

Title 33 Zoning Review Checklist

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DEPARTMENT OF BUILDING
AND ZONING SERVICES

1. Provide a site plan, drawn and plotted to a standard engineering scale with North arrow.
2. Provide a site plan with Zoning and Traffic Management information, separate from the utility plans.
3. Provide a site location map.
4. Identify the zoning districts of the subject site and adjacent parcels on the plan.
5. Identify the total area of the subject site/parcel.
6. Identify the height of the proposed building(s) and/or structure(s).
7. If dumpsters and/or compactors are to be located on the exterior of the site, identify their location on the plans, and ensure screening is provided on all sides, per 3321.01. Additionally, provide a screening detail drawing noting the height, materials, gates, and opacity. Otherwise, provide a statement that no dumpsters will be provided on the site.
8. Provide parking calculations for the site, stating each use, gross floor areas, and the required parking ratios (3312.49). Note the total required parking for the site as well as the total number of provided parking spaces. Take into account any parking reductions provided by overlays.
9. Within the parking calculations table, identify the number of required and provided bicycle parking spaces (3312.49) as well as the number of required and provided parking lot shade trees (3312.21).
10. Provide a note on the plans that the project complies with sections 3312.21 Landscaping & Screening; 3312.39 Striping/Marking; 3312.43 Surface; 3312.45 Wheel Stops/Curb; Chapter 3321.
11. Label and dimension the right-of-way widths, building setbacks, parking setbacks (3312.27), clear vision triangles (3321.05), parking spaces, drive aisles/maneuvering areas, and driveway widths.
12. Label and dimension the distance from the proposed construction to all property boundaries.
13. Label and dimension loading docks/loading areas and their associated maneuvering areas (3312.51 & 3312.53).
14. Show wheel stops and/or curbs for parking (3312.45).
15. If public sidewalks exist or are required as part of the development, provide a pedestrian connection from the sidewalk to the building(s), per 3312.41(B).

16. Show stacking and bypass lanes for drive-through pickup units. Stacking spaces are to be identified as minimum rectangular areas of 9 feet by 18 feet, and bypass lanes are to maintain a minimum width of 10 feet, per 3312.11.
17. Identify the location of any existing and/or proposed site lighting on the plans. Provide a detail drawing for any proposed light fixtures, noting the height from grade to the top of the fixture. Indicate whether the lighting utilizes cut-off fixtures, and if the fixtures will be of similar style and color. This applies to both pole mounted and wall mounted lighting.
18. Show and label parking lot shade trees on the site plan. Note the type and caliper of the proposed trees.
19. Show and label buffers and screening when required, indicating the width of the planting area, plant height, and opacity. Standard screening requirements can be found in sections 3312.21 (parking lot screening), 3321.09 (screening of commercial districts from residential), and 3321.11 (screening of mechanical equipment).
20. Identify any existing and/or proposed fencing on the site plan. Note the height, type, and opacity of the fencing.
21. All parcels on which the development is located are to be combined, and a copy of the recorded lot combination from Franklin County is to be provided. Otherwise, the site data is to be provided on a parcel by parcel basis.
22. A copy of the Limitation or CPD text, and CPD plan associated with the site is to be provided as part of the submittal. Additionally, a statement is to be provided on the cover page next to the architect/engineer seal and signature, certifying the project complies with all CPD/Limitation text requirements.
23. A Certificate of Appropriateness/Approval is to be provided, due to the site's location within an architectural/historic review district. Provide a copy of the Certificate of Appropriateness/Approval on the plans, and ensure the plans have been stamped by the associated review board/commission.
24. For projects within an overlay (University, UCO, CCO, RCO, etc.), list and certify all required calculations (window coverage, FAR, lot frontage, etc.). Provide a statement on the plans certifying the project's compliance with the overlay requirements.
25. For projects within an overlay or CPD/Limited zoning district with building design standards, provide elevation drawings. The elevation drawings are to identify all pertinent information pertaining to materials, columns or other vertical visual elements, window coverage, etc.
26. Identify the flood designation, map number, and effective date; and, where they occur on site, show the 100-year flood plain, floodway boundaries.