

SITE PLAN INFORMATION REQUIRED FOR ZONING CLEARANCE 1-2 and 3-UNIT(S) DWELLINGS

Department of Building & Zoning Services

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APPLICANTS MUST PROVIDE THE FOLLOWING INFORMATION WITH PERMIT APPLICATIONS

- Copy of zoning clearance site plan and 15-digit tracking number for any condominium** that initially received zoning clearance as part of a larger development site or section thereof.
- BZA board order, Council Variance, Certificate of Appropriateness or LOMC** (FEMA Letter of Map Change) that applies to the permit application.
- Certified Address:** A certified address is required for all construction and can be obtained at the Department of Public Service, Division of Planning & Operations; 109 N. Front St., 3rd floor; Columbus, OH 43215. Phone (614) 645-5661.
- Zoning site plan** drawn to ***engineer's scale on a separate sheet*** no larger than 11 x 17 inches that includes the following information.
(Do not inter-mix zoning and building data except as required below.)
 - North arrow
 - Lot number/subdivision name (including subdivision Section and Part designations)
 - FEMA flood plain zone, FIRM map number and date (show 100-yr. flood plain with floodway lines if present). Contact the City of Columbus Floodplain Manager at 645-5642 if you have any questions regarding development on a lot that includes any portion of a flood plain.
 - Label and dimension all property lines.
 - Label and dimension all applicable setback lines.
 - Dimension side and rear yards.
 - List total floor area of living quarters for each dwelling unit not including garage, unenclosed porches, decks, etc., as defined in C.C. 3303.13.
 - Label and dimension driveway and all vehicle maneuvering surfaces and parking spaces; label the surface material (e.g. asphalt, concrete) or add a note stating compliance with C.C. 3312.43, Surface.
 - Label and dimension all structures on the lot (e.g. porches, decks gazebos, certain above ground pools).
 - List building height as defined in C.C. 3303.08 or applicable zoning text.
 - Label and dimension adjacent public/private streets, lanes, alleys etc.; show and label centerlines.
 - State rear yard size in square feet and as a percentage of the total lot area.
 - Label existing or proposed fences; specify fence height and opacity.
 - Identify applicable Historic and Architectural Review District(s) or Planning Overlay(s).
 - Identify specific area if project is an alteration/addition.
 - Contact a Residential Building Plans Examiner (645-7562) to determine if your project will require grade elevations for the lot, existing development or proposed development.

The items listed above are necessary to determine compliance with City of Columbus zoning code. This checklist is not all inclusive. Site specific zoning overlay texts may require additional information. Other city agencies including, but not limited to, Public Service, Refuse Division and Public Utilities may also be involved with the review process.

Applicants are encouraged to schedule a preliminary zoning clearance review with residential zoning clearance staff prior to submitting building permit applications to evaluate compliance with applicable zoning code. A fee is charged for these meetings. Please call 645-8637 to schedule a meeting.

¹ Maps printed from the Franklin County Auditor's **WEB PAGE** are not scaled and may **not** be used as zoning site plans. However, E-sized maps drawn to a **standard** engineer's scale (e.g. 1"=10') can be obtained from the Franklin County Auditor's Office and these maps can be used as the base layer of a zoning site plan (For Information Call 525-4663).