



## PROPERTY RECORD CORRECTION PROCEDURE

Occasionally questions arise about the accuracy of City of Columbus property records and requests are submitted for corrections to reflect existing use or density. Corrections to a property record may be considered when:

1. No property history exists on the official City of Columbus building record; or
2. An official building record exists but errors or conflicting entries are present.

When the official building record contains a clear history of usage, but a change of use or a change in the number of dwelling units has occurred without proper zoning clearance or issuance of building permits, changes to the official City Building Record will be made only upon the granting of the appropriate administrative or legislative approval, successful appeal or court action.

To ensure that City staff can properly assess whether a correction is warranted, specific information is required. An applicant requesting a property record correction must submit the following minimum information:

### REQUEST LETTER

Provide a brief explanation of the circumstances of the request for a change. The letter must include your name, address, and means of contact, the property address, parcel number and description of the error or conflict.

### CODE VIOLATION NOTICE

If a City of Columbus Zoning Code Violation Order was issued, please submit a copy of the order.

### GIS SURVEY

Provide a copy of the GIS map showing the parcel, parcel lines, streets and alleys, buildings, and parking areas.

Building Services Division Information Counter staff can assist in obtaining this information from our offices at 757 Carolyn Avenue, 2<sup>nd</sup> floor (645-7314).

### FLOOR PLANS

If the requested correction involves the issue of dwelling unit discrepancy, please submit a floor plan showing the complete interior layout of the building including access and exit points from basement and attic bedrooms. A determination will be made as to the sufficiency of the drawings during the City review; additional plans may be required.

### ZONING CRITERIA

Provide a copy of the existing zoning map and any related special zoning restrictions. Building Services Division, Information Counter staff can assist in obtaining this information from our offices at 757 Carolyn Avenue, 2<sup>nd</sup> floor (645-7314).

### PHOTOGRAPHS

Provide current photographs of all sides of the outside of the building and if available, historic photographs.



## **SUPPLEMENTAL INFORMATION REQUIRED TO REVISE PROPERTY RECORD CARDS**

### **1. UTILITY INFORMATION**

Provide a letter from Columbia Gas (1-800-344-4077) and American Electric Power (1-800-277-2177) indicating the number of gas and/or electricity metering devices at the property and the dates that each metering device was installed.

### **2. COUNTY RECORDS**

- Provide Record Card. Provide the current County Property Record Card and the most recent card prior to your ownership of the property. If you had any business or family relationship with the person/entity the property was purchased from, provide the Property Record Card from prior to your earliest interest in the property.
- Parcel sheet. Provide a copy of the County Parcel sheet for the property.

County Property Cards and the Parcel sheet are available from the Identification/Valuation Section (462-3917), Auditor's Office, 20th floor, 373 South High Street, Columbus, Ohio 43215. Historic Property Record Cards may need to be requested from the County in writing.

### **3. CITY DIRECTORY**

- Provide copies of the address listings of the property from the City Directory (Haines or Polk Directory) for as far back as the records go with the current use in question.
- Show when property became current use in question. Label each page as to the year it represents.
- If you had any business or family relationship with the person/entity the property was purchased from, provide City Directory records for three (3) years prior to your earliest interest in the property. Information can be obtained from the Columbus Metropolitan Library at 96 South Grant Avenue, 3rd floor, Reference Section (645-2800).

### **4. PURCHASE CONTRACT**

Provide a copy of your purchase contract from when you purchased the property.

### **5. APPRAISAL**

If an appraisal was done in conjunction with the purchase of the property, provide a complete copy of the appraisal.

### **6. MULTIPLE LISTING**

If the property was listed by a Realtor, provide a copy of the multiple listing advertisement.