

Online Council Variance Application Guide

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-4522

Email: ZoningInfo@columbus.gov

Website: www.columbus.gov/bzs

Registering for an Account

To register for an account please navigate to: <https://www.columbus.gov/ca/default.aspx>

Account Registration

- Click 'Register' in the right-hand corner of the home page
 - Read the accepted terms and check the box
- Click 'Continue Registration'
- Fill in the 'Login Information', section with a username, password, and security question.
 - Read the Terms of Service and check the box, 'I have read and accepted the above terms'
- Click 'Continue Registration'

Contact Information

- Select the appropriate Contact type, either 'Applicant, Co-Applicant, Entity Information, Individual, or Organization via the down arrow
- Click 'Continue'
 - Complete the name, address, state, zip code, work phone, and email address field.
- Click 'Continue'
 - You will receive a message that your account has been successfully created

Applying for an Online Council Variance Application

To apply for a Council Variance Application online please navigate to

<https://www.columbus.gov/ca/default.aspx> and login.

- Navigate to the Zoning tab at the bottom of the home page.
- Click 'Create an Application'
 - Read the General Disclaimer and check the related box
- Click 'Continue Application'
 - Click the down arrow and select 'Council Variance'
- Click 'Continue Application'

Step 1: Application Information

- Is this property being annexed into the City of Columbus?
 - Click the down arrow and select either 'Annexation Pending' or 'Incorporated'.
 - If the site is currently pending annexation, the Applicant may need additional documentation regarding the annexation petition.
- Is there a certified address? A certified address is an official street address assigned by a city, used to identify specific locations for various purposes, such as obtaining building permits or services.
 - Click 'Yes' or 'No'
- Note: If you do not have a certified address, please email BZS-GIS@columbus.gov for a Zoning Number. Once you have a Zoning Number, enter the number in the box.
- Is there a concurrent rezoning application?
 - Click 'Yes or No'
- Click 'Continue Application'

Step 2: Location Information

- Fill in the address associated with the application you are applying for.
 - Click 'Search'. If the property associated with your application does not have an address, enter the parcel ID number.
 - Click 'Search', and the information will automatically populate
- Click 'Continue Application'

Step 3: Application Information

- Enter Total Acreage including decimal point
- Enter Current Zoning
 - For example: M for Manufacturing District or CPD for Commercial Planned Development District.
- Residential Dwelling Unit Count
 - Enter the number of proposed dwelling units, if none, then type in zero.
- Neighborhood Group:
 - Select the appropriate neighborhood group from the dropdown menu:
- Historic District:

- Select the required Historic Commission that applies to this property from the dropdown menu, if none, you can select none.
- Architectural Review Board:
 - Click the down arrow and select the required Architectural Review Board that applies to this property from the dropdown menu, if none, you can select none.
- Proposed Reason Use or Reason for Request
 - Provide a brief description of the project.
- Click 'Continue Application'

Step 4: Applicant Information

- Either click 'Select from Account' or 'Add New'
- To 'Add' New,
 - Enter the applicants First name and Last name
 - Enter the Street number and Street name
 - Enter the City name, State, and Zip Code
 - Enter the Country Name
 - The screen will populate a message 'Contact added successfully'
- Click 'Continue Application'
- Complete Owner Information for the Property
 - Enter the Owners First name and Last name
 - Enter the Street number and street name
 - Enter the City name, State, and Zip Code
 - Enter the phone number
 - Enter the email address of the owner
- Click 'Continue Application'
- Agent for Applicant
 - Either 'Select from Account' or 'Add New' following the same instructions above
- Click 'Continue Application'

Step 5: Attachment

- Upload the following via the attachment section:
 - Signature Page/Affidavit

- Project Disclosure
- Mailing Labels in a Word document
- Legal Description
- Development Text and Plans
- Click 'Add' after each document, then click 'Save'
- After all of the documents are added, click 'Continue Application'

Step 6: Review

This is a summary page of the application

- Click the box at the bottom of the page
- Click 'Continue Application'
- Read the Terms of Service and check the box that you agree with the certification.
 - "I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application."

Step 7: Submitted

- Your application has been successfully submitted
- Your Record Number will start with a CV
 - For example: CV26-001
- Your record requires review before it can be accepted. Once approved, a link for payment will be sent to the applicant's email.
- Please note that The Department of Building and Zoning Services does not request wire transfers as a form of payment. If you have any questions regarding your application or payment information, please contact zoninginfo@columbus.gov.