

REQUEST A ZONING CONFIRMATION LETTER

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-4522

Email: zoninginfo@columbus.gov

Website: www.columbus.gov/bzs



DEPARTMENT OF BUILDING
AND ZONING SERVICES

HOW TO REQUEST A ZONING CONFIRMATION LETTER VIA THE CITIZEN ACCESS PORTAL

1. First please check to make sure the address is in the city of Columbus jurisdiction
2. Second, prepare and save a letter in a PDF or Word document listing the following items:
Address (if assigned), parcel# and your contact information so we know where to send your reply letter. **You must indicate in the letter if it is for an Affordable Housing Tax Credit application.**
3. Visit Citizen's Access Portal (<https://portal.columbus.gov/Permits>) in Microsoft Edge or Chrome
4. Click Register for an Account. If you already have an account, login with your current username and password
5. Under the Zoning tab, click Create an application
6. Click Accept Terms box and then click Continue Application
7. Click the word Zoning
8. Click the circle that says Zoning Confirmation Letter
9. Click Continue Application button
10. Click the No button if you have just one parcel. Click the Yes button if you have more than one contiguous parcel. The applicant will be required to submit a separate Zoning Letter request for each parcel that is not contiguous
11. Click the Add button and pick the letter you want to upload
12. Click Open button
13. Click the Save button and the document will attach
14. Click Continue Application button

15. Choose whether you want to search by Address or Parcel number. If searching by the parcel, enter it with no dashes Example 010123456
 - a. If searching by address, enter street number and name only. Example 1671 Anywhere
Do not use direction or street type. If the street name is numerical such as 4th St, please enter the number and do not spell it out.
16. Click the Search button in the area you filled in
17. Click Continue Application button
18. Select the correct address or parcel# via the circular button and hit Select button. You will progress to Step 2 Applicant Info.
19. Click Select from Account since you are a registered account holder
20. Click the Edit button if you need to update any of your contact information
21. Click the Continue Application or Save and Resume if you need to stop
22. Your contact information should populate and if correct, click Continue Application and you will progress to Step 3 Review
23. Review the entire page and use the Edit button if necessary
24. Click the box to agree to the certification
25. Click Continue Application or Save to move on to Step 4. Click Save and Resume Later button if you need to stop
26. You will see a box that says "Your Application has been successfully submitted and a Zoning Letter Number such as **ZLTR2600xxx** will be generated for your record.

Your request will now be reviewed by our staff before it can be officially accepted into our system and then directed to a planner for review and issuance.

If approved, a letter will be generated by Building and Zoning Services, and you will receive an email link with payment instructions. If not approved, you will receive an email saying it was Rejected and the reason for the rejection.

Once your payment is received, the letter will be sent to the customer via email. Please note if for some reason it does not appear in the Record Info/Attachments area, please log out and log back into the Portal and search for your ZLTR26 number. Go to the Record Info tab and hit the Attachments section.

Please note that no one other than the customer that created the account will be able to access the letter in the Citizen's Access Portal.

Please allow three business days for processing your request.