ZONING REVIEW CHECKLIST

INFORMATION REQUIRED FOR ZONING CLEARANCE

To expedite the Zoning Clearance Process, please contact one of the Zoning Clearance Plan Review Staff for an appointment. Usually that staff person will be working with you until the project receives Zoning Clearance.

Project Address _____

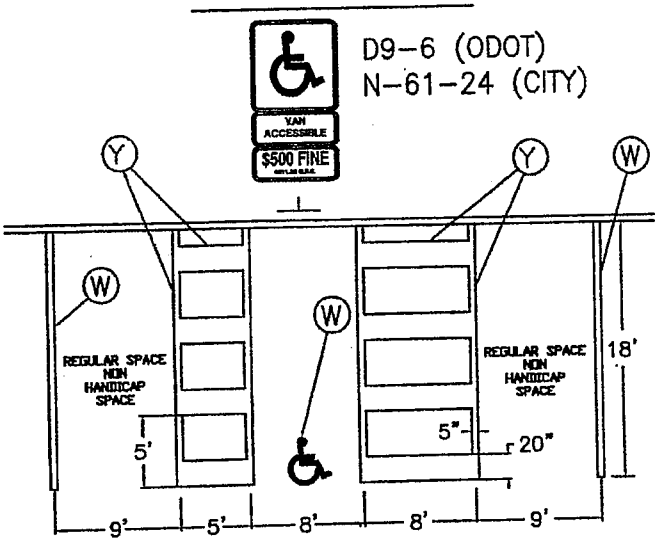
Date _____ Zoning Plans Examiner _____

☐ **Your submittal has been found incomplete and/or insufficient and cannot be accepted for review at this time. No application number has been issued.**

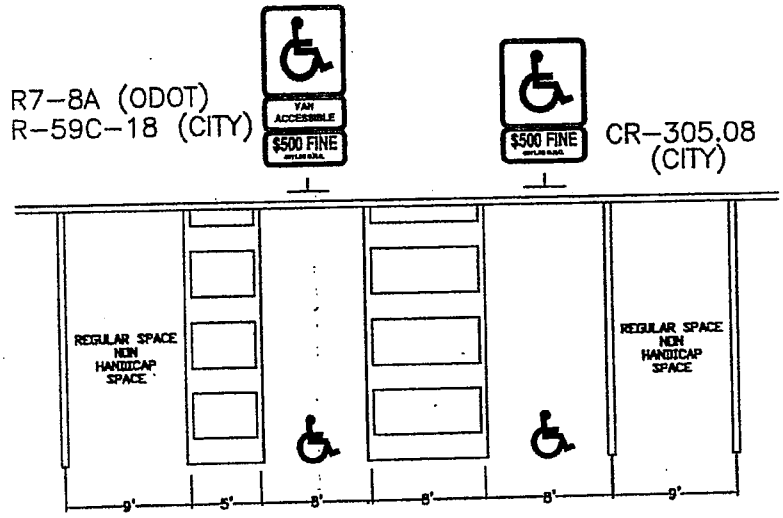
1. To apply for a building permit, fill out the Building Permit Application and submit at least three (3) complete sets of building plans with site plans attached, and fifteen (15) loose site plans.
2. To apply for a foundation start, fill out a Building Permit Application and submit two (2) complete sets of foundation plans and two (2) additional loose site plans.
3. Provide a current, original "E" size plot map with all data layers and tax map label, plotted to a standard engineering scale. Size: 30" x 36." Source: Franklin County Auditor's Office, 373 S. High Street, 20th floor. *Note*: For projects located in Delaware or Fairfield Counties, comparable parcel information should be obtained from the auditor's office for each county.
4. The following information must be shown on the (Zoning Clearance) Site Plan sheet(s). Note: To the extent possible, exclude non-zoning related information from the zoning site plan sheets.
   - A. Site Plan, drawn and plotted to a standard engineering scale. [See item #5 for additional required details.]
   - B. Site location map.
   - C. Zoning District of the subject site and adjacent sites.
   - D. Total area of the site in square feet, or for residential projects, list the site area in acres and density in units per acre.
   - E. Square footage breakdown for each use and the required and provided parking breakdown. Where provided parking exceeds sixty (60)spaces, indicate the required and provided number of shade trees.
   - F. Height of building(s) and/or structure(s).
   - G. Flood designation, map number, and effective date. And, where they occur on the site, show the 100-year flood plain and floodway boundaries, and base flood elevations.
   - H. Dumpster screening details.
   - I. A note that the proposed project will comply with sections 3342.09 Dumpster; 3342.11 Landscape; 3342.12 Lighting; 3342.17 Screens; 3342.23 Striping/Marking; 3342.24 Surface; and 3342.26 Wheel Stops/Curb.
   - J. All applicable rezoning limitation text, CPD or PUD text, and/or Variance text printed on Site Plan sheet.
   - K. Illustrations of all building facade materials and treatment, landscaping details and/or lighting details required by all applicable Certificate(s) of Appropriateness, rezoning, variance, or other ordinance.
   - L. Attach Architectural Review, Historic Resources or Downtown Commission's Certificate of Appropriateness letter to each (Zoning Clearance) Site Plan set. All sheets stamped as part of Certificate of Appropriateness must be included in the full plan sets; each Site Plan sheet is also to be stamped and signed.
   - M. For projects within the University Planning Overlay area - list and certify all required calculations. Submit stamped plans, along with Certificate of Approval.
   - N. For projects within any other Planning Overlay Area including an Urban Commercial Overlay area – show how and certify that the proposed project will meet the Overlay requirements.
   - O. Verification from the Recreation and Parks Department that the requirements of the Parkland Dedication Ordinance have been met.
   - P. Engineer's or Architect's seal and signature must appear on each (Zoning Clearance) Site Plan sheet. Note: For projects affected by rezoning limitation texts or CPD texts, the seal and signature must appear under a statement that certifies the building and site plans meet all required text standards.
5. At least the following information must appear on each Site Plan:
   - a. North arrow and scale.
   - b. Label distance from a site boundary to the nearest street intersection.
   - c. Label and dimension right-of-way lines, building setback, property lines, and parking setback line.
   - d. Label and dimension required and proposed side and rear yards.
   - e. Label existing and proposed driveway (onsite), off-site adjacent and opposing existing drivings (including the land use of the property they serve), aisle and parking space dimensions (including spaces to meet the City's Accessible Parking Space Policy), radius or flair for curb cuts.
   - f. Label dimensions for loading docks/loading areas and maneuvering area.
   - g. Show and label parking lot shade trees to be provided.
   - h. Show and label buffer screens when required.
   - I. Show and label all fences, indicating height and opacity.
   - j. Show dumpsters screened on three (3) sides.
   - k. Show wheel stops and/or curbs for parking.
   - l. Show stacking and bypass lanes for drive-through pickups.
   - m. Show and label all sidewalks required in public r.o.w.
   - n. Show and label all street trees required in public r.o.w.
   - o. Show LDN contour lines and LDN number. (Day-Night sound level noise index)
   - P. Blockwatch Plan Approval - (50 residential units or more) from Public Safety.

ACCESSIBLE PARKING SPACE SPECIFICATIONS
CITY OF COLUMBUS, OHIO PUBLIC SERVICE DEPARTMENT TRANSPORTATION DIVISION

SINGLE SPACE

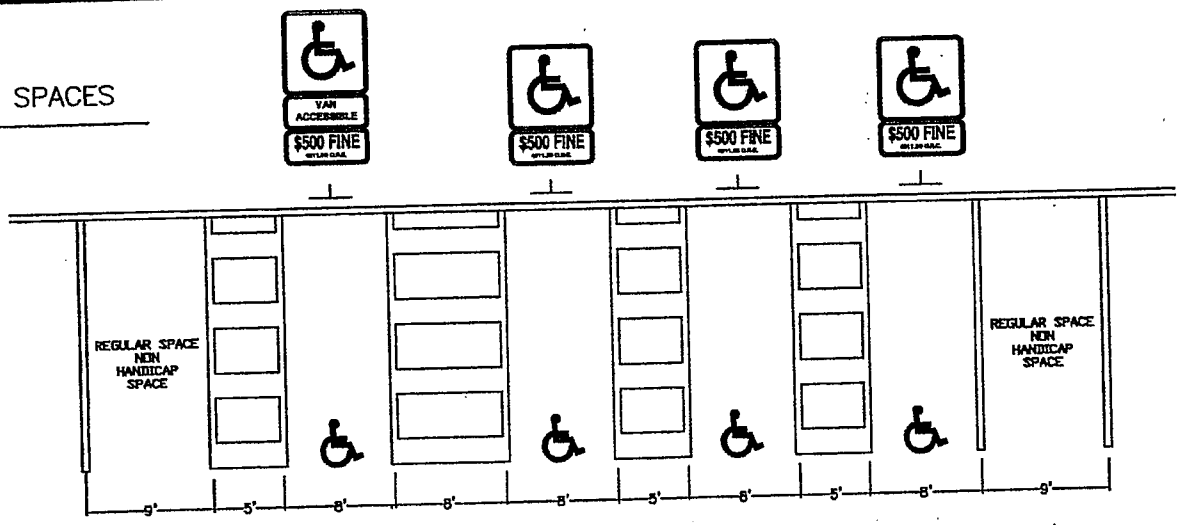


TWO SPACES



SIGNS SHALL BE MOUNTED AT A MINIMUM OF 7' FROM GROUND TO BOTTOM OF SIGN

MULTIPLE SPACES



THE ABOVE TYPICALS ARE POLICY FOR THE TRANSPORTATION DIVISION AND MEET OR EXCEED A.D.A. REQUIREMENTS

A.D.A. REQUIREMENTS

1. ACCESSIBLE SPACES SHALL BE LOCATED AS CLOSE AS POSSIBLE TO THE ENTRANCE OF THE FACILITY BEING SERVED.
2. ONE D9-6 (ODOT)/N-61 (CITY) SIGN SHALL BE PLACED AT THE HEAD OF EACH ACCESSIBLE PARKING SPACE.
3. ONE IN EVERY SIX ACCESSIBLE SPACES, BUT NOT LESS THAN ONE, SHALL HAVE AN ACCESS ASILE 8' WIDE AND SHALL BE SIGNED "VAN ACCESSIBLE". (ODOT R7-8A, CITY R-59C)
4. AT OUTPATIENT MEDICAL UNITS AND TREATMENT FACILITIES, 10% OF THE TOTAL NUMBER OF SPACES PROVIDED SERVING THE OUTPATIENT UNIT SHALL BE ACCESSIBLE.
5. AT UNITS OR FACILITIES THAT SPECIALIZE IN TREATMENTS OR SERVICES FOR PERSONS WITH MOBILITY IMPAIRMENTS, 20% OF THE TOTAL NUMBER OF SPACES SHALL BE ACCESSIBLE.

TOTAL NO. OF SPACES IN LOT	MINIMUM NO. OF ACCESSIBLE SPACES
1 TO 25	1
26 TO 50	2
51 TO 75	3
76 TO 100	4
101 TO 150	5
151 TO 200	6
201 TO 300	7
301 TO 400	8
401 TO 500	9
501 TO 1000	2% OF TOTAL
1001 AND OVER	20 PLUS 1 FOR EACH 100 OVER 1000

HDCPPK