

Council Variance

Background

Council Variances permit a land use not otherwise allowed by the existing zoning district without changing the existing zoning district. A Council Variance requires completing a statement of hardship citing an unusual difficulty and may require conditions specifying property development standards as a part of the legislation.

Why might you use a Council Variance?

To allow a use of property prohibited by current zoning if such use will not adversely affect the surrounding property or neighborhood and if Council is satisfied that it will alleviate some hardship or difficulty.

Where do you apply for a Council Variance?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 9:00 a.m. – 4:00 p.m.
614-645-4522

What information must be provided for a Council Variance?

Completed application (in duplicate) including the following exhibits:

- ▶ Certified address
- ▶ Site plans
- ▶ Legal description of the subject property
- ▶ Notarized affidavit of names and addresses of adjacent property owners and mailing labels
- ▶ Project disclosure statement
- ▶ Complete E-plot and A-plot maps
- ▶ Statement of hardship
- ▶ Any zoning violation orders

Note: If the property is located in a flood plain, see Columbus Zoning Code Section 3311.31 for zoning information.

If the property is located in a Historic District or listed in the Columbus Register, contact the Historic Preservation Office at 614-645-8620.

Application forms are available from the Customer Service Center are available and on-line at www.columbusonestopshop.com.

Who else may be involved in a Council Variance?

Recreation and Parks Department
Department of Development, Planning Division
Public Service Department
Public Utilities Department, Divisions of Power & Water and Sewerage & Drainage
Area commissions or active community organizations
Public Safety Department, Fire Prevention Bureau
City Attorney's Office
Health Department
City Council
School District
Airport authority
Architectural review commissions

What is the time frame for a Council Variance review?

From the submission of a Council Variance application until final staff review, the time required is approximately four to six weeks. After staff review, an ordinance goes to City Council, with placement on the agenda depending on their scheduling constraints. Time also varies according to the participation of area commissions, architectural review commissions and civic associations and timelines of applicant response to staff considerations.

How much does a Council Variance cost?

The fee schedules are available from the Customer Service Center and on-line at www.columbusonestopshop.com.

Council Variance Process

