



## RESIDENTIAL ZONING COMPLIANCE APPLICATION & SUBMITTAL INSTRUCTIONS

***\*Please review the following to ensure all forms are completed and required documents are provided PRIOR TO SUBMITTAL. Incomplete applications will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.***

***\*\*Forward any questions about application, site plan, and/or submittal options to the Planning Project Coordinator at 614-525-3904 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).***

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
  - a. Property Information (Site address, Parcel ID, Zoning District, Lot Acreage, Township)
  - b. Property Owner, Applicant, and/or Agent Information – All required Name(s), Phone Number(s), Email Address(es) of owner, applicant, and/or agent on behalf of the owner and/or applicant.
  - c. Proof of Public Water/Wastewater Service (when applicable). A utility bill may be provided.
  - d. Complete all ‘Project Descriptions’ and/or questions (if applicable).
  - e. Mark all checklist boxes on application form to confirm all required documents have been provided.
  - f. Provide Owner/Applicant Signature (and notary if required)
  
2. **COMPLETED SITE PLAN/SURVEY**
  - a. Confirm ALL Site Plan/Survey requirements have been provided.
    - i. Refer to Plan/Survey checklist in application packet for general requirements.
    - ii. Requirements may vary.
    - iii. Contact Planning Project Coordinator to confirm specific site Plan/Survey requirements.
  - b. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff.
  
3. **APPLICATION SUBMITTAL**
  - a. Applications for Certificates of Zoning Compliance Applications may be submitted online at: <https://co-franklin-oh.smartgovcommunity.com/ApplicationPublic/ApplicationHome>.
  - b. All other applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre’ Wolf, Planning Project Coordinator.
  
4. **TECHNICAL REVIEW COMMITTEE REFERRAL**
  - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, the Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements.
  - b. Zoning Compliance may not be approved until confirmation received from these agencies.
  - c. Additional permits may be required from the Townships for access or from technical review agencies.



**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: \_\_\_\_\_

**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.*



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
VACU 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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