

City of Columbus Zoning Process

A = Applicant (e.g. owner, buyer, representing attorney, lobbyist - for registration info: <https://www.columbus.gov/council/How-Do-I/Legislative-Agent-Information/>)

CC = City Council

CD = City Departments (e.g. Public Service, Recreation & Parks, Development, Public Safety)

CG = Community Groups (e.g. Area Commission, Civic Association, Architectural Review)

DC = Development Commission

P = Public

Z = Zoning Staff

ZC = Zoning Chair of City Council

Tasks

Communication

Timeframe

1



Rezoning or Council variance application is submitted to the Department of Building & Zoning Services by the Applicant.

<http://bzs.columbus.gov/>

2



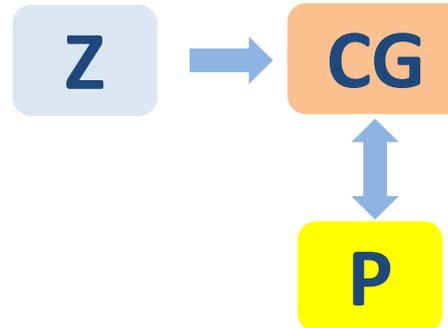
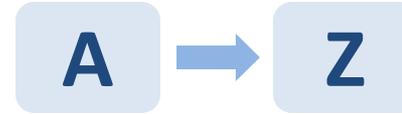
Zoning staff mails the application to the Community Group and posts the application on the "Active Case Log" accessed on the BZS webpage.

- Public may participate in the Community Group's process. Contact your respective Community Group to learn their individual review process:
- <https://www.columbus.gov/neighborhoodservices/>

3



Zoning staff visits the site, notes condition of the site and surroundings, takes pictures, and prepares application for review by City Departments.



2 weeks

Tasks

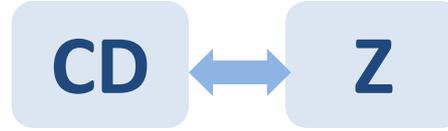
Communication

Timeframe

4



City Departments and Zoning staff review the application. Staff Review meetings are conducted on the third Thursday of the month.



1 week

5



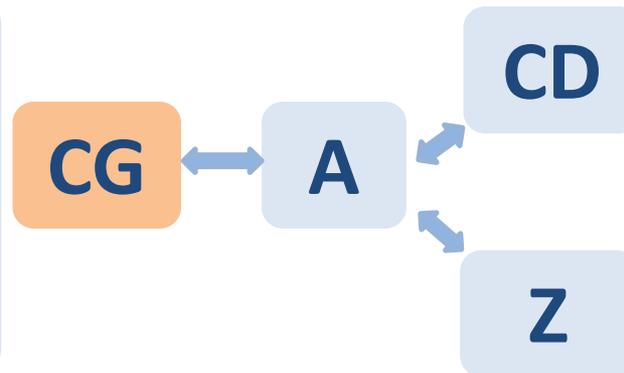
City Departments and Zoning staff complete review. Comments and issues are listed in a results letter forwarded to the Applicant.



6



Applicant responds to review and submits any necessary revisions to City Departments, Zoning staff, and the Community Group. For Council variance requests, final materials are submitted and the ordinance prep stage begins (see Step 12).



approximately 4 weeks

Tasks



7) Community Group submits recommendations to Zoning staff.



8) The Development Commission Agenda (Rezoning Applications only) is posted in the City Bulletin and on the City website by zoning staff. Notices are sent to property owners within 125' of the site two weeks before the Commission meets

<https://columbus.legistar.com/Calendar.aspx>

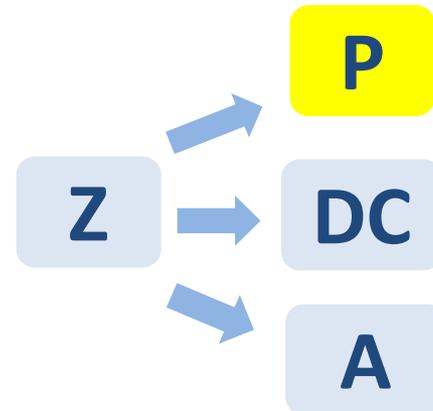
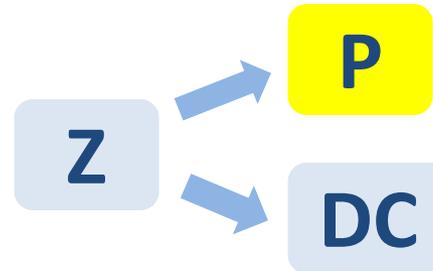
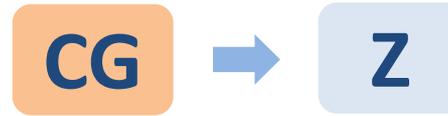
<https://www.columbus.gov/Templates/Detail.aspx?id=68142>



9) Zoning staff prepares the Staff Report, sends the report to the Development Commission and Applicant. The report is posted on the City website 6 days before the meeting:

<https://www.columbus.gov/Templates/Detail.aspx?id=68142>

Communication



Timeframe

approximately
8 weeks from
task 1

minimum 2
weeks before
DC hearing

minimum
9 weeks
between tasks
1-9

Tasks

Communication

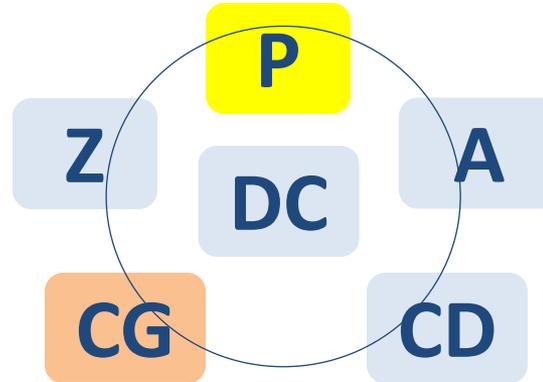
Timeframe

10



Development Commission Public Hearing: The Public, Zoning Staff, Community Group, City Departments, and Applicant can provide input at this meeting.

<https://www.columbus.gov/Templates/Detail.aspx?id=68142>

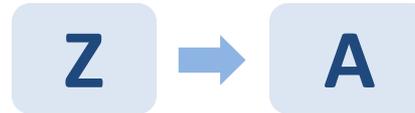


minimum
9 weeks
between tasks
1-9

11



Zoning staff sends results of the Development Commission meeting to the applicant with any additional requirements for ordinance preparation.



2 business
days after
DC hearing

12



Applicant submits additional items needed for ordinance preparation.



1 week or
more

Tasks

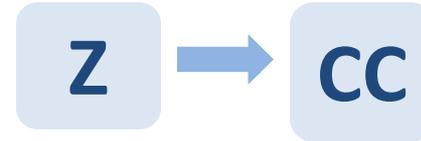
Communication

Timeframe

13



Zoning staff prepares and submits ordinance to the Legistar system.

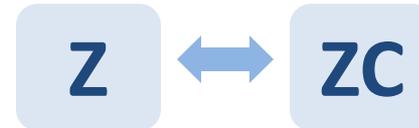


approximately
2 weeks

14



The Monday 2 weeks before City Council Zoning Meeting: The Zoning Chair reviews a Matter Summary of proposed rezoning and Council variance items. The Zoning Chair approves and submits the zoning agenda to the City Clerk's Office.



2 weeks
before City
Council
meeting

15



Proposed zoning ordinances are published in the City Bulletin by City Council 10 days before being heard at the City Council meeting.

<https://columbus.legistar.com/Calendar.aspx>

<https://columbus.legistar.com/Legislation.aspx>



10 days
before City
Council
meeting

Tasks

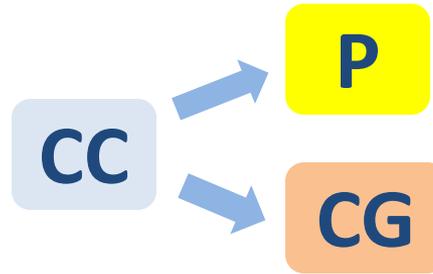
Communication

Timeframe

16



City Council mails notices to property owners within 125' of the proposed zoning ordinance site 10 days before the City Council Zoning meeting.



10 days before City Council meeting

17



12 PM Friday before City Council meeting: Deadline for submission of any needed amendments or emergency requests for proposed zoning ordinances.

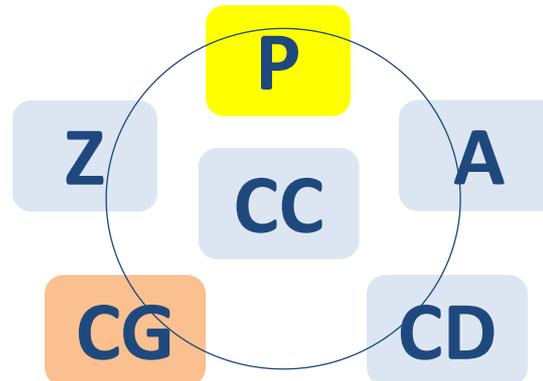


12 PM Friday before City Council meeting

18



The Zoning meeting is held at 6:30 PM on Mondays. City Council votes on proposed zoning ordinances. Applicant, Zoning staff, City Departments, Community Group, and Public may provide input at this meeting (Speaker Slips may be required).



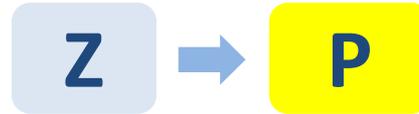
Monday 6:30 PM Zoning Meeting

19



Approved zoning ordinances are reflected on the official zoning map of the City of Columbus. Zoning legislation has a 30-day effective period unless waived by emergency legislation requested by the Applicant.

<http://gis.columbus.gov/zoning/>



**Zoning
Legislation
Complete**

[https://columbus.legistar.com/
Legislation.aspx](https://columbus.legistar.com/Legislation.aspx)