

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

ONLINE REZONING APPLICATION CHECKLIST: Online rezoning applications submitted through Accela Citizen's Access portal must consist of all applicable items listed below:

Certified Address or Zoning Number:

- A zoning number is only required for property that does not have a certified address. A Zoning Number can be obtained by contacting BZS-GIS@columbus.gov.

Approved Annexation Petition from the County:

- Properties being annexed into the City of Columbus may require additional documentation at the time of online submission.

Signature Page, Notarized Affidavit Form and Label Sets: (See full instructions on form)

- Applicant and Property Owner(s) signatures are required.
- 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 a 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 2.*

Notarized Project Disclosure Statement (See instructions on form)

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 more than one zoning district or multiple sub-areas are requested in this application, separate legal descriptions must be submitted for each district and/or sub-area.
 - *All legal descriptions must be submitted as a MS Word document left justified, no indentations, in Times New Roman font, size 11.*

Limitation / CPD / PUD Development Text:

- All rezoning requests to a Limited Overlay (L-C-4, L-AR-12, etc.), CPD, Commercial Planned Development, or PUD, Planned Unit Development districts must include an applicable development text.
 - *Development texts must be submitted as a MS Word document left justified, no indentations, in Times New Roman font, size 11.*

Site Plan(s) (required for CPD, PUD, and Limited zoning districts committing to a plan).

- Site plans must be drawn to Engineer's scale and provide applicable information as itemized on the Zoning Review checklist.
 - *All plans must be submitted as a PDF.*

Application Fees (Non-Refundable):

- Online payment instructions will be provided after your online rezoning application has been accepted. *NOTE: You may be required to submit further documents prior to application acceptance.
 - 1-4 Dwelling Units \$350 per unit
 - All other zoning districts \$3,000 for rezoning of the first acre, plus \$300 for each additional acre or fraction thereof (Maximum Fee: \$15,000)
 - Rezoning amendment ordinance fee is the same as the applicable rezoning fee
- Development Commission Tabled Application fees:
 - 1-4 Dwelling Units \$150 per tabling
 - All Others: \$400 per tabling

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

SIGNATURES:

APPLICANT SIGNATURE _____

PROPERTY OWNER SIGNATURE _____

ATTORNEY / AGENT SIGNATURE _____

AFFIDAVIT

STATE OF OHIO, COUNTY OF FRANKLIN

Being first duly cautioned and sworn **(1)** NAME _____

of **(1)** MAILING ADDRESS _____

deposes and states that they are 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 # _____

NEIGHBORHOOD GROUP **(4)** _____

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.

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

INSTRUCTIONS FOR COMPLETING 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 assigned by the Department of Building & Zoning Services, Map Room; Email: 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 to identify the Area Commission and, for areas not served by one, use 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, also include "or Current Occupant" after the owner(s) name.
 - (5d) If property owners appear on the list more than once, provide only one mailing label.
 - (5e) 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.

Online Rezoning Application

111 N. Front St., 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 they are 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:

For Example: Name of Business or individual
 Contact name and number
 Business or individual's address; City, State, Zip Code
 Number of Columbus-based employees

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.

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 ▪ ZoningInfo@columbus.gov ▪ www.columbus.gov/bzs

SCHEDULE FOR REZONING AND COUNCIL VARIANCE

SUBMITTAL CUT-OFF*

STAFF REVIEW DATE**

December 24, 2024	January 16, 2025
January 28, 2025	February 20, 2025
February 25, 2025	March 20, 2025
March 25, 2025	April 17, 2025
April 22, 2025	May 15, 2025
May 27, 2025	June 18, 2025
June 24, 2025	July 17, 2025
July 29, 2025	August 21, 2025
August 26, 2025	September 18, 2025
September 23, 2025	October 16, 2025
October 28, 2025	November 20, 2025
November 25, 2025	December 18, 2025
December 23, 2025	January 15, 2026
January 27, 2026	February 19, 2026

*APPLICABLE ONLY FOR REZONING AND COUNCIL VARIANCE APPLICATIONS
THAT DO NOT QUALIFY FOR ACCELERATED RESIDENTIAL REVIEW

**CITY COUNCIL MEETING DATES TBD

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

APPLICABLE ONLY TO REZONING APPLICATIONS THAT ARE IN PROCESS

FINAL DC MATERIALS DUE BY:

DECEMBER 18, 2024

JANUARY 21, 2025

FEBRUARY 18, 2025

MARCH 13, 2025

APRIL 15, 2025

MAY 20, 2025

JUNE 17, 2025

JULY 22, 2025

AUGUST 19, 2025

SEPTEMBER 16, 2025

OCTOBER 21, 2025

NOVEMBER 18, 2025

DECEMBER 16, 2025

JANUARY 20, 2026

FEBRUARY 17, 2026

DC MEETING DATES:*

JANUARY 9, 2025

FEBRUARY 13, 2025

MARCH 13, 2025

APRIL 10, 2025

MAY 8, 2025

JUNE 12, 2025

JULY 10, 2025

AUGUST 14, 2025

SEPTEMBER 11, 2025

OCTOBER 9, 2025

NOVEMBER 13, 2025

DECEMBER 11, 2025

JANUARY 8, 2026

FEBRUARY 12, 2026

MARCH 12, 2026

***DC MEETINGS ARE HELD IN THE SECOND FLOOR HEARING ROOM OF 111 N. FRONT ST.
COLUMBUS, OH 43215; MEETINGS BEGIN AT 4:30 PM**

****CITY COUNCIL MEETING DATES TBD.**

Online Rezoning Application

111 N. Front St., Columbus, Ohio 43215

Phone: 614-645-4522 • ZoningInfo@columbus.gov • www.columbus.gov/bzs

PUBLIC HEARINGS ADDITIONAL INFORMATION:

- (1) Applications not submitted through the Accela Citizen Access Portal can be submitted by email to 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, or 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) 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.
- (6) A traffic impact study, traffic access study or parking study may be required by the Department of Public Service. A traffic study is initiated with the submittal of a [Traffic Study Memorandum document](#). Any questions related to the applicability or scope of a traffic study may be submitted to DPSDevelopmentTrafficStudies@columbus.gov. 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. Refer to Ordinance #1950-2019, which includes the current map and table for the Plan and is available at the following link: [Columbus Multimodal Thoroughfare Plan](#). Any other questions related to proposed improvements or modifications within the public right-of-way may be directed to DPSDevelopmentInquiries@columbus.gov.
- (7) 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 or 614-724-4437 for more information.
- (8) 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.
- (9) 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.
- (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) Other permits, clearances, and/or licenses may be required.