



Application for  
**Certificate of  
Zoning Compliance**  
Residential Construction  
Page 1 of 3



(revised 10.11.21)

**Property Information**

Site Address: \_\_\_\_\_

Parcel ID(s): _____	Zoning District: _____
Lot Acreage: _____	Township: _____

**Property Owner Information**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: _____	State: _____	Zip: _____
Phone # _____	Fax # _____	

Email: \_\_\_\_\_

**Applicant Information**

Same as property owner

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: _____	State: _____	Zip: _____
Phone # _____	Fax # _____	

Email: \_\_\_\_\_

**Development Proposal**

<input type="checkbox"/> New Residence	<input type="checkbox"/> Room Addition
<input type="checkbox"/> Patio/Deck	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Detached structure ( <i>pole barn, shed, etc.</i> )	<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Pond	<input type="checkbox"/> Driveway, parking pad, etc.
<input type="checkbox"/> Interior remodel, fire rehab, etc.	<input type="checkbox"/> Land Disturbance ( <i>grading, filling, etc.</i> )
<input type="checkbox"/> Roofing, siding and/or window replacement	<input type="checkbox"/> Minor Subdivision ( <i>lot split, etc.</i> )
<input type="checkbox"/> Community Garden	<input type="checkbox"/> Apiaries
<input type="checkbox"/> Other ( <i>please describe</i> ): _____	

**Applicant Signature**

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 Signature

\_\_\_\_\_  
Date

**Staff Use Only**

**RZ#** \_\_\_\_\_

Date Filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt: # \_\_\_\_\_

Received By: \_\_\_\_\_

**Water Supply**

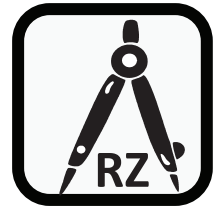
- Public (Central)
- Private (On-site)
- Other

**Wastewater Supply**

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

**Submittal Checklist**

- Completed Application Form
- Fee Payment (check/money order only)
- Site Plan (max. 11"x17") see pg. 2
- Proof of Public Water/Wastewater
- Supporting Documents (*Home Occupation, Pond, Apiaries, etc.*)



## 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) for all new home builds, accessory buildings larger than 200 ft<sup>2</sup>, any project involving grading work within 30 ft of a lot line, and any other project deemed necessary by the Administrative Officer as provided for in Section 705.022 of the Franklin County Zoning Resolution
- Two (2) copies: Minimum size = 8.5"x11" paper, Maximum size = 22" x 34" paper
  - Plans larger than 11" x 17" must be accompanied by a digital copy in PDF format

- **Basic Content**

- North arrow and appropriate scale (i.e. 1 inch = 20 feet)
- Property lines labeled with dimensions. (Dimensions must be precise to 0.01' for professionally prepared plans and 1' for personally prepared plans.)
- Street right-of-way boundary and street centerline

- **Show all existing site conditions (label as "Existing"):**

- Location and dimensions of all existing buildings, structures\* and landscaping
- Driveways, parking pads and other parking areas labeled with the dimensions and associated surface material
- On-site water and sanitary system location and dimensions. Provide proof of public water and/or sewer otherwise
- Existing use(s) of all buildings with associated gross floor area (GFA)
- All easements and utilities (*above and below ground*). Easement information available at the County Recorder's office.
- Existing above and below ground drainage and stormwater features

*\*Structures may include but are not limited to swimming pools, ponds, sports courts, patios, porches, decks, overhangs and fences*

- **Show all proposed development (label as "Proposed"):**

- Location and dimensions of all proposed buildings, structures, additions, modifications to buildings/structures, and geothermal systems.
- Setback distance of all proposed development from the house, street centerline and all property lines
- Building elevations and/or architectural renderings (*if applicable*)
- Impervious surface locations and dimensions with total lot coverage calculations provided
- Grading and drainage plan showing proposed above and below ground drainage and stormwater features. (existing and proposed 1' contours, and discharge outlets for downspouts, sump pumps and discharging geothermal systems)
- Area (ft<sup>2</sup>) of disturbance (i.e. grading, filling, clearing and excavating, etc.) drawn and labeled
- Label buildings and/or structures to be demolished or removed (TBR) from the property

- **Additional Content**

- 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.*



# Certificate of Zoning Compliance

Residential Construction

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**RZ#**

## Staff Use Only

**Development Standards**

Zoning District:		
Subdivision Name		
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
Distance from house	ft	ft
Building Height:	ft	ft
Parking Setback:	ft	ft

\*As viewed from the street

**Area Calculations**

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

**Technical Agencies**

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

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