

# Council Variance Application

DEPARTMENT OF BUILDING  
AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

**OFFICE USE ONLY**

Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Application Accepted by: \_\_\_\_\_ Fee: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

### **LOCATION AND ZONING REQUEST:**

Existing Address or Zoning Number: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this application being annexed into the City of Columbus? YES NO (select one)  
*If the site is currently pending annexation, the Applicant must show documentation of County Commissioner's adoption of the annexation petition.*

Parcel Number for Address or Zoning Number: \_\_\_\_\_

**Check here if listing additional parcel numbers on a separate page.**

Current Zoning District(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

Neighborhood Group: \_\_\_\_\_

Proposed Use or reason for request: \_\_\_\_\_  
\_\_\_\_\_  
*(Elaborate in Statement of Hardship)*

### **APPLICANT:**

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### **PROPERTY OWNER(S):** *Check here if listing additional property owners on a separate page*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### **ATTORNEY / AGENT:** *(Check one if applicable)* Attorney Agent

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### **SIGNATURES:**

APPLICANT SIGNATURE \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_

ATTORNEY / AGENT SIGNATURE \_\_\_\_\_

*My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that the City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc. may delay the review of this application.*

---

## **COUNCIL VARIANCE APPLICATION CHECKLIST**

The application package must consist of all applicable items listed below (except for fees), submitted as a single digital PDF document (in addition to any MS Word document(s) as required below). Do not include pre-application or recommendation forms, checklists, instruction pages, etc.

### **The Application Form**

**Statement of Hardship** (See instructions on form)

**Notarized Affidavit Form and Label Sets** (See full instructions on form; some are provided here)

- The "Proximity Report" listing the surrounding property owners can be obtained at the Franklin County Auditor's office. Similar reports can also be obtained on the applicable County Auditor website.
  - From the Franklin County Auditor's website, after having opened the subject property record, select the Mapping page and run a 125-foot Buffer Search around the property (including contiguously-owned property), and generate the Proximity Report to obtain an Excel list of surrounding property owners.
- The mailing labels are emailed with the application as an Avery #5160 formatted Word document. This document can serve as the "Proximity Report" referred to on page 5.
  - Use the owner's mailing address by default, instead of the property address when they differ.
  - For owner-occupied dwelling units, please also include "or Current Occupant" after the owner(s) name.
  - If property owners appear on the list more than once, please provide only one mailing label.

**Notarized Project Disclosure Statement** (See instructions on form)

**Zoning Number** (required only for property that does not already have an existing address):

A Zoning Number can be obtained by contacting [BZS-GIS@columbus.gov](mailto:BZS-GIS@columbus.gov).

### **Legal Description of the Subject Property:**

Current property survey to include acreage of the subject property and all metes and bounds, referencing the centerline intersection of two public streets. If multiple sub-areas are included in this application, separate legal descriptions must be submitted for each. All legal descriptions must be submitted in digital format (MS Word document left justified, no indentations, in Times New Roman font, size 11).

### **Site Plan**

An accurate, scaled site plan with dimensions and/or other precise documentation of requested variance(s) in digital PDF format.

### **Approved Annexation Petition from County:**

A copy of the approved annexation petition is required for properties that are in annexation status at time of application.

### **Application Fees (Non-Refundable):**

Online payment instructions will be provided after submittal. Checks are to be made payable to: Columbus City Treasurer

- 1-4 Dwelling Units \$300.00
- All Other Variances \$1,500.00 per acre for the first acre or fraction thereof, plus \$150.00 for each additional acre or fraction thereof (Maximum Fee: \$7,000.00)
- Concurrent with Rezoning: \$750.00 per acre for the first acre or fraction thereof, plus \$75.00 for each additional acre or fraction thereof (Maximum Fee: \$3,500.00)

# Council Variance Application

## **STATEMENT OF HARDSHIP**

### **Columbus City Code Section 3307.10 - Variances by City Council.**

City council may grant the following zoning variances:

- A.** Permit a variation in the yard, height or parking requirements of any district only in conjunction with a change in zoning or a use variance and only where there are unusual and practical difficulties in the carrying out of the zoning district provisions due to an irregular shape of lot, topography, or other conditions, providing such variance will not seriously affect any adjoining property or the general welfare.
- B.** Permit a use of the property not permitted by the zoning district established on the property if such use will not adversely affect the surrounding property or surrounding neighborhood and if council is satisfied that the granting of such variance will alleviate some hardship or difficulty which warrants a variance from the comprehensive plan.

Before authorizing any variance from the Zoning Code in a specific case, city council shall first determine that such variance will not impair an adequate supply of light and air to the adjacent property, unreasonably increase the congestion of public streets, increase the danger of fires, endanger the public safety, unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, comfort, morals or welfare of the inhabitants of the city.

In granting a variance pursuant to this section, council may impose such requirements and conditions regarding the location, character, duration, and other features of the variance proposal as council deems necessary to carry out the intent and purpose of this Zoning Code and to otherwise safeguard the public safety and welfare.

**List all sections of Code to be varied and explain your reasoning as to why this request should be granted.**

**PLEASE NOTE: It is the applicant's responsibility to identify all variances required for the project. If any necessary variances are not included, a new application (and applicable fees) will be required.**

**I have read the foregoing and believe my application for relief from the requirements of the Zoning Code contains the necessary hardship, will not adversely affect surrounding property owners, and will comply with the variance(s) requested as detailed below (use separate page if needed or desired):**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

# Council Variance Application

DEPARTMENT OF BUILDING  
AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

## AFFIDAVIT

STATE OF OHIO  
COUNTY OF FRANKLIN

Being first duly cautioned and sworn **(1)** NAME \_\_\_\_\_  
of **(1)** MAILING ADDRESS \_\_\_\_\_

deposes and states that (he/she) is the applicant, agent, or duly authorized attorney for same and the following is a list of the name(s) and mailing address(es) of all the owners of record of the property located at

**(2)** per PROPERTY ADDRESS or ZONING NUMBER \_\_\_\_\_  
for which application for a rezoning, variance, special permit or graphics plan was filed with the Department of Building and Zoning Services

SUBJECT PROPERTY OWNER'S NAME **(3)** \_\_\_\_\_  
AND MAILING ADDRESS \_\_\_\_\_  
*Check here if listing additional property owners on a separate page.*

APPLICANT'S NAME AND PHONE # \_\_\_\_\_  
(same as listed on front application) \_\_\_\_\_

NEIGHBORHOOD GROUP **(4)** \_\_\_\_\_  
ZONING CHAIR OR CONTACT PERSON \_\_\_\_\_  
AND EMAIL ADDRESS \_\_\_\_\_

and that the attached document **(5)** is a list of the **names** and **complete mailing addresses**, including **zip codes**, as shown on the **County Auditor's Current Tax List or the County Treasurer's Mailing List**, of all the **owners of record of property within 125 feet** of the exterior boundaries of the property for which the application was filed, **and** all of the owners of any property within 125 feet of the applicant's or owner's property in the event the applicant or the property owner owns the property contiguous to the subject property.

SIGNATURE OF AFFIANT \_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Notary Seal Here

**(6)** SIGNATURE OF NOTARY PUBLIC \_\_\_\_\_

My Commission Expires \_\_\_\_\_

***This Affidavit expires six (6) months after date of notarization.***

## INSTRUCTIONS FOR AFFIDAVIT

- (1) Name and address of the person who did the research. It is important that the person who does the research is the same person who signs the notarized affidavit.
- (2) Address of the subject site or zoning number as assigned by the Department of Building & Zoning Services, Map Room; email: [bzs-gis@columbus.gov](mailto:bzs-gis@columbus.gov).
- (3) From real property records of applicable County Auditor, or other applicable government records, such as the County Auditor website: enter the name and mailing address of the owner(s) of the subject property (this must be the same as the "Property Owners" shown on the application).
- (4) Fill in the appropriate Neighborhood Group and complete contact information. Go to [CbusAreaCommissions.org](http://CbusAreaCommissions.org) to identify the Area Commission and, for areas not served by one, use the [ONE Map \(gis.columbus.gov/one\)](http://ONE.Map(gis.columbus.gov/one)). Then, contact the Department of Neighborhoods at 614-645-1993 or the assigned Neighborhood Liaison to confirm this information.
- (5) A "Proximity Report" listing the surrounding property owners can be obtained from the applicable County Auditor. This list shall include properties across the street and in other municipalities and jurisdictions, if applicable. From the Franklin County Auditor's website, after having opened the subject property record, select the Mapping page and run a 125-foot Buffer Search around the property (including contiguously-owned property), and generate the Proximity Report to obtain an Excel list of surrounding property owners.
  - (5a) It is the affiant's responsibility to determine the actual address, including personally visiting the properties, if necessary.
  - (5b) DO NOT list a mortgage company as a mailing address** for the property unless title to the property is held by the mortgage company, thereby making the company the actual property owner. It is the affiant's responsibility to exercise reasonable diligence to determine the address of the actual property owner.
  - (5c) For owner-occupied dwelling units, please also include "or Current Occupant" after the owner(s) name.
  - (5d) If property owners appear on the list more than once, please provide only one mailing label.
  - (5e) Please submit an MS Word document in Avery #5160 format, emailed to staff with the application, listing the names and complete addresses of the applicant; property owner(s); agent; applicable Area Commission or Neighborhood Group; and surrounding real property owners as explained in (5) above. Make sure that the last two lines of the address label contain the street address and the city, state, and zip code.**
- (6) This Affidavit form must be signed in the presence of a Notary Public. The Affidavit expires six (6) months after date of notarization.

# Council Variance Application

DEPARTMENT OF BUILDING  
 AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215  
 Phone: 614-645-4522 ▪ ZoningInfo@columbus.gov ▪ www.columbus.gov/bzs

**PROJECT DISCLOSURE STATEMENT**

APPLICATION #: \_\_\_\_\_

Parties having a 5% or more interest in the project that is the subject of this application.

**THIS PAGE MUST BE FILLED OUT COMPLETELY AND NOTARIZED.** Do not indicate 'NONE' in the space provided.

STATE OF OHIO  
 COUNTY OF FRANKLIN

Being first duly cautioned and sworn (NAME) \_\_\_\_\_  
 of (COMPLETE ADDRESS) \_\_\_\_\_

deposes and states that (he/she) is the APPLICANT, AGENT, OR DULY AUTHORIZED ATTORNEY FOR SAME and the following is a list of all persons, other partnerships, corporations or entities having a 5% or more interest in the project which is the subject of this application in the following format:

Name of Business or individual (including contact name and number)  
 Business or individual's address; City, State, Zip Code  
 Number of Columbus-based employees  
 (Limited to 3 lines per box)

1.	2.
3.	4.

*Check here if listing additional parties on a separate page.*

SIGNATURE OF AFFIANT \_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Notary Seal Here

\_\_\_\_\_  
 SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
 My Commission Expires

***This Project Disclosure Statement expires six (6) months after date of notarization.***

## SUBMITTAL DEADLINE SCHEDULE

### **SUBMITTAL CUT-OFF\***

### **STAFF REVIEW DATE\*\***

November 22, 2022	December 15, 2022
December 27, 2022	January 19, 2023
January 24, 2023	February 16, 2023
February 21, 2023	March 16, 2023
March 28, 2023	April 20, 2023
April 25, 2023	May 18, 2023
May 23, 2023	June 15, 2023
June 27, 2023	July 20, 2023
July 25, 2023	August 17, 2023
August 29, 2023	September 21, 2023
September 26, 2023	October 19, 2023
October 24, 2023	November 16, 2023
November 28, 2023	December 21, 2023
December 28, 2023 (Thursday)	January 18, 2024
January 23, 2024	February 15, 2024

\*FOR BOTH REZONING AND COUNCIL VARIANCE APPLICATIONS

\*\*DEVELOPMENT COMMISSION AND CITY COUNCIL MEETING DATES TBD

---

## **PUBLIC HEARINGS ADDITIONAL INFORMATION:**

- (1) Applications are submitted by email to [ZoningInfo@columbus.gov](mailto:ZoningInfo@columbus.gov). Call 614-645-4522 or email for any questions. Follow-up appointments may be arranged with the assigned planner, if necessary. Incomplete applications will NOT be accepted.
- (2) **It is the applicant's responsibility to identify all variances or modifications required for the project.** If any necessary variances or modifications are discovered after your application is approved, a new application (and applicable fees) will be required.
- (3) Applicants must confirm whether the subject site lies within the boundaries of an Area Commission, recognized Neighborhood Group, Historic Architectural Review Commission, or Design Review Area. Information can be obtained from the Columbus Zoning Map, at [CbusAreaCommissions.org](http://CbusAreaCommissions.org), or the [ONE Map \(gis.columbus.gov/one\)](http://gis.columbus.gov/one); search by address or parcel ID. You may also contact the Department of Neighborhoods at 614-645-1993 to confirm the area where the site is located.
- (4) For properties undergoing annexation, applications cannot be accepted until the County Commissioners have approved the annexation petition.
- (5) Effective with Columbus City Code Sections 3307.12(A), Notice, and 3310.05(B), Notice, passed by City Council on June 13, 2022, properties subject to a rezoning or Council variance application will require posted signage." Refer to the "Zoning Sign Installation Procedure" in the Zoning Forms and Applications section of the Document Library at <https://www.columbus.gov/bzs/primary/Building-and-Zoning-Services-Documents-Library/>.
- (6) Be advised that the applicant will be assessed additional fees for requests for tabling, reconsideration, amended proposals, etc. These fees are listed on the Department of Building and Zoning Services website.
- (7) A traffic impact study, traffic access study or parking study may be required by the Department of Public Service. The applicant should make contact for this determination as early as possible. All traffic studies must be submitted thirty (30) days prior to the deadline for the public hearing agenda. Right-of-way dedication as stipulated by the Columbus Multimodal Thoroughfare Plan (2019) may be required per Columbus City Code 4309.17. Please refer to Ordinance #1950-2019, which includes the current map and table for the Plan and is available at the following link: <https://columbus.legistar.com/LegislationDetail.aspx?ID=4066837&GUID=FA56A812-1334-4CF4-9610-5DBF5D84AE44&Options=ID%7CText%7C&FullText=1>.
- (8) The Development Department Planning Division, as part of the variance or special permit process, reviews applications for consistency with adopted city plans. As part of that review, detailed information such as a site plan or building elevations may be requested. These materials are not necessarily required as part of the rezoning or variance application, but may be requested as part of the application review. Contact the Planning Division at [planninginfo@columbus.gov](mailto:planninginfo@columbus.gov) or 614-724-4437 for more information.
- (9) Final materials for ordinance preparation must be submitted to staff two weeks prior to the targeted ordinance submittal deadline. The submittal deadline is 17 days prior to the Council Zoning Meeting date. Check with Council Activities Staff for specific deadline dates. Late submittals will be held for the next ordinance submittal deadline. The Council Zoning Chair decides which items are to be scheduled on the Zoning Agendas, and inquiries regarding scheduling should be directed to that office.
- (10) The City of Columbus makes no determination whether a property contains area(s) that might be classified as wetlands by the Army Corps of Engineers and the Ohio Environmental Protection Agency; nor does approval at the public hearing imply the site has complied with wetlands guidelines. It is the applicant's responsibility to determine if wetlands exist on the site.
- (11) All zoning legislation passed by City Council becomes effective 30 days after passage unless amended to emergency with the approval of the City Clerk's Office. Applicants should contact the City Clerk's Office at 614-645-7380 for information about requesting emergency legislation.
- (12) Other permits, clearances, and/or licenses may be required.