



COMMERCIAL ZONING COMPLIANCE APPLICATION & SUBMITTAL INSTRUCTIONS

****Please review the following to ensure all forms are completed and required documents are provided. 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 614-525-3094 or 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.
 - 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 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 Department 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. (Refer to checklist in application)
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.
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 Storm Water Management Manual if the proposal will disturb 1 or more acres of land, Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements and requirements of the applicable Ohio Environmental Protection Agency Construction permit.
 - b. Referral agencies must confirm compliance with applicable regulations prior to approval.
 - c. Additional permits may be required from the Townships for access or from technical review agencies.



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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



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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

Applications may be submitted online at <https://co-franklin-oh.smartgovcommunity.com/ApplicationPublic/ApplicationHome> or delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Planning Department. For any questions contact 614-525-3094 or Planning@franklincountyohio.gov.

(revised Jan.26)



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**

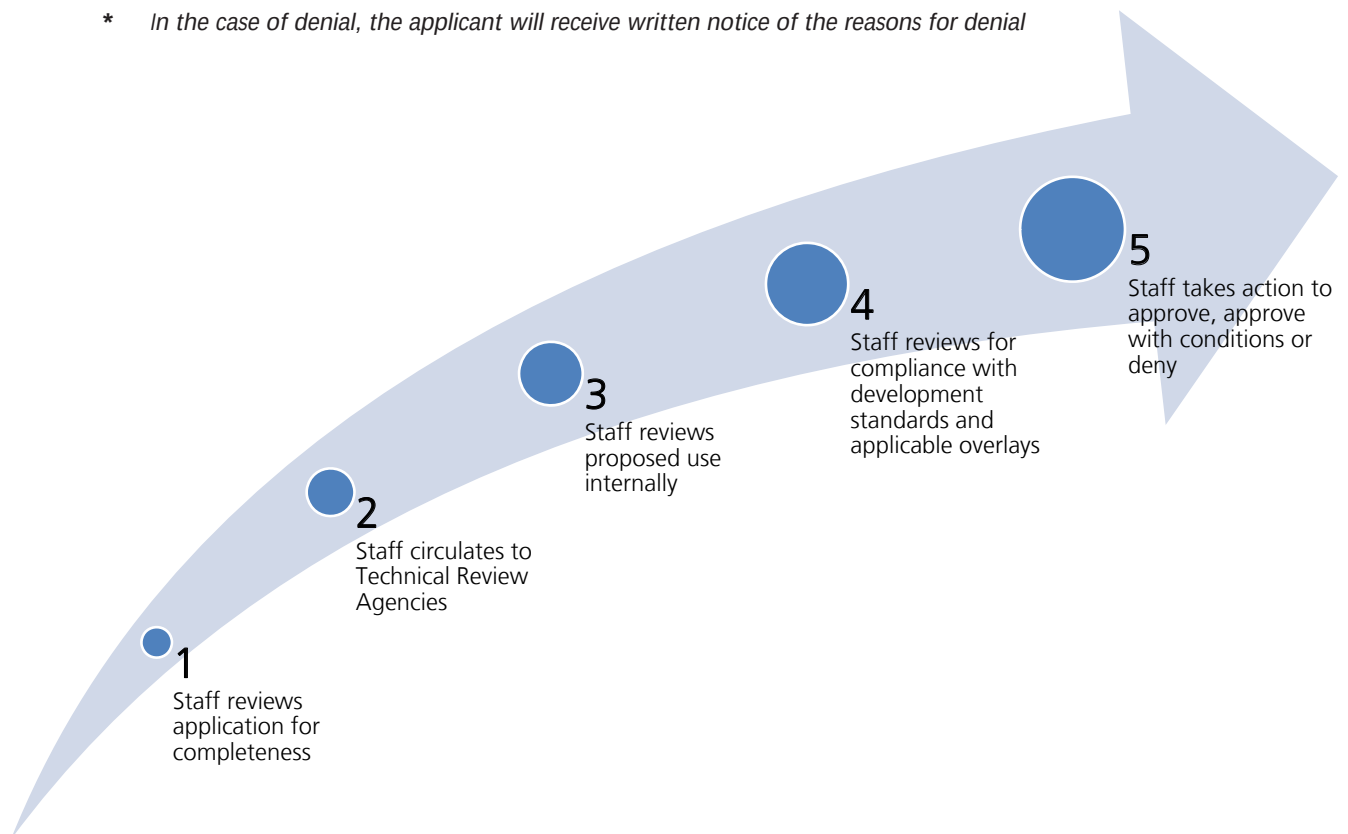
- ☐ Site topography existing and proposed (one (1) ft. contour intervals)
- ☐ Regulatory floodplain and riparian setback boundaries (if applicable)
- ☐ Erosion and sediment control plan (if applicable)

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.



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:	☐ Yes	☐ No
Non-Conforming:	☐ Yes	☐ No
Floodplain:	☐ Yes	☐ No
Riparian Setbacks:	☐ Yes	☐ No
VA/CU Required:	☐ Yes, Case #:	☐ 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

Staff Action

☐ Approved ☐ Approved with Conditions ☐ Denied

Signature

Date

Comments/Conditions of Approval

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	☐ Approved ☐ Denied
Date Submitted:	
Date of Action:	
County Engineer	☐ Approved ☐ Denied
Date Submitted:	
Date of Action:	
Drainage Engineer	☐ Approved ☐ Denied
Date Submitted:	
Date of Action:	
FSWCD	☐ Approved ☐ Denied
Date Submitted:	
Date of Action:	
ODOT	☐ Approved ☐ Denied
Date Submitted:	
Date of Action:	