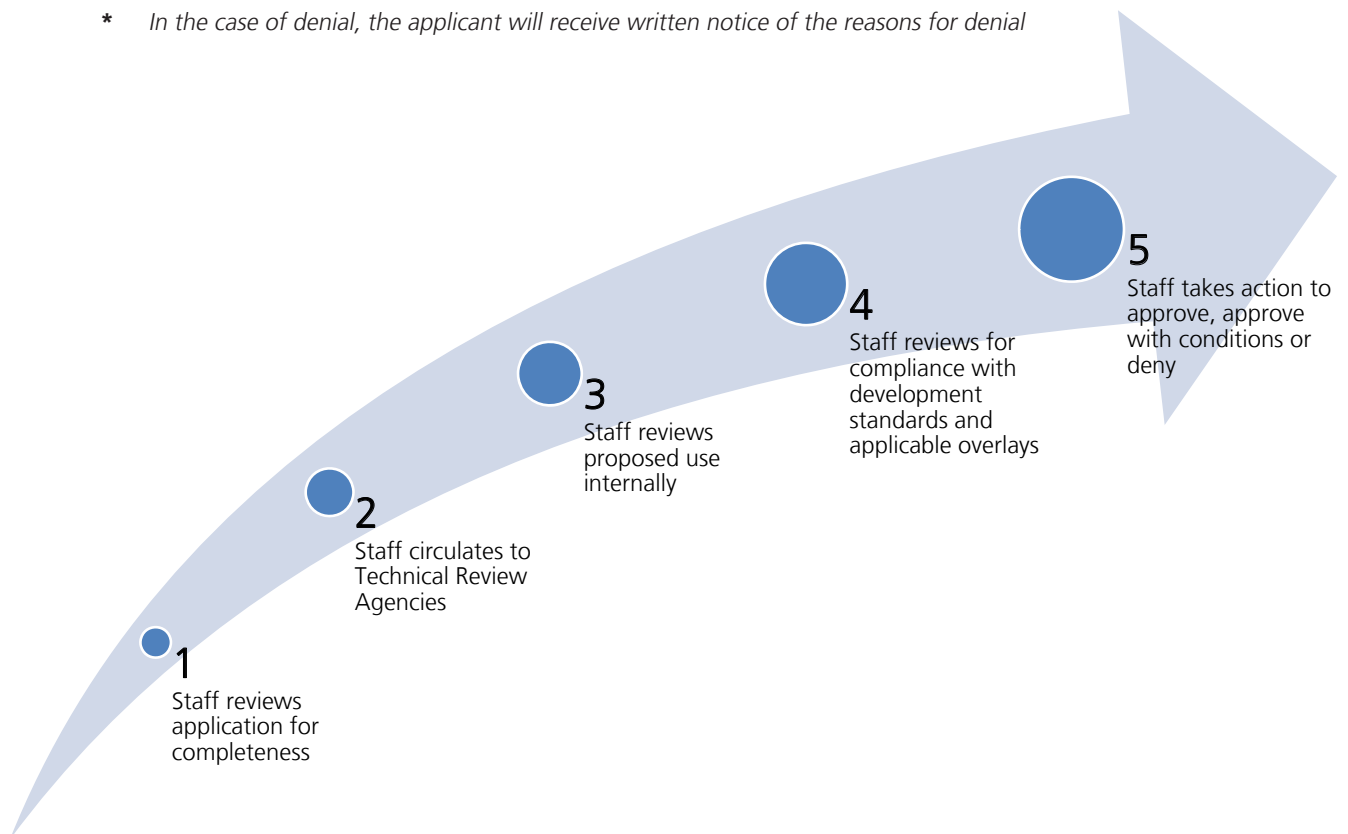


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Procedure for Review

1. Staff reviews the application and supporting documents to ensure completeness
 - * *Incomplete applications will not be accepted and any omitted information will delay the review process*
2. Staff circulates the site plan and supporting documents to the applicable Technical Review Agencies for comment
 - * Franklin County Engineer's Office - Access/Traffic
 - * Franklin County Drainage Engineer's Office - NPDES/Drainage Requirements
 - * Franklin County Public Health and/or Ohio Environmental Protection Agency - On-Site Water and/or Wastewater System
 - * Ohio Department of Transportation - Access/Traffic
 - * Franklin County Sanitary Engineer and Columbus Public Utilities - Public Water and/or Sanitary System
 - * Franklin Soil and Water Conservation District - Erosion and Sediment Control/NPDES Requirements
 - * Any other applicable Federal, State and/or local agency
3. Staff reviews the application to ensure that the proposed use is a permitted use of the corresponding zoning district
4. Staff reviews the site plan to ensure compliance with all development standards and applicable overlay zoning districts
5. Staff will take action to approve, approve with conditions or deny the application within 7-10 working (business) days from the date of filing provided the application is complete and all supporting documentation is included
 - * *In the case of denial, the applicant will receive written notice of the reasons for denial*





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Staff Use Only

Development Standards

Zoning District:		
Smart Growth Overlay:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Conforming:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floodplain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Riparian Setbacks:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VA/CU Required:	<input type="checkbox"/> Yes, Case #:	<input type="checkbox"/> No

	Required	Proposed
Lot Width:	ft	ft
Road Frontage:	ft	ft
Lot Area:	acre/s	acre/s
Lot Coverage:	%	%
Front Yard:	ft	ft
Side Yard (Left)*:	ft	ft
Side Yard (Right)*:	ft	ft
Rear Yard:	ft	ft
Building Height:	ft	ft
Parking Setback:	ft	ft
Front Greenbelt:	ft	ft
Parking Spaces:		

*As viewed from the street

Area Calculations

Principal Structure:	ft ²
Accessory Structure:	ft ²
Accessory Structure:	ft ²
Accessory Structure:	ft ²
Accessory Structure:	ft ²
Proposed Structure:	ft ²
Area of Disturbance:	acre/s

Technical Agencies

Public Health/OEPA	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
County Engineer	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
Drainage Engineer	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
FSWCD	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
ODOT	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		

Staff Action

Approved Approved with Conditions Denied

Signature

Date

Comments/Conditions of Approval
