

# Board of Zoning Adjustment Application

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-4522 • [ZoningInfo@columbus.gov](mailto:ZoningInfo@columbus.gov) • [www.columbus.gov/bzs](http://www.columbus.gov/bzs)

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## **PUBLIC HEARINGS APPLICATION INSTRUCTIONS**

- 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.
- It is the applicant's responsibility to identify all variances required for the project.** If any necessary variances are discovered after your application is approved, a new application (and applicable fees) will be required.
- 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://ONEMap(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.
- The applicant must arrange to meet with the group identified above, and obtain a written recommendation prior to the public hearing.
- Be advised that the applicant will be assessed additional fees for requests for tabling, reconsideration, etc. These fees are listed on Page 2 of the application and on the Department of Building and Zoning Services website.
- The applicant or agent must attend the hearing.
- 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.
- A traffic impact and/or access study may be required by the Department of Public Service, Division of Traffic Management; the applicant should make contact for this determination as early as possible. All traffic studies must be submitted forty-five (45) days prior to the deadline for the public hearing agenda.
- 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 variance or special permit 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.
- For properties undergoing annexation, applications cannot be accepted until the County Commissioners have approved the annexation petition.
- An order of the Board of Zoning Adjustment becomes effective immediately. All variances and special permits, unless otherwise specified by the Board, will be void one (1) year after the date issued unless extended by the Board or unless an affirmative action by the applicant has been taken.
- Other permits, clearances, and/or licenses may be required.

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<b>CUTOFF</b>	<b>STAFF REVIEW</b> (Internal)	<b>HEARING DATE</b> (Earliest Possible)
11/20/23	12/7/23	1/23/24
12/18/22	1/4/24	2/27/24
*1/16/24	2/1/24	3/26/24
*2/20/24	3/7/24	4/23/24
3/18/24	4/4/24	5/28/24
4/15/24	5/2/24	6/25/24
5/20/24	6/6/24	7/23/24
6/17/24	7/11/24	8/27/24
7/15/24	8/1/24	9/24/24
8/19/24	9/5/24	10/22/24
9/16/24	10/3/24	11/26/24
10/21/24	11/7/24	**12/17/24
11/18/24	12/5/24	1/28/25
12/16/24	1/2/25	2/25/25

\*Tuesday due to holiday

\*\*3rd Tuesday due to holiday

**MEETINGS WILL BE HELD IN THE SECOND FLOOR HEARING ROOM. ALL MEETINGS BEGIN AT 4:30 PM.**

*STAFF ISSUES MUST BE RESOLVED AND NEIGHBORHOOD GROUP RECOMMENDATIONS MUST BE COMPLETE BEFORE APPLICATIONS ARE CONSIDERED BY THE BOARD.*