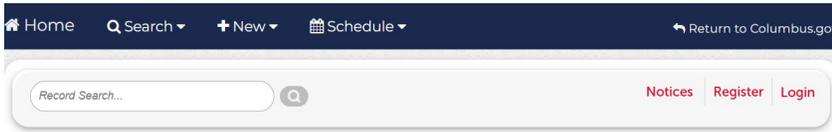


## Citizen Access Portal: Rezoning Applications – Online Only

Visit Columbus.gov/BZS in a browser and click the Citizen Access Portal button



**Register for an Account**

**Welcome to the City of Columbus Citizen Access**  
Access city services online anytime, anywhere.

**Helpful Information**

- **Submission Standards** – Submit documents in accordance with the Department of Building and Zoning Services electronic review requirements.
- **User Guide** – Learn how to apply for commercial or multi-family building permits and submit documents for electronic review.
- **Document Library** – Access additional guides and training materials, including instructions on creating an account and linking a license to your portal account.
- **Help Tutorials** – Watch *YouTube* tutorial videos covering various Citizen Access features.
- **Public Records** – Search by address or parcel. Remove the start date if you need records older than three years.

**Need Assistance?**  
For Building and Zoning Services related inquiries and assistance, contact 614-645-7433 or [BZS-Intake@columbus.gov](mailto:BZS-Intake@columbus.gov)

**Technical Issues**  
To report a system-wide *technology* outage, contact Tech Support at [PermittingGroup@columbus.gov](mailto:PermittingGroup@columbus.gov).

The search options below do not require an account; however, to use all other available online services, an **account** is required.

**Sections & Services**

<b>Addressing</b> <ul style="list-style-type: none"><li>• Search Applications</li></ul>	<b>Building</b> <ul style="list-style-type: none"><li>• Purchase Permit or Inspection Trip</li><li>• Search Applications and Permits</li><li>• Schedule an Inspection</li></ul>
<b>Business Licenses</b> <ul style="list-style-type: none"><li>• Search Applications</li></ul>	<b>Code Enforcement</b> <ul style="list-style-type: none"><li>• Search Violation Records</li></ul>
<b>Contractor Licenses / Registrations</b> <ul style="list-style-type: none"><li>• Search Applications</li><li>• Search for a Licensed Professional</li></ul>	<b>Engineering</b> <ul style="list-style-type: none"><li>• Create an Application</li><li>• Search Applications</li></ul>
<b>Facility Licenses</b> <ul style="list-style-type: none"><li>• Search Applications</li></ul>	<b>Planning</b> <ul style="list-style-type: none"><li>• Search Applications</li></ul>
<b>Right-of-Way</b> <ul style="list-style-type: none"><li>• Create an Application</li><li>• Search Applications</li><li>• Schedule an Inspection</li></ul>	<b>Utilities</b> <ul style="list-style-type: none"><li>• Create an Application</li><li>• Search Applications</li></ul>
<b>Zoning</b> <ul style="list-style-type: none"><li>• Create an Application</li><li>• Search Applications</li></ul>	

- Click Create an Application

Click the Continue Application button

- Click the drop-down arrow next to Zoning
- Select the Rezoning Option

Click the Continue Application button

## Step 1: App. Info. > Pre-Screening

Click the Continue Application button

## Step 2: Location > Location Info.

Record Search...

[Notice](#) [Collections \(0\)](#) [Account Mgmt.](#) [Logout](#)

**Rezoning**

1	App. Info.	2	Location	3	Application	4	Contact	5	Attachment	6	7	8
---	------------	---	----------	---	-------------	---	---------	---	------------	---	---	---

**Step 2: Location > Location Info.**  
Addresses/parcels can be verified to be in the City of Columbus using our online Zoning Map at <http://gis.columbus.gov/zoning/>  
\* indicates a required field.

### Address

\*Street No.:  Direction:  Unit No.:

\*Street Name:  Street Type:

City:  State:

### Parcel

If your request includes multiple parcels, please note you can only enter one below. Please list additional parcel numbers on a separate page, and include with application materials.  
Do not include dashes "-" in parcel search.

\*Parcel Number:

- Using either a certified address or property parcel ID number (no-hyphens), we recommend utilizing the search function to ensure accuracy.
- Click Search after entering the address **or** the parcel number.
- Do not load the street address and parcel number at the same time.
- If you enter an address or parcel number in error, please select the clear button.
- If the property is being annexed into the City of Columbus, please contact [BZS-GIS@columbus.gov](mailto:BZS-GIS@columbus.gov) for a Zoning Number.
- Once you have a Zoning Number, fill in the box under Zoning Number with the address provided by the Map Room.

Click the Continue Application button

# Step #3: Application > Application

Record Search...

[Notice](#) | [Collections \(0\)](#) | [Account Mgmt.](#) | [Logout](#)

**Rezoning**

1	App. Info.	2	Location	3	Application	4	Contact	5	Attachment	6	7	8
---	------------	---	----------	---	-------------	---	---------	---	------------	---	---	---

**Step 3: Application > Application Info.**  
Index of Zoning – Title 33  
<https://www.columbus.gov/files/sharedassets/city/v1/building-and-zoning/index-of-zoning-districts-title-33.pdf>  
Index of Zoning – Title 34  
<https://www.columbus.gov/files/sharedassets/city/v1/building-and-zoning/index-of-zoning-districts-title-34.pdf>

\* indicates a required field.

## Custom Fields

---

### ZONING INFORMATION

\* Total Acreage:

\* Current Zoning:

\* Requested Zoning:

\* Height Districts:

\* Residential Dwelling Unit Count :

---

### NEIGHBORHOOD GROUP

Neighborhood Group:

---

### HISTORIC DISTRICT

Historic District:

---

### ARCHITECTURAL REVIEW BOARD

Architectural Review Board:

---

## Proposed Use or Reason for Request

---

Detailed Description:

Z25-X  
111 N. FRONT STREET  
010018405 0.15 ACRES  
REZONE FROM DD TO L-AR-1 TO ALLOW A MULTI-UNIT RESIDENTIAL DEVELOPMENT  
DOWNTOWN DISTRICT

[spell check](#)

Project Name:

Click the Continue Application button

4

- Complete all required fields.
- Total Acreage: Include decimal point, i.e. 0.15
- Height Districts: Only those requests for a Title 34 zoning districts do not have a companion height district.
  - Select via the drop-down arrow
- Residential Dwelling Unit Count: Can be a best estimate or zero (0) if N/A
- Select any neighborhood group, historic commission, or architectural review board that applies to the subject site.
- Proposed Use Reason for Request:
  - You may include any applicable information to your request in this box such as extra parcel numbers, requested zoning district(s), reason for request, etc.
- Project Name is optional.

Click the Continue Application button

### Step 4: Contact > Applicant Info.

- All submissions must have an Applicant and a Property Owner.
- You are not required to have an Attorney or Agent.
- Click Add New contact or Select from Account if you already have one.
- To edit a contact, click the Edit Link.

Click the Continue Application button

## Step 5: Attachment > Attachment

Record Search...

[Notice](#) [Collections \(0\)](#) [Account Mgmt.](#) [Logout](#)

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Rezoning**

1 2 3 Application 4 Contact **5 Attachment** 6 Review 7 Pay Fees 8

**Step 5: Attachment > Attachment**

This application type requires the following documents:

- Signature Page/Affidavit
- Project Disclosure
- Mailing Labels
- Legal Description
- Development Text and Plans (If required by requested zoning district)

*You may be required to submit additional documents prior to application acceptance.*

\* indicates a required field.

### Attachment

The maximum file size allowed is 100 MB  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;ph  
are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.Zoning Applications

Name	Type	Size	Latest Update	Action
Test Doc.docx	Zoning Applications	13.72 KB	01/16/2026	Actions ▾

- See the Online Rezoning Application on the next page for a list of required documents to successfully submit an online rezoning application.
- Once all required documents are included, select the “Save” button to upload the documents.

## Step 6: Review

- Review for Accuracy.
- Check the Certification box at the bottom of the application.

Click the Continue Application button

## Steps 7 & 8: Fees and Department Review of Submitted Application

- Your “Record” Number or case number is provided. A Planner with the Department of Building and Zoning Services will reach out to you regarding your application status and applicable fee.
- Payment can be completed online after the application submittal has been completed.

