

Title 34 Zoning Review Checklist

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DEPARTMENT OF BUILDING
AND ZONING SERVICES

A. General Zoning Data (to be provided as a zoning data table)

1. Zoning district designation (subject site and adjacent parcels).
2. Parcel area in acres.
3. Proposed maximum building height in both feet and number of stories. Refer to Division D of district standards.
4. Commercial uses and gross floor area for each use.
5. Number of residential dwelling units.
6. Number of provided parking spaces.
7. Number of required and provided EV capable and EVSE installed spaces. Refer to 3312.56.
8. Number of required and provided bicycle spaces. Refer to Division G of district standards.
9. Total open space area required and provided. Refer to Division C of district standards.
10. Façade zone coverage(s) as a percentage. Refer to Division C of district standards. Measured per 34.B.30.020.
11. Building coverage as a percentage of the parcel area. Refer to Division C of district standards.
12. Site location map.

B. Site Plan Drawing

1. Labels and Dimensions:
 - a. Parcel boundaries.
 - b. Building footprints, widths and lengths (including the length of the building façade within or abutting the façade zone).
 - c. Distance from construction to adjacent parcels.
 - d. Right-of-way widths.
 - e. Minimum and maximum building setbacks and parking setbacks. Refer to Divisions C and G of district standards.
 - f. Open space areas. Refer to 34.B.30.030.
 - g. Driveways, drive aisles, parking spaces, stacking spaces, and bypass lanes. Refer to Chapter 3312.
 - h. EV capable and EVSE installed parking spaces. Refer to 3312.56.
 - i. Clear vision triangles. Refer to 34.G.20.050.
2. Adjacent zoning districts.
3. Height, gross floor area, and use(s) of each building.
4. Bicycle parking locations.
5. Pedestrian connections. Refer to 34.E.20.030.H.
6. Landscaping & Screening:
 - a. Frontage landscaping. Refer to 34.G.20.030.D.
 - b. Parking lot shade trees. Refer to 34.G.20.030.D.

- c. Dwelling unit trees. Refer to 34.G.20.030.C.
- d. Headlight screening. Refer to 34.G.20.040.A.
- e. Residential landscape buffers. Refer to 34.G.20.030.B.
- f. Mechanical and utility screening. Refer to 34.G.20.040.C.
- g. Dumpster and bulk pickup enclosures. Refer to 34.G.20.040.B.
- 7. Site lighting (height and location). Refer to 34.G.20.020.
- 8. Utility boxes (location, setback, and size).
- 9. Public realm extensions (for sites with wide street frontages). Refer to 34.F.40.030.B.

C. Floor Plans (may depict ground floor level on site plan)

- 1. Structured parking levels.
- 2. Ground floor space depth. Refer to Division D of district standards.

D. Building Elevations

- 1. Adjacency requirements (step-backs). Refer to Division D of district standards.
- 2. Blank wall treatments. Refer to 34.F.20.050.
- 3. Module differentiations. Refer to 34.F.20.030.
- 4. Base, middle, and top differentiations. Refer to 34.F.20.040.
- 5. Frontage types (identify type and provide dimensional standards). Refer to 34.F.30.
- 6. Window coverage calculations. Refer to Division F of district standards.
- 7. Ground floor height. Refer to Division D of district standards.

E. Detail Drawings

- 1. Dumpster and bulk pickup screening, noting height, materials, gates, and opacity; or, indicate the absence of dumpsters and bulk pickup areas. Refer to 34.G.20.040.B.
- 2. Fencing and walls (height and materials).
- 3. Light fixtures. Refer to 34.G.20.020.

F. Miscellaneous

- 1. Height bonus approvals. Refer to 34.G.30.
- 2. Approved variance application numbers.
- 3. Certificate of Appropriateness/Approval. For properties located within a historic site, historic district, East Franklinton Overlay (EFO), or University Impact District (UID).

G. Additional Submittal Standards

- 1. A site plan with Zoning and Traffic Management information is to be provided separate from the utility drawings.
- 2. Existing and proposed site conditions are not to be overlapped on the same drawing.
- 3. Future developments are not to be shown. Only information pertaining to the current proposed development is to be depicted.
- 4. Graphics are not to be shown on the plans or elevations, unless required by other departments for the purpose of safety and/or code compliance.