

Columbus Development Guide



City of Columbus
Michael B. Coleman, Mayor
Department of Development
Boyce Safford III, Director

A comprehensive guide
to the development process
in Columbus



City of Columbus
Mayor Michael B. Coleman

Department of Development

Columbus' Department of Development Building Services Division supports the safety and quality of life for the residents and visitors of the City of Columbus through the enforcement of the Columbus Building and Zoning Codes. The permitting, inspection, zoning and engineering process ensures proper land use, promotes high quality design standards as well as rehabilitation and reuse of existing City buildings.

Under Mayor Michael B. Coleman's direction, the Building Services Division has been working to streamline the development process and improve customer service. In 2008, the City began working with a consultant, Zucker Systems, to identify areas of improvement. In 2009 Building Services implemented a project management system to track and coordinate plan reviews. The Department of Development, Department of Public Utilities and Department of Public Service meet monthly with the Building Services Review Committee, a group of industry representatives to monitor development services performance on an on-going basis.

The Development Guide is designed to assist customers through the development process and to ultimately expedite projects to a successful completion. From obtaining a Building Permit to a Certificate of Appropriateness, this Guide will lead the customer step by step through the proper requirements.

The Development Guide contains a complete listing of the appropriate Departments and/or Commissions, preliminary information you will need, an explanation of how and when to access each process, a chart for each process and a glossary of important terminology.

Regardless of a projects nature or scope, please feel free to contact the Division listed for further information. We hope the Columbus Development Guide will remain a valuable resource to our customers.

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Introduction

Purpose:

In the City of Columbus, policies, standards and regulations on land use and development are designed to help ensure the health, safety and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the city's administrative system to efficiently and consistently enforce these policies, standards and regulations.

Development review is comprised of separate processes required in order to build or alter and to occupy a building. The number of processes you will need to activate depends on the existing circumstances and your plans for the premises.

This guide provides answers to fundamental questions you might have, as well as an overview of the entire development process, and identifies

what circumstances require a particular review. In addition, it presents a chronological chart showing what, if any, process must be completed before you can proceed to the next review phase.

Please remember:

All processing times given are approximate. This guide is not intended to provide every technical detail.

Always check with the appropriate city staff before you begin.

Fees are subject to change. Therefore, you will find only the appropriate source to determine charges rather than specific amounts.

Building Terms & Definitions

Accessory Structure — building, the use of which is incidental to that of the dwelling(s) and which is located on the same lot as the 'primary' structure(s).

Addition — extension or increase in the floor area or height of a building or structure.

After-Hours Inspection — request for an inspection to be performed outside of normal business hours. After hour inspections are performed between 5:30 p.m. and 5:30 a.m.

Affidavit — legally binding, written declaration made under oath before a notary public (or other authorized officer) which agrees to the terms of the document.

Advanced Construction Start — Foundation permit (see Phased Construction).

Agent — any person authorized to legally act on behalf of a property owner to file for a building permit application.

Air Admittance Valve (AAV) - device used instead of traditional vent piping in plumbing work.

Alteration (Major) — any modifications or changes made to an existing structure or building which require one or more inspections with an accompanying Certificate of Occupancy.

Alteration (Minor) — any modifications or changes made to an existing structure or building which requires one (1) inspection and no Certificate of Occupancy.

Ampere — size of the main breaker or fuse that is being installed. This will be indicated on the breaker or fuses as a numerical quantity such as 200, 150, 100, etc.

Automatic Fire Alarm System — combination of devices that do not include a Manual Pull Station or any other means of manual activation.

Board of Review — Electrical Contractors - group appointed by the department director, responsible for overseeing complaints filed against city-registered electric contractors.

Board of Review — General and Home Improvement Contractors - group appointed by department director; responsible for reviewing license applications for the trades of Home Improvement (General or Limited) and Demolition Contractors; also responsible for overseeing complaints filed against city-registered General Contractors or Demolition Contractors and city-licensed Home Improvement (General or Limited) Contractors.

Board of Review — Heating, Ventilation and Air-Conditioning (HVAC) Contractors - group appointed by the department director, responsible for overseeing complaints filed against city-registered HVAC contractors; this type of trade is also referred to as "Warm Air Heating".

Board of Review — Plumbing Contractors - group appointed by department director, responsible for reviewing license applications for the trades of Sewer Contractor and Journeyperson Plumber; and responsible for overseeing complaints filed against licensed Sewer Contractors, Journeyperson Plumbers or city-registered Plumbing Contractors.

Board of Review — Refrigeration Contractors - group appointed by the department director, responsible for overseeing complaints filed against city-registered Refrigeration Contractors.

Board of Review — Warm Air Board – group appointed by the department director, responsible for overseeing complaints filed against HVAC Contractors, Plumbing Contractors for matters pertaining to fuel-gas piping systems, Fire Protection (fire alarm and / or fire suppression) Contractors for matters pertaining to kitchen exhaust systems and city-registered Hydronics Contractors.

Building Code — Local health and safety regulations that pertain to the construction of new buildings.

Building Investigation Team (BIT) — a team comprised of building inspectors that investigates complaints of any suspected inappropriate construction-related activity, e.g., work being performed without proper permits and/or work being performed by unlicensed/unregistered contractors.

Building Services Piping — All piping systems and their component parts that are part of a building system. Including, but not limited to, fuel-gas piping, refrigerant piping, chilled water, water/antifreeze systems, and steam and hot water for boilers.

Bus Duct — grounded metal enclosure containing factory mounted buss bars consisting usually of copper or aluminum. Normally installed in industrial and larger commercial projects that allows for easier distribution of electrical energy throughout the facility.

CBO — Chief Building Official; responsible for the enforcement of the building code and the overall administration of the State of Ohio-certified building department.

CBC — Columbus Building Commission; seven (7) member group, appointed by the mayor, to determine the suitability of alternate materials and types of construction and to provide for reasonable interpretations of the provisions of the Columbus Building Code. Members include: a practicing architect, a general building contractor, a residential home builder, a structural engineer, a mechanical engineer, a representative of building labor and a representative of building material supplies, each of whom have ample experience in their respective fields.

Certified Address — The legal address for a structure or location as assigned by the City Engineers Office — not to be confused with a zoning address.

Change of Occupancy — change in the purpose or level of activity within a structure which requires a submittal, review and approval of adjusted building and site plans, as well as inspections of work performed to bring about the particular change.

CPO — Chief Plans Official; responsible for managing the activities of the Engineering Plans Review Section and coordinating the timely review and evaluation of engineering plans for public/private development projects to ensure compliance with City codes and standards.

Certificate of Occupancy — final document issued by Building Services, signifying that a structure has received and passed all inspections required to legally occupy the structure.

Certified Address — address assigned by the City of Columbus, (Public Service Department's Map Room) in accordance with Chapter 907 of City Code for use in the construction and occupancy of a residential or commercial building within the City; this address is assigned in the interest of maintaining public safety and must be prominently displayed upon that building at all times following construction.

Consulting Inspection — request made by an applicant to meet with an inspector at a job site to ask for the advice of, or to deliberate together, an issue involving an installation for code compliance; this special type of inspection usually occurs prior to the installation and the usual inspection request.

Contractor Packet — documents required for application or renewal of a contractor license or registration.

Contractor Registration Number — identification number issued by Building Services Division to all licensed/registered general, home improvement and trade contractors.

Cost of Construction — monetary value of the permitted work performed on a building/structure.

Demolition Permit (aka Demo Permit)— total removal of an existing structure to grade level (see grade).

Demolition Contractor — person "registered" by Columbus Building Services Division to perform demolition work on all types of structures.

Disconnect — switch used to disconnect service or appliance; safety switch.

Electric Heat Unit — self-contained factory unit that is being used to supply heat to a specific space or area; such as baseboard heaters, wall heaters, etc.

Existing Use of Building — occupancy use denoted on an existing certificate of occupancy, i.e. a retail store has an occupancy use group of 'M' (mercantile) as defined in the Ohio Building Code.

Fee Schedule — a City Council adopted ordinance which establishes the costs of all development related transactions involving various departments and divisions within the city of Columbus.

Festival — special event, open to the general public, duration of 5 days or less usually located on city property, i.e., streets, parks, etc...may be on private property as well, e.g., church festivals.

Festival Registration Certificate — issued to festivals as a temporary use of tents over 200 sq. ft. for a period not to exceed five (5) days; a building permit is required for any tent over 2,000 sq. ft.; an electric permit is required if electric equipment used is not a UL approved Manufactured Electrical Assembly (see Manufactured Electrical Assembly).

Final Air Test / Plumbing — test applied to the plumbing system at the final inspection after all fixtures are set.

Fire Protection Contractor — person “certified” by the State of Ohio and “registered” by the Columbus Building Services Division to perform work relating to fire alarm and fire suppression on all types of structures; for permitting purposes, this type of registration is denoted as “FP”.

Footing — an enlargement at the bottom of a wall or column to distribute the weight of the superstructure over a greater area to prevent settling, usually concrete.

Foundation — the entire substructure below the first floor or grade of a building, including the footing, upon which the building/structure rests; may include a basement

Gas Piping — gas connections to gas-fired appliances.

General Contractor — person “registered” by the Columbus Building Services Division to construct a NEW 1, 2 or 3 Family Dwelling, or perform structural work on all types of commercial buildings, including 4+ Family Dwellings; for permitting purposes, this registration type is denoted as “G”.

Grade — the ground level surrounding any building or structure.

Gross Sq. Ft. Working Area — the exact size of the area, noted in total square feet, where the permitted work is being performed

Home Improvement Contractor — person “licensed” by the Columbus Building Services Division to perform all types of structural work on an EXISTING 1, 2 or 3 Family Dwelling; for permitting purposes, this license type is denoted as “HIC”.

Home Improvement — Limited Contractor - person “licensed” by the Columbus Building Services Division to perform structural work limited to a specific scope (ex: roofing, decks, fencing, etc) on an EXISTING 1, 2 or 3 Family Dwelling; for permitting purposes, this license type is denoted as “HIC-L”.

HVAC — used in reference to any heating, ventilation, air-conditioning and/or environmental air system.

Hydronics Contractor — person “licensed” by the State of Ohio Construction Industry Licensing Board and “registered” with the Columbus Building Services Division to perform all types of work relating to hydronic piping systems; hydronic piping systems include steam and hot water from boilers, condenser and cooling tower water, chilled water, boiler condensate and ground source heat pump loop systems; for permitting purposes, this registration type is denoted as “SHW”.

Inspection — review of construction to verify that the work is being performed in accordance with the approved drawings.

Industrialized Unit — prefabricated components comprised of closed construction manufactured at a location remote from the site of intended use and transported to a building site for its subsequent use.

In-kind repair/replacement (like-for-like) — changes made to an existing building using similar construction or materials that were originally incorporated.

Manual Fire Alarm System — system that includes at least one Manual Pull Station, or any other means of manual activation.

Manufactured Electrical Assembly — an assembly of electrical components and cables used to distribute electrical power to multiple locations which has been listed and labeled by an approved testing agency; these assemblies are used primarily for carnivals, festivals and other special events; the assembly must be listed in its entirety.

Maximum Capacity Card — certificate issued for assembly occupancies denoting the maximum approved occupant load for a room or space; rooms or spaces having more than one function require additional maximum capacity designations.

Mechanical Permit Application — application form used for the installation of items regulated by the mechanical code; includes HVAC, refrigeration and hydronics.

Medical Gas — gas systems use in health care facilities for medical use

Minor Limited Scope Permit — construction or change to a portion of a building or equipment of a minor nature that requires only one (1) 15-minute inspection to verify the completed work.

Non-Permitted Inspection — inspection of an existing installation/condition, not permitted for work, in order to determine code compliance, e.g., electrical service start-up or reconnect and power generators at festivals.

Normal Fee — typical costs as noted in Fee Schedule.

Partial (formerly Temporary) Certificate of Occupancy — certificate issued by building inspector to allow conditional (formerly temporary) occupancy of a structure or portion thereof, without endangering life or public welfare, until a final Certificate of Occupancy can be issued. Area of the structure to be occupied and duration of the certificate is determined by building inspector.

Permit Extension — approved construction documents and the accompanying building permit is invalid if construction, erection, alteration or other approved work upon the building has not commenced within twelve (12) months of original approval of the construction documents. One (1) permit extension shall be granted for an additional twelve (12) month period if requested by the owner at least ten (10) days in advance of the expiration of the construction documents/permit and upon payment of the appropriate fee per the Fee Schedule. If, during the course of construction, work is delayed or suspended such that an inspection has not been requested for six (6) months from the date of the original permit or the extension permit, the approved construction documents/permit become invalid. Two (2) extensions shall be granted for six (6) months each if requested by the owner at least ten (10) days in advance of the expiration of the approval and upon payment of the appropriate fee per the Fee Schedule.

Permit Transfer — any permit may be transferred once from one (1) address to another prior to the start of any work, or changing the name on the permit from the original contractor who obtained the permit to a new contractor; permit transfers may also be utilized to correct the address on a permit.

Phased Construction — type of new construction permit that allows for incremental steps (or phases) of construction, e.g., foundation, core and shell, fit-out, etc...

Plan Review Only — construction documents submitted for review and/or approval when not associated with the issuance of a building permit.

Product Refrigeration Permit — commercial storage for product preservation.

Proposed Work — description or scope of work intended for permitting.

Receptacle — A device installed in boxes that allows for the “plugging in” of appliances, lamps, televisions, radios, etc.

Rehab/Repair — remove and replace with new or repair of existing fixtures, equipment and other construction-related items.

Relocated Structure — any building/structure moved from one site to another.

Removal Start — a type of Advanced Construction Start that allows an applicant to remove interior non-load bearing assemblies and/or related trade work associated with a future interior alteration and proceed with new work to the point of first inspection; work to be performed at applicant's own risk; can also be issued for investigative purposes to determine scope of a future project.

Replacement — installation of a ‘like-for-like’ apparatus, system or fixture. Note: some items may not require a permit; the Residential Code of Ohio Section 105 and the Ohio Building Code section 105 list exempted items.

Revision — a change to a project affecting the scope of work or one which may affect building code requirements after the project has received plan approval.

Roof Maintenance — any roofing repair limited to less than 100 square feet; roofing maintenance does not require a permit.

Rough In Plumbing — all plumbing and plumbing fixtures that must be installed prior to concealment by building components and/or materials.

Safety Switch — switch used to disconnect electric power from equipment or appliances.

Sales Office — temporary utilization of a dwelling unit/part of a dwelling unit in a subdivision/community for conducting sales of other dwelling units within that same subdivision/community.

Secure Permit — a permit required to board up, close, lock or otherwise prevent anyone from entering a building or portion of a building because of unsafe conditions such as fire damage or vehicle impact damage.

Self-Contained Electrical Heat — heating system permanently wired into electrical system for heating purposes only.

Service — the equipment and conductors necessary to connect the serving utility company to the premises; usually constitutes the main shut off for the building or structure:

Temporary Service — a service that will be in use for 90 days or the length of construction.

Free Standing Service – a service that does not rely on a structure or building for its support apparatus.

Emergency Generator — a generator that is being used to supply emergency egress illumination, exit sign illumination or exit discharge illumination; typically installed in commercial property.

Standby Generator — a generator that is being used to supply loads not considered emergency; typically installed in homes.

Sewer Contractor — person “licensed” by the Columbus Building Services Division to perform work relating to sewers and excavation; this license is issued in concurrence with the Columbus Department of Public Utilities.

Shell — any structure with minimal construction and mechanical work; later divided and occupied by multiple tenants/users; a Certificate of Occupancy is not issued for the shell portion of work.

Siding Maintenance — any siding repair limited to less than 100 square feet; siding maintenance does not require a permit.

Sign Erectors Board — group appointed by the development director, responsible for reviewing license applications and overseeing complaints filed against a “Sign Erector (General or Limited)” licensed by the Columbus Building Services Division for violating Columbus City Codes.

Sign Erector General Contractor — person “licensed” by the Columbus Building Services Division to perform work relating to all types of signs – also referred to as graphics; for permitting purposes, this license type is denoted as “GSE”.

Sign Erector Limited Contractor — person “licensed” by the Columbus Building Services Division to perform work limited to a specific scope (ex: non-illuminated, less than 64 sq ft in area and 16 ft in height) for signs – also referred to as graphics; for permitting purposes, this license type is denoted as “LSE”.

Signature On-File Transaction (SOFT) Account — a method of payment by debiting a secured credit card account (Visa or MasterCard) that is maintained on-file in the Building Services Division (BSD); these transactions may include permits, inspections, licenses, registrations and other related BSD fees; SOFT Accounts are not escrow accounts and are only charged when a personalized PIN #, issued by BSD, and signature has been verified.

Sub-Contractor — as used for the mechanical permit application, a sub contractor is a city-registered OCILB contractor for the trade that they are performing work in order to assist the primary registered OCILB contractor. (Reference Columbus Building Code Section 4114.119).

Sub-Contractor Permit — licensed and city-registered contractor performing part of the scope of work for a primary licensed and city-registered contractor which has a valid permit for the same scope of work; the license and city registration requirements of the subcontracting company shall coincide with that of the primary contracting company as required to cover the particular work being sub-contracted.

Sub Panel — a panel that receives its electrical supply from some other distribution equipment located upstream from it.

Swimming Pool — any structure intended for swimming or recreational bathing that contains water over 24 inches deep, including in-ground, above-ground and on-ground pools, hot tubs and spas.

Team Inspection — concurrent inspections performed by structural, electrical, plumbing, mechanical and/or fire -- scheduled by appointment after CBO approval.

Time Limited Occupancy — a time limited occupancy may be issued provided: (1) there are no building code violation orders pending on the subject property, (2) it is established, after plan approval and subsequent inspection, that the proposed occupancy is not deemed to endanger public safety and welfare, (3) the CBO has approved the use for an alternative purpose on a temporary basis and, (4) the CBO has issued a Certificate of Occupancy indicating any special conditions under which the building can be used for the alternative purpose for the time limit specified – not to exceed 180 days.

Transformer — a device that transfers electric energy by increasing (stepping up) or reducing (stepping down) the voltage.

Temporary Electric — Non-permanent electric service (construction sites, festivals, Christmas tree lots, carnivals, etc.).

Temporary Electric — 200+ AMPS - nonpermanent electric service in excess of 200 amps.

Unit — dwelling residence (residential) or place of business (commercial).

Water Contractor Person — “licensed” by the Columbus Building Services Division to perform work relating to water supply lines outside the scope of the Columbus Building Code, this license is issued in concurrence with the Columbus Department of Public Utilities.

Working Without Permit Fee — additional fees equal to five (5) times the normal fee, to be charged in addition to the normal fee, to the owner of a building when construction work has been or is being performed and a permit has not been obtained.

Zoning Terms & Definitions

Architectural Review Commission — when used without clarification means the historic resources commission created by Columbus City Code, Title 31 – “Planning and Platting Code”, Chapter 3117, C.C., or an architectural review commission created by Chapter 3119 to Chapter 3120, C.C., inclusive, and having jurisdiction over the application.

Area Commission — Established to afford additional voluntary citizen participation in decision-making in an advisory capacity and to facilitate communication, understanding and cooperation between neighborhood groups, city officials and developers.

Board of Zoning Adjustment (BZA) — a 5-member, mayor-appointed board which hears and decides appeals from any persons affected by any order, requirement, decision or determination made by the development director in the administration or enforcement of the Zoning Code except for those matters subject to the jurisdiction of the Graphics Commission. The board shall also hear and decide requests for special permits and variances (except for those under the jurisdiction of City Council or Graphics Commission) and any other matter upon which it is required to pass under the Zoning Code. For more information, see C.C. 3307.

Certificate of Appropriateness (C of A) — issued by the Architectural Review or Historic Resources Commission to an applicant stating that the proposed construction, alteration or demolition of a structure, architectural feature or listed property pursuant to the application filed is appropriate under the terms of the chapter of the Zoning Code;

consistent with the architectural characteristics, guidelines and standards affecting same or due to unusual and compelling circumstances or substantial economic hardship does not require such consistency; and that, therefore, a permit can be issued

Change of Use [zoning] — any alteration in the use of a lot for zoning purposes which may entail the need for additional parking or loading facilities.

Condominium — a building or group of buildings, in which dwelling units, offices, or floor area are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis.

Council Variance — a variance to allow a use that is not permitted by the underlying zoning district; City Council may also consider variances to yard, height, and parking only if in conjunction with a use variance or a rezoning.

CZO — Chief Zoning Official; responsible for managing zoning personnel and for ensuring that all property and structures within the boundaries of the city comply with Columbus Zoning Code.

Density — The ratio of land area to the number of housing units built upon it.

Development Commission — 7-member, mayor-appointed advisory commission to the administration and City Council in matters related to zoning code changes, rezoning applications, and various planning initiatives. For more information, please see C.C. 3105.

Downtown Commission — a 9-member, mayor-appointed commission that hears and decides matters regarding development in the Downtown District. For more information, please see C.C. 3359.

Dwelling — A structure or portion thereof that is used exclusively for human habitation.

Dwelling Unit — a single, self-contained unit providing independent living facilities for one (1) or more individuals and which contains eating, living, sanitary and sleeping areas and one (1) cooking facility, all for exclusive use by the occupants. This definition does not apply to units in dormitories, homeless shelters, hotels, motels or other buildings designed for transients.

Easement — a grant of one or more of the property rights by a property owner for use by the public, a corporation, or another person or entity.

Flood Plain (also Special Flood Hazard Area) — a river or other watercourse and its adjacent area subject to inundation by the “base flood”, i.e., a flood having a one (1) percent chance of being equaled or exceeded in any given year. The base flood may also be referred to as the one hundred (100) year-flood. A “Special Flood Hazard Area” is also known as a “flood plain” or “100- year flood plain” and is composed of the “floodway” and the “floodway fringe.” Special Flood Hazard Areas are designated by the Federal Emergency Management Agency as either Zone A, AE, AH, AO, A1-30, or A99.

Frontage — side of a lot abutting on a street; the front lot line.

Front Yard — area located between the front lot line and the building on the lot nearest to the front lot line extending between one (1) side lot line and the other side lot line.

Graphics Commission — a 7-member, mayor-appointed commission that hears and decides requests for appeals or variances from the city’s Graphics Code. For more information, please see Article XV – City Graphics Code.

Graphic — any communication designed to be seen from any public place utilizing letters, words, numbers, symbols, pictures, color, illumination, geometric, or nongeometric shapes or planes, in whole or part, including all structural components. The term graphic specifically includes the terms sign, architectural decoration, mural, sculpture, show window display, outline lighting, and banner.

Lot — a parcel of land occupied or designed to be occupied as a unit by one (1) building, one (1) apartment complex, one (1) multiple dwelling development, or one (1) commercial complex and the accessory buildings or uses customarily incident to it, if any, including such open spaces as are required by this Zoning Code and such open spaces as are arranged and designed to be used in connection with such building or buildings. Such lot shall be of record in the appropriate county recorder’s office.

Lot Line — line of demarcation between properties either public or private.

Lot Split — the division of a lot or parcel into two (2) or more lots or parcels.

Minimum Side Yard Required — area of the side yard (see Side Yard) that must be open and unobstructed from grade to sky as regulated by C.C.3332.24, 3332.25, 3332.26, 3332.28, 3333.21, 3333.22, 3333.23, 3333.25.

Nonconforming Building — a building erected legally but does not comply with subsequently enacted zoning regulations for the district in which it is located.

Nonconforming Graphic — a graphic erected legally but does not comply with subsequently enacted provisions of the Graphics Code.

Nonconforming Use — a use which was initiated legally but which does not comply with subsequently enacted regulations of the use district in which it is situated.

Notarized Affidavit — A written declaration made under oath before a notary public.

Off-premise graphic — A graphic used to identify, advertise or promote any persons, products or services available principally at locations other than at the graphics location.

On-premise sign — A graphic used to identify, advertise or promote any persons, products or services available at that specific location.

Overlay — also used in various forms such as Zoning Overlay, Planning Overlay, Limited Overlay, Commercial Overlay, etc. Overlays may increase, decrease, supplement, or add conditions to the minimum development standards of the underlying zoning district or use.

Parcel — a contiguous lot or tract of land owned and recorded as the property of the same persons or controlled by a single entity.

Planned Unit Development (PUD) — A comprehensive land use strategy designed to accommodate developments larger than a stated minimum size which are planned, reviewed and approved as a unit.

Planning Overlays/Impact Districts — additional development standards over those contained in specially-designated zoning districts within a unique part of the city.

Plat — a map or site plan of all or a portion of a subdivision of land which identifies the location, design, and configuration of individual properties, setbacks, streets, utilities, storm water controls, and other infrastructure details.

Public Right-of-Way — An alley, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, lane, parkway, right-of-way, road, sidewalk, street, subway tunnels, viaduct, walk or other way in which a public entity has a proprietary right, or which is dedicated whether or not it has been improved.

Rear Yard — area located between the rear lot line and the rear surface or surfaces of the principal building on the lot extending between one (1) side lot line and the other side lot line. Rezoning - a change of the zoning classification of particular lots or parcels of land; Rezoning is also known as “amending the zoning map” and can be approved only in ordinance form by City Council after receiving a recommendation at a public hearing of the Development Commission.

Right-of-Way — general term denoting land, property or the interest therein, usually in the configuration of a strip, acquired for or devoted to transportation purposes. When used in this context, right of way includes the roadway, shoulders or berm, sidewalks, ditches and slopes extending to the right-of-way limits under the control of the state or local authority.

Setback — the minimum distance of a specified physical feature from a property line or street right-of-way. The minimum setbacks in a zoning ordinance may define the building’s placement (or location) and establish the required yards -- front, rear and side. The zoning ordinance also indicates what may be permitted in which yards: parking, fences, accessory buildings, patios, etc.

Side Yard — area located between a side lot line and the building nearest to that lot line extending from the front yard to the rear yard. In the event there is no front yard, the side yard extends to the front lot line; in the event there is no rear yard, the side yard extends to the rear lot line.

Special Permit — permit required by the Board of Zoning Adjustment for specified uses due to unique characteristics relative to location, design, size, operation, circulation or need for public services; and to provide supplemental criteria.

Statement of Hardship — A required statement by the property owner, indicating all reasons that a variance or exception to the existing zoning or graphics code should be granted for their purpose or need.

Subdivision — A tract of land that is split into lots and shown upon a survey plat.

Use — The application of premise or a building to a particular purpose.

Use Variance — a variance to allow a use that is not permitted by the underlying zoning district (see Council Variance).

University Area Review Board — a 7-member, mayor-appointed board that hears development-related concerns in the University Overlay/Impact Areas. For more information, please see C.C. 3111.07 and C.C. 3372.504.

Variance — permission to depart from the minimum development standards of the zoning code (see Board of Zoning Adjustment).

Zoning — delineation of districts and the establishment of regulations governing the use, placement, spacing, and size of land and buildings.

Zoning Clearance — determination that an application is in conformity with the provisions of the Zoning Code or as permitted by a variance, special permit, or decision from an appeal. A “certificate of zoning clearance” is required and shall be obtained prior to the construction or alteration of any building or structure; the establishment, change, or modification in the use of any building, structure or land; or the grading, excavating or filling of land.

One-Stop Shop Terms & Definitions

Alley — A right-of-way more than 10 but less than 35 feet wide, located at the rear side of lots, dedicated to public use for travel or Mobility Options and generally affording secondary access to abutting property.

CC Plan — a stormwater management or sanitary sewer plan.

E Plan — a plan for constructing items within the right-of-way; also known as a street construction plan.

E-plots and A-plot maps — GIS (Geographic Information Survey) printouts obtained at the Franklin County Auditors map room on the 20th floor of 373 S. High St.

Easement — Right to the limited use or enjoyment of land held by another. An easement is an interest in land to enable sewer or other utility lines to be laid, or allow for access to a property.

Legal description — A written property description recognized by law that is sufficient to locate and identify the property without oral testimony.

Public Right-of-Way — An alley, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, lane, parkway, right-of-way, road, sidewalk,

street, subway tunnels, viaduct, walk or other way in which a public entity has a proprietary right, or which is dedicated whether or not it has been improved

Site Compliance Plan — a plan routed to various city agencies to review for compliance with applicable standards; previously known as a zoning clearance plan.

Subdivision — A tract of land that is split into lots and shown upon a survey plat.

Traffic Impact Study — An engineer's study conducted as required by the Traffic Standards Code to identify traffic impacts and their associated mitigation measures.

Wetlands — Those areas that contain hydric soils and are inundated or saturated by surface or ground water at a frequency or duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions.

Zoning Address — Number used for zoning application to locate property— not to be confused with a certified address.

Index of Zoning Districts

DISTRICT	USE	NET	DENSITY	NOTES
R	Rural	Single Family	5 acre minimum	
LRR	Limited Rural Residential	Single Family	1 acre minimum	100' minimum lot width
RRR	Restricted Rural Residential	Single Family	20,000 sq. ft.	100' minimum lot width
RR	Rural Residential	Single Family	10,000 sq. ft.	80' minimum lot width
SR	Suburban Residential	Single Family	7200 sq. ft.	60' minimum lot width
R1	Residential	Single Family	7200 sq. ft.	50' minimum lot width
R2	Residential	Single Family	5000 sq. ft.	50' minimum lot width
R3	Residential	Single Family	5000 sq. ft.	50' minimum lot width
TC	Town Center	Mixed Use		
NC	Neighborhood Center	Mixed Use		70' minimum lot depth
NG	Neighborhood General	Mixed Use		70' minimum lot depth
NE	Neighborhood Edge	Residential		70' minimum lot depth
R2F	Residential	1-2 Family	12/14.5 d.u./acre	3000 sq.ft. lot area 2-story 3600 sq. ft. lot area unit 1 story
R4	Residential	1-4 Family	17.4 d.u./acre	4 units per building maximum
AR12	Apartment Residential	Apartments	12 units/acre	Townhouse development
ARLD	Apartment Residential/Low Density	Apartments	12 units/acre	
AR1	Apartment Residential	Apartments	36.2 units/acre	
AR2	Apartment Residential	Apartments	54.6 units/acre	
AR3	Apartment Residential	Apartments & Institutions	Unlimited	
AR4	Apartment Residential	Apartments & Group Quarters	36.2 units/acre	Fraternities, Dormitories and Rooming Houses
ARO	Apartment Office	Apartments & Offices	Unlimited	
MHD	Manufactured Home Development	Single Family	7200 sq. ft.	Specific Design Standards
MHP	Manufactured Home Park	Manufactured Home	6/acre gross area	10-100 acres/park
PC	Planned Community	Mixed Uses	14 units/gr. acre	200 acre minimum size Registered Site Plan
PUD	Planned Unit Development	Single & Multi-Family	2-8 d.u./acre	Registered Site Plan
I	Institutional	Medical Buildings/Public Use		Limited Commercial Schools, Day Care, Elderly Housing
C1	Commercial	Neighborhood Uses, Limited		
C2	Commercial	Offices		
C3	Commercial	General Commercial, Limited		
C4	Commercial	General Commercial		
C5	Commercial	Drive in & Automobile Oriented		
CPD	Commercial Planned Development	All Commercial		Registered Text and Site Plan Required
M	Manufacturing	General Industrial & Commercial		
M1	Manufacturing	General Industrial		Development Standards
M2	Manufacturing	Limited Industrial & Office Use Only		Development Standards
EQ	Excavation & Quarrying	Quarrying & Agriculture		Development and Redevelopment Standards
P1	Private Parking	Parking		No Structures, No Charge
P2	Public Parking	Parking		No Structures, Pay Parking
DD	Downtown District	Residential, Retail, Office, Parking, Institutional, Industrial w/Certificate of Appropriateness		Certain uses are subject to Design Review Commission Approval
UCRPD	University-College Research Park Development			
L	Limited Overlay	Limits usage of base zoning or provides for additional standards		

Annexation

Why might you use the annexation process?

To bring lands adjacent to the boundaries of Columbus into the city to obtain municipal services.

Where do you initiate the process?

City of Columbus
Department of Development
Planning Division
109 North Front Street, 1st floor
Columbus, Ohio 43215
Phone: 614-645-8664

Franklin County*
Department of Economic Development and
Planning Services
150 South Front Street
FSL Suite 10
Columbus, Ohio 43215
Phone: 614-462-3094

*Annexations outside Franklin County are filed with the appropriate county.

Things to consider
(list is not intended to be exhaustive):

- ▶ Contiguity – at least 5% of perimeter must be contiguous to city.
- ▶ Availability of municipal services - varies by location.
- ▶ School district status changes upon annexation in many cases.
- ▶ Property and municipal income tax status changes upon annexation.
- ▶ Development policy issues – City plans and initiatives.
- ▶ Zoning Status – All territory annexed to the City is placed in the Rural zoning classification. Columbus allows for one rezoning application at no cost, to a district determined by the city to be comparable with the current township/county zoning. The application must be filed within 30 days of the effective date of the City's acceptance of the annexation. Call Building Services Division at 645-4522 to obtain more information.

What is the time frame for the annexation process?

Depends on many factors, but generally five to six months.

How much does an annexation cost?

The City does not charge for annexation applications. County fees may apply.

What is involved in the annexation process?

This document outlines the steps involved in annexing territory to the City of Columbus using the type 2 expedited process - outlined in the Ohio Revised Code (709). While this is the most commonly used process for annexation, other alternatives are outlined in the ORC and may be required depending upon the specific situation. The steps included in this outline are focused on the requirements of the city itself. Applicants must contact the appropriate county for information regarding additional process requirements and alternative annexation types.

PHASE ONE – PRE FILING

While annexations are filed with the county, a number of steps are necessary prior to formal filing in order to adhere to timeframes set in the Ohio Revised Code and to allow adequate consideration by the city.

Applicant contacts Planning Division to discuss case request.

Applicant works with the Public Service Department to initiate plat and legal description review process. City and County engineers work to resolve any right-of-way questions associated with the proposed annexation.

After approval of the parcel map and legal description by Public Service, the applicant provides the Planning Division with:

- ▶ Completed City Annexation Application (provided by Planning)
- ▶ Principle Parties list in Word format
- ▶ Plat map in TIFF or JPEG format
- ▶ Legal Description in Word

Planning Division assigns a case number and distributes annexation proposal to city divisions for a service review – typically within a three week period. Applicant may also be requested to complete a risk summary form for use by the Division of Fire.

PHASE TWO – FILING

The Planning Division provides the applicant with a tentative timetable for Council consideration. The ORC requires that the county receive a service statement from the applicable municipality within 20 days of the filing. For this reason all Service Ordinances are filed as emergency legislation, waiving a second reading and the 30-day clause.

The applicant files an annexation petition with the applicable county. A hearing date is set before the County Commissioners.

Planning Division submits a Service Ordinance for Council consideration.

City Council approves Service Ordinance. Passage of the service ordinance does not obligate the city to later accept the annexation.

Applicant obtains and provides a certified copy of the legislation to the county (typically available from the City Clerk by the Thursday after Council meets). This step must take place within 20 days of the annexation filing date)

City Clerk's Office
90 West Broad Street, 2nd Floor
Columbus, OH 43215
(614) 645-7380

County Commissioners consider the annexation at a public hearing.

A record of the commissioner's action is sent to the City Clerk.

The ORC requires that the City wait a minimum of 60 days, but no more than 180 days to accept an annexation approved by the County.

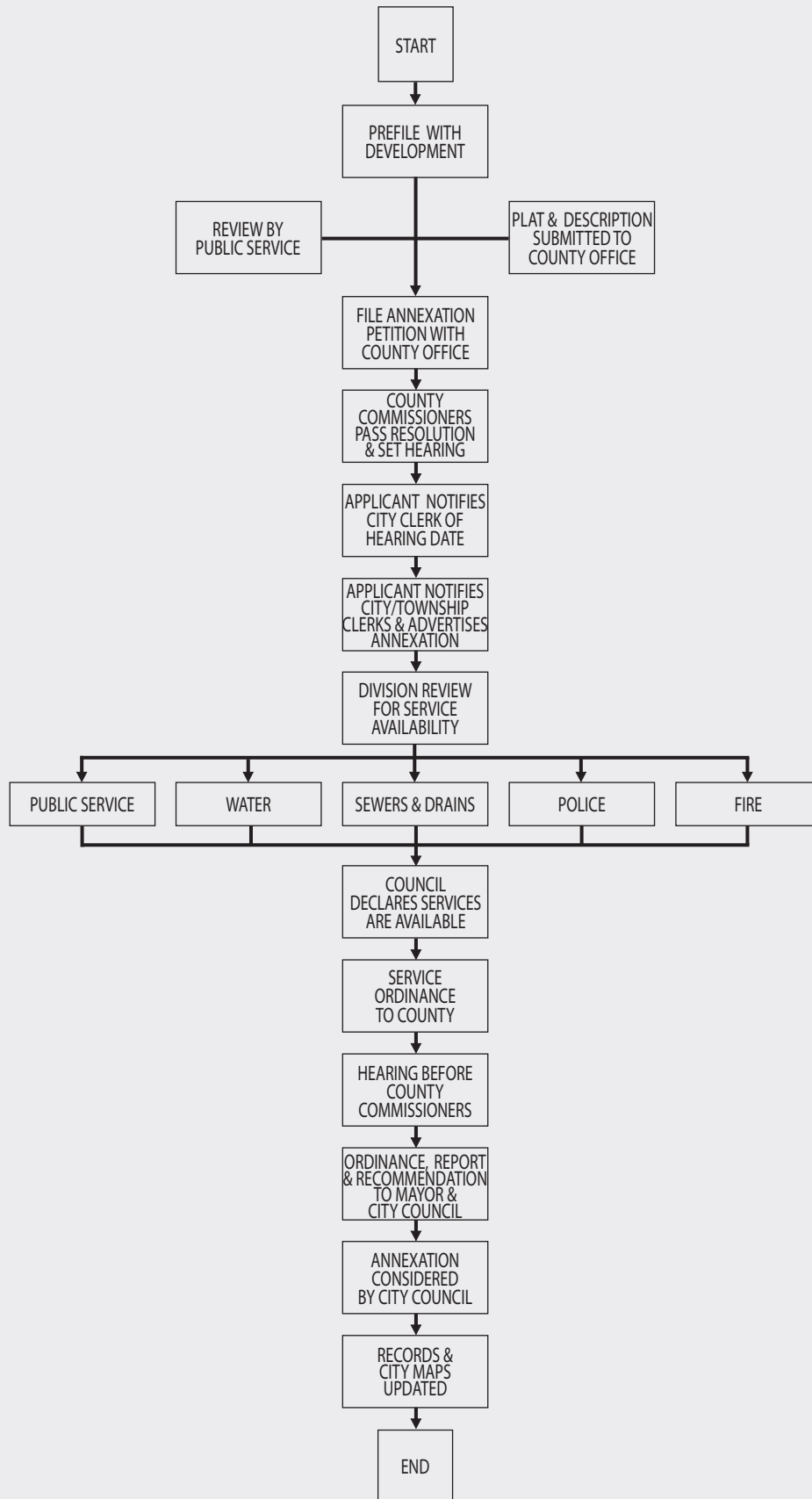
Planning Division submits an Acceptance Ordinance to City Council.

If City Council approves the acceptance ordinance, it is effective in 30 days.

Annexation is recorded by the City Clerk's office with the County Auditor and Board of Elections.

Annexation site is recorded by Public Service Department as a part of the City corporate limits.

Annexation Process



Rezoning

Background

Zoning is the division of land into districts based on current or intended use. These districts have uniform zoning regulations including land use, height of structures, building setbacks, lot size, density, lot coverage, parking and other specific zoning code requirements.

Zoning regulations help ensure that the city will grow and change in a managed, predictable way while safeguarding the health, safety and welfare of the general public.

You must have the appropriate zoning in place before beginning any other development process.

Why might you use the rezoning process?

If the land you intend to develop is not zoned to permit the proposed use.

Where do you apply for a rezoning?

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

It is important to review the city's official property use record. In some instances, the recorded use and the actual use are not the same. This would indicate that rezoning or Council variance is necessary to bring the use into compliance.

Some properties may have a legal non-conforming use status. A section of the Zoning Code regulates their continued use.

What information will you need to apply for rezoning?

Completed Application (in duplicate) including the following:

- ▶ Certified address
- ▶ Site plans
- ▶ Legal description of the property
- ▶ Notarized affidavit of names and addresses of adjacent property owners and mailing labels
- ▶ Project disclosure statement
- ▶ Complete E-plot and A-plot map

Special Note: If the property is located in a floodplain, see Columbus Development Code Section 3311.31 for additional required 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.

Site plans, landscape plans and other additional information may be required for applications for Limited District zonings and Planned Development Districts.

Applicants should contact the Planning & Operations Division before submission to discuss possible traffic impacts and study requirements.

Applicants should contact the Sewerage & Drainage Division to insure sufficient sewer capacity is available in the project area.

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

Who else may be involved in the rezoning process?

Recreation and Parks Department
Department of Development, Planning Division
and Historic Preservation Office
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

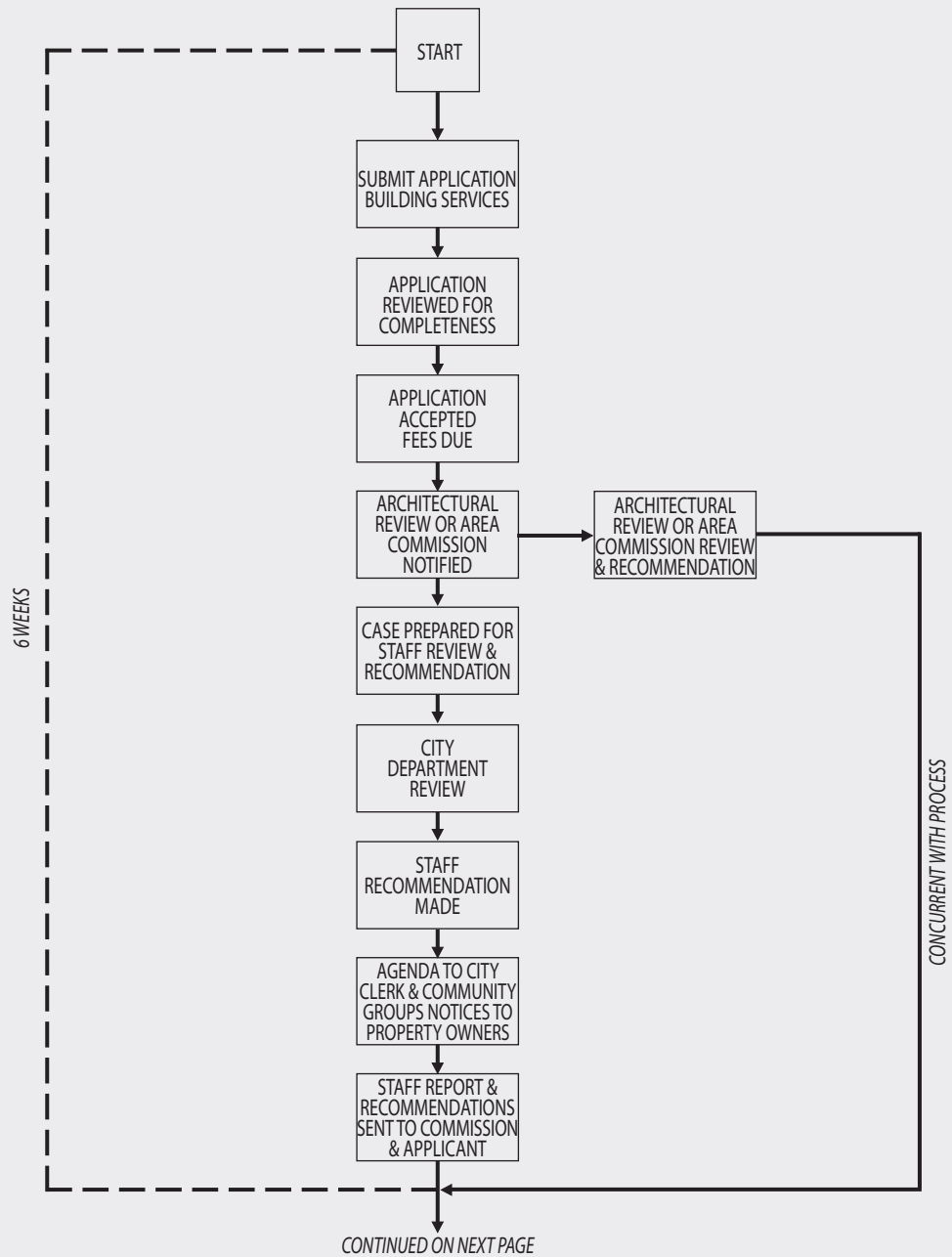
What is the time frame for the rezoning process?

The time required to process a rezoning application depends on the complexity of the case and on applicant response to staff requests and revisions that may result from public hearings such as the Development Commission, area commissions or City Council. In general, a simple rezoning can be accomplished in 90-120 days.

How much will a rezoning cost?

The fee for a rezoning request depends on the type of district requested and the size of the site. The fee schedule is available at the Customer Service Center and on-line at www.columbusonestopshop.com.

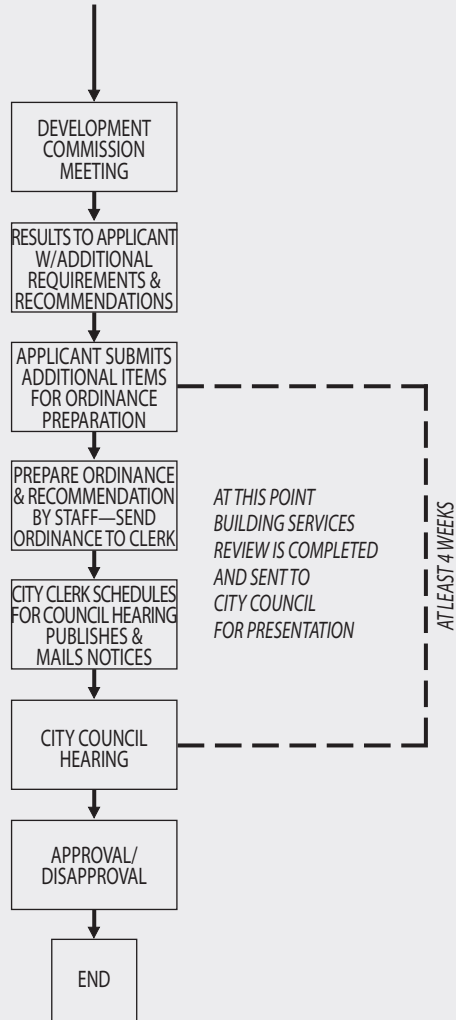
Rezoning Process



Rezoning Process

Continued

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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

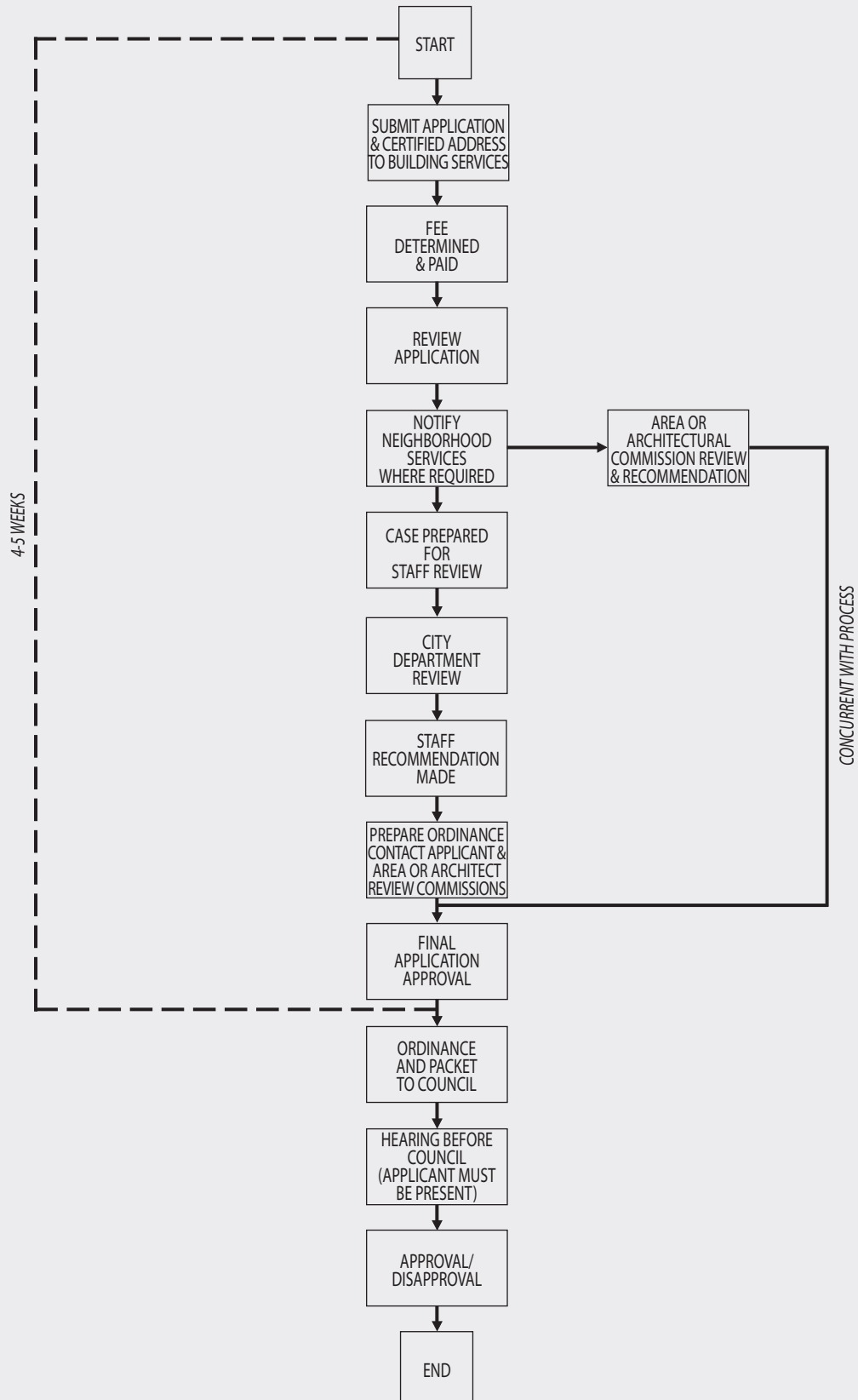
What is the time frame for a Council Variance review?

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



Board of Zoning Adjustment

Background

The Board of Zoning Adjustment was created to consider:

- ▶ Variance requests for relief from certain provisions and development standards of the Zoning Code.
- ▶ Special Permits for identified land uses which, due to unique characteristics relative to location, design, size, operation, circulation or need for public services, require BZA approval. A Special Permit is also required for prescribed enlargement or expansion of a non-conforming use.
- ▶ Appeals from anyone affected by an order, requirement, decision or determination made by the administrator of the Building Services Division.

The above excludes any decision under the jurisdiction of the Graphics Commission or use variances under the jurisdiction of City Council.

Where do you apply for a Board of Zoning Adjustment action?

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 do you need to provide for a Board of Zoning Adjustment variance?

Application package (in duplicate) including two copies of the following:

- ▶ Application form
- ▶ Site plan
- ▶ Legal description of the subject property
- ▶ All data layer E-Plot and A-Plot tax map labeled to engineers scale
- ▶ Project disclosure statement
- ▶ Certified address and tax parcel number
- ▶ Notarized affidavit form containing names and addresses of surrounding property owners
- ▶ Statement of hardship (except for Special Permits and Appeals)

Forms are available from the Building Services Division. Inquire at the Customer Service Counter and on-line at www.columbusonestopshop.com.

Who else may be involved in a Board of Zoning Adjustment action?

Applications are reviewed by various departments and divisions of the city so they can issue an opinion concerning the effect any variance may have on their operation and administration. Those divisions include, but are not limited to:

Department of Development, Neighborhood Services Division and Planning Division
Public Service, Planning & Operations and Refuse Collection Divisions
Public Safety, Fire and Police Divisions
Public Utilities, Divisions of Power & Water and Sewerage & Drainage
Recreation and Parks Department
Health Department
Historic Preservation Office
Architectural Review Commissions
Area commissions and community organizations

How long does a Board of Zoning Adjustment take to complete?

The Board of Zoning Adjustment process takes approximately 3 months for completion. Time varies according to when an application enters the cycle.

How much will a Board of Zoning Adjustment variance cost?

A fee schedule may be obtained from the Customer Service Center at 645-6090 or on-line at www.columbusonestopshop.com.

Graphics Commission

Background

The Graphics Commission was created to consider these items that relate to the display of signs and other graphics throughout the City of Columbus:

- ▶ Variance Requests
- ▶ Graphics Plans
- ▶ Special Permit Requests
- ▶ Miscellaneous Graphics Review and Approval
- ▶ Appeals

These items are defined in Chapter 3382 of the Graphics Code.

The Commission is also charged with the responsibility of:

- ▶ Reviewing special graphics control area design criteria and standards proposed for adoption and to make a recommendation to City Council.
- ▶ Serving as a board of appeals from rulings or procedures of the Board of Examiners of General and Limited Sign Erectors.
- ▶ Reviewing the existing graphics code and proposing new legislation to be prepared by the department.
- ▶ Recommending changes to city codes pertaining to graphics.

Where do you apply for a Graphics Commission action?

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 do you need to provide for a Graphics Commission Variance?

Complete application package (in duplicate) of the following:

- ▶ Application form
- ▶ Notarized affidavit form providing the names and addresses of adjacent property owners
- ▶ Statement of hardship (except for Special Permits and Appeals)
- ▶ Project disclosure statement
- ▶ All data layer E-Plot and tax map label to engineers scale
- ▶ Certified address and tax parcel number
- ▶ Site plan
- ▶ Legal description of the subject property
- ▶ Location map

Forms are available from the Building Services Division. Additional information and instructions are included with the forms. Information regarding variances, special permits and appeals is available at the Customer Service Center and on-line at www.columbusonestopshop.com.

What other agencies may be involved in a Graphics Commission decision?

Public Service Department
Historic Preservation Office
Area commissions
Architectural Review Commissions

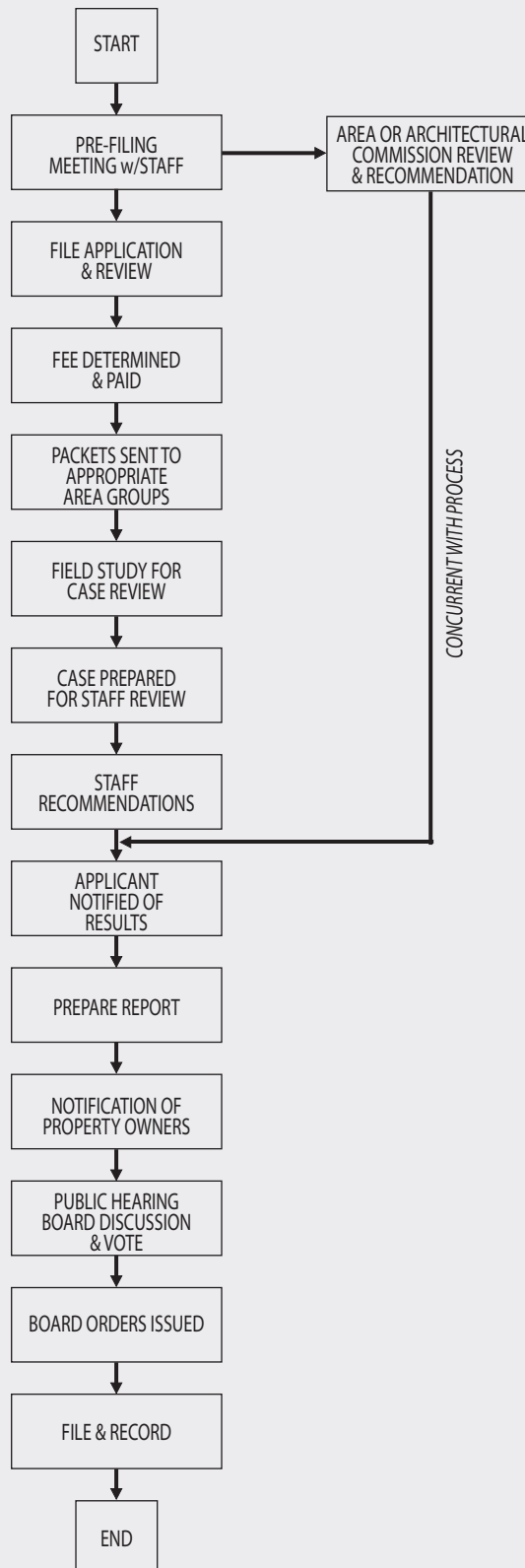
How much time is involved in a Graphics Commission action?

The Graphics Commission process takes approximately 3 months for completion. Time varies according to when the application enters the review cycle. If it is a miscellaneous permit application, the time is reduced to approximately 2 months.

How much does a variance from the Graphics Commission cost?

A fee schedule may be obtained from the Customer Service Center at 645-6090 or on-line at www.columbusonestopshop.com

Board of Zoning Adjustment (BZA)/ Graphics Commission/Variance Review



Graphics (Sign) Permit

Background

The Columbus City Codes, under the authority of the Ohio Building Code requires a permit prior to the installation or modification of most exterior signs.

A Certificate of Zoning Clearance and permit for a permanent or temporary sign **must be issued to and installation done only by a sign contractor licensed by the City of Columbus**. Miscellaneous sign permits may be issued to the public or a licensed sign contractor.

Sign Types:

- ▶ Billboards
- ▶ Permanent graphic*
- ▶ Temporary or miscellaneous graphic**

* These signs may be on or off premise, illuminated or non-illuminated

** This category would include banners and political signs

When do you need a Graphics Permit?

To change, modify or reface an existing sign.

To erect, install, modify or reface signs larger than nine square feet in total area.

To install or erect illuminated signs.

Where do you initiate the Graphics Permit process?

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.

What information will the licensed sign erector need to provide in order to obtain a Graphics Permit?

Application package that includes:

Completed and signed application form and three sets of documents comprised of the following:

- ▶ Site plan
- ▶ Location map
- ▶ Elevation drawing(s) showing sign
- ▶ Sealed structural drawing(s)
- ▶ Any other information required by city code or policy

Forms are available at the Building Services Division. Inquire at Customer Service or on-line at www.columbusonestopshop.com.

Who else may be involved in the Graphics Permit process?

Public Service Department,
Architectural Review Commissions
Additional local groups

How much does a Graphics Permit cost?

Contact the Customer Service Center for current information regarding fees involved in the Graphics review process. Fee schedule is available on-line at www.columbusonestopshop.com.

Zoning and Zoning Clearance

Zoning is the delineation of districts and the establishment of regulations governing the use, placement, spacing and size of land and buildings.

Zoning Clearance is the determination that an application is in conformity with the provisions of the Zoning Code or as permitted by a variance, special permit or decision from an appeal.

A "certificate of zoning clearance" is required and shall be obtained prior to the construction or alteration of any building or structure; the establishment, change or modification in the use of any building, structure or land; or the grading, excavating or filling of land. Zoning clearance is one of the city regulatory agencies that participate in the One Stop Shop plan review process in the Building Services Division of the Development Department.

Building Permit

Background

A building permit represents the city's authorization to begin construction. This permit is issued after comprehensive review of development and construction plans.

Building permits are also required for demolition, repairs and remodeling.

Is a building permit required?

If you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a building, structure, or building service equipment, you must follow the building permit process.

Where do you go to get a building permit?

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.

What information will you need to provide?

For Residential Building Permits (one, two, three family houses), you will need:

- ▶ Completed Building Permit application form
- ▶ Two copies of a site plan
- ▶ Two copies of the building plans for the project
- ▶ Any other materials that may be required to meet city code or policy
- ▶ Method of payment (check or credit card)

For Commercial Building Permits (four or more family residential or commercial units), you will need:

- ▶ Completed Building Permit application form
- ▶ Three completed sets of building plans (including site plans) sealed by a State of Ohio registered architect or engineer
- ▶ For new construction or additions, fifteen additional "loose" site plans
- ▶ One set of any specifications called for in the project
- ▶ Any other materials or information required by city code or policy

How much time is involved in the building permit process?

The typical review time for residential plans is seven business days and 20 business days for commercial plans.

How much does a building permit cost?

A fee schedule may be obtained from the Customer Service Center at 645-6090 or on-line at www.columbusonestopshop.com.

Architectural Review in Historic Districts— Certificate of Appropriateness

Background

In the City of Columbus, there are five architectural review commissions: German, Italian and Victorian Villages, the Brewery District and the Historic Resources Commission. These districts are established by Code. Changes to sites or the exteriors of existing buildings in these districts including rehabilitation, total or partial demolition or additions, new construction and site changes must receive a Certificate of Appropriateness from the respective architectural review commission before work begins.

The City of Columbus also maintains the Columbus Register of Historic Properties. The Columbus Register, administered by the Historic Resources Commission, includes fifteen historic districts and over forty individual properties. Additions may be made to the Register every year. Once a property is listed on the Register, changes (as listed above) to the properties must also go through a Certificate of Appropriateness review process. The review process for all the architectural review commission must follow the code procedures.

Why might you need a Certificate of Appropriateness?

If a property is in an architectural review district or listed on the Columbus Register (determination can be made by Customer Service Center staff at 757 Carolyn Ave., or Historic Preservation Staff at 109 N. Front St., 645-8620); a Certificate of Appropriateness must be obtained before a building permit can be issued.

Where do you apply for a Certificate of Appropriateness?

Department of Development
Planning Division
Historic Preservation Office
109 North Front Street, Ground Floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.
645-8620

What information will you need to provide?

All applicants need to submit a Certificate of Appropriateness application. This form is used by all architectural review commissions, and may be obtained from the Historic Preservation Office. Instructions on the application form explain the process in detail.

Items that may be included with the application area as follows:

- ▶ Conceptual review-preliminary review — no certificate issued
- ▶ Description of changes to the site
- ▶ Type of new construction
- ▶ Demolition plans
- ▶ Exterior change
- ▶ Additional changes-not previously discussed
- ▶ Color photographs of property (35mm)
- ▶ Samples of materials
- ▶ Drawings of any graphic or sign
- ▶ Landscaping plans
- ▶ Site plans (with preliminary zoning approval)

Who else may be involved in the review process?

The Downtown Commission, University Area Review Board, German Village, Victorian Village, Brewery District, Italian Village and Historic Resources Commissions review applications within their respective jurisdictions.

How much time is involved in the Certificate of Appropriateness review process?

Applications are due two weeks prior to the commission meeting at which the application is to be reviewed. Commission findings will be forwarded to the applicant.

How much will it cost?

There is no charge for the review of Certificate of Appropriateness applications.

Vacation/Sale or Use of Public Right-of-Way and City Property

Background

It is the policy of the City of Columbus to allow the use of certain portions of public right-of-way for private encroachments or air rights in public alleys, streets, sidewalks and for private leases for portions thereof when these uses provide a service to the general public and do not conflict with the present or potential future public use of the right-of-way. Fair market value will be charged for the sale, lease or use of public rights-of-way except where mitigating circumstances are identified by the city which provide a public benefit.

Why might you use the vacation process?

In the event that additional land (city owned parcels) will enhance your project without reducing public interest, one would submit a vacation application.

Where do you initiate the vacation process?

Rights-of-Way For Roadways, Streets and Alleys
Public Service Department
Planning & Operations Division
109 North Front Street-3rd floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

This process can begin with staff at 757 Carolyn Ave. They may need to coordinate with the main office.

Easements For Water Lines
Public Utilities Department
Water Division
757 Carolyn Avenue
Columbus, Ohio 43224

Easements For Sewer Lines
Public Utilities Department
Sewerage and Drainage Division
757 Carolyn Avenue
Columbus, Ohio 43224

Easements For Electric Lines
Public Utilities Department
Division of Power & Water
757 Carolyn Avenue
Columbus, Ohio 43224

Public Parks
Recreation and Parks Department
90 West Broad Street-1st Floor
Columbus, Ohio 43215

All Other City Property
Development Department
Economic Development
150 South Front Street
Columbus, Ohio 43215

What information will you need to provide in order to acquire or use public right-of-way and city property?

Description of the property in question including:

- ▶ Address and parcel number
- ▶ Statement of qualifying need
- ▶ Proposed use
- ▶ Time period
- ▶ Description of structural changes
- ▶ Map/sketch of area to be considered

Who else may be involved in the vacation process?

City Agencies

Department of Development, Planning Division
Public Safety Department, Divisions of Fire and Communication
Public Service Department, Divisions of Planning & Operations and Refuse Collection
City Attorney's Office, Real Estate Division
Council Finance Committee representative
Land Review Commission

Private Agencies

Columbia Gas of Ohio
American Electric Power
AT&T
Appropriate cable television provider
Appropriate Area Commission

How much time is required in the vacation process?

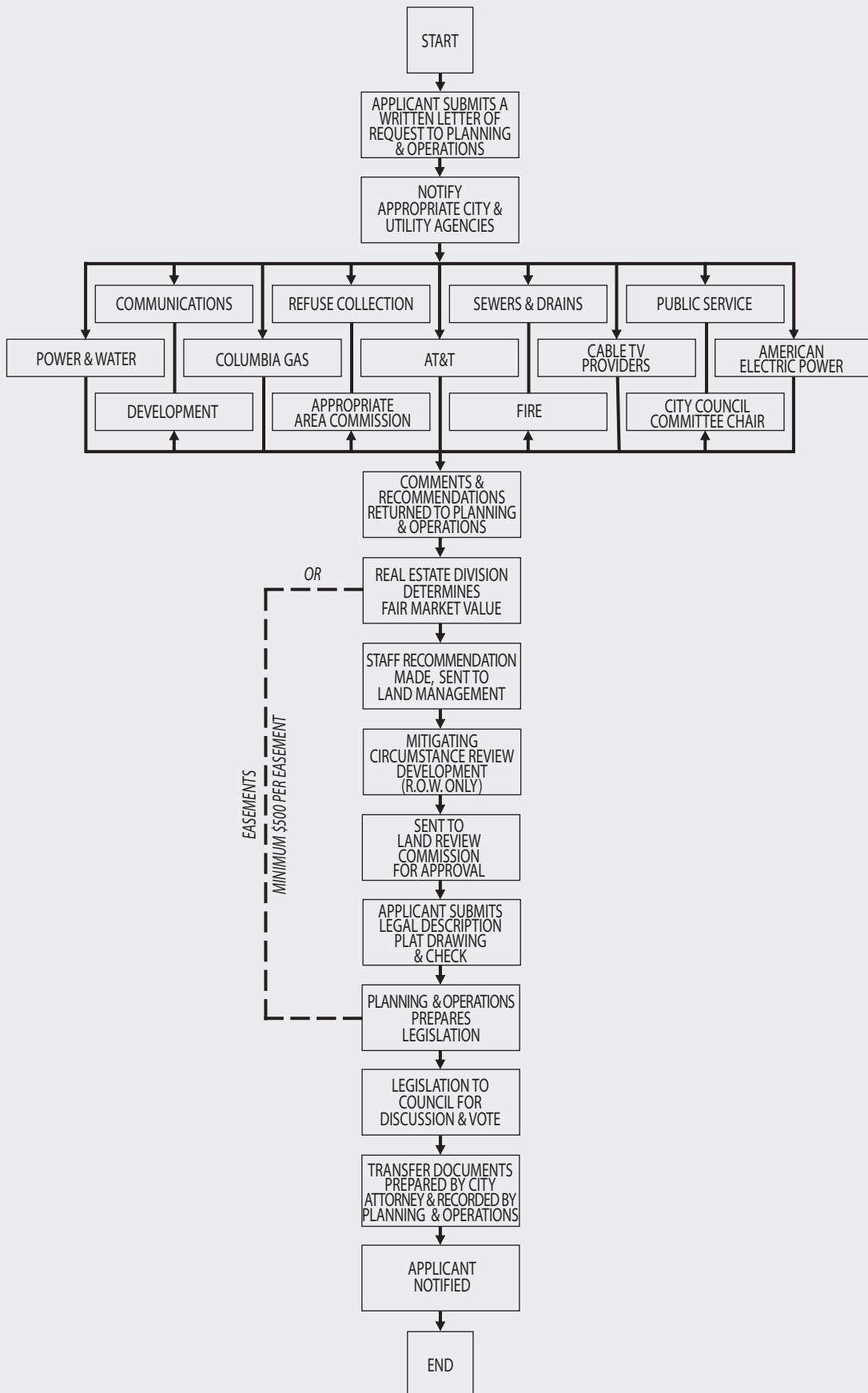
After the request has been distributed to the appropriate city agencies, comments and recommendations are made, and returned to the applicant within 30 working days.

If no objections have been received, the entire vacation/sale process may be completed in as little as four months. If objections have been received, they must be resolved before the application is forwarded to the City's Land Review Commission for the preparation of a recommendation to City Council.

How much does the vacation process cost?

The cost involved in the vacation and sale of city property varies according to each application and its proposal and is determined by the City Attorney's Office Real Estate Division.

Right-of-Way Vacation Process



Certified Address Requirements

In order to obtain a Certified Address the following information must be provided at the time of application to the Public Service Department Map Room staff.

Department of Public Service
109 North Front Street, Room 310
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

Single family and twin single residential, individual condominium unit, or existing single business commercial structure Certified Addressing requests must include the following information:

- ▶ Existing address
- ▶ Property location map and/or parcel number
- ▶ Type of building
- ▶ Purpose for requesting Certified Address
- ▶ Name of person/company in need of certified address and phone number(s) and FAX number(s)

Subdivision Plat, and Multifamily, or Commercial Development Certified Addressing requests must include a site drawing along with a letter of transmittal. This submission must include the following information: *(An electronic version of this drawing is preferred and will significantly reduce the time necessary to obtain certified addresses. This submission must be delivered in a format readable by AutoCAD 2000, with AutoCAD 2000 RDBL (disc label name).*

- ▶ Submission date
- ▶ Engineering, Architectural or other company name
- ▶ Job name
- ▶ Contact person(s) and phone number(s)
- ▶ FAX number(s)
- ▶ Property location (relative to a known point, i.e. street intersection, subdivision corner, etc.)
- ▶ Development outline (with Bearings and Distances)
- ▶ Property outline, if different from development outline (with Bearings and Distances)
- ▶ Parcel Outlines, if multiple parcels exist (with Bearings and Distances)
- ▶ Parcel number(s)
- ▶ Building outline(s) with dimensions (existing and proposed)
- ▶ Type of structure(s), number of units in structure(s)
- ▶ Building floor plan(s) (multi-unit buildings only)
- ▶ Public and Private Street(s) within, and/or abutting, development area (with Bearings, Distances, Curve Data, etc.)
- ▶ Drives and parking lots
- ▶ Paved private sidewalks

Where construction is proposed across multiple parcel boundaries, parcel combination may be required. Please contact one of Building Development Services' Zoning Clearance Officers for clarification in this matter.

Please Note: Prior to releasing a Certified Address (Residential or Commercial) the Public Service Department will first verify that the following actions have been completed for projects requiring the construction of public and/or private (to be named) roadways:

- ▶ The names of any associated public and private roadways have been approved by the Public Service Department.
- ▶ Associated and adjoining public roadway dedications have been signed by all necessary City officials.
- ▶ Legislation accepting associated roadway dedications has been approved by City Council
- ▶ Recording fees for associated roadway dedication(s) have been delivered to the Public Service Department.
- ▶ Original plans (tracings), for associated public roadway construction, have been delivered to the Public Service Department and signed by all necessary City officials.
- ▶ Bonding, plan review fees, and inspection fees for the construction of associated public roadways has been delivered to the Mobility Options Division.
- ▶ Roadway construction agreements between the City and developer have been signed by all parties.
- ▶ Associated and adjoining public roadway dedications (plats and/or deeds) have been recorded at the appropriate County Recorder's Office by the Public Service Department.

Please Note: The information required to obtain a Certified Address from the Public Service Department may be submitted in person or fax.

Also, preliminary address information is available within residential subdivisions, for utility coordination purposes upon written request. This process is a slight modification of the previously described Certified Address process.

Commercial Development Process

Background

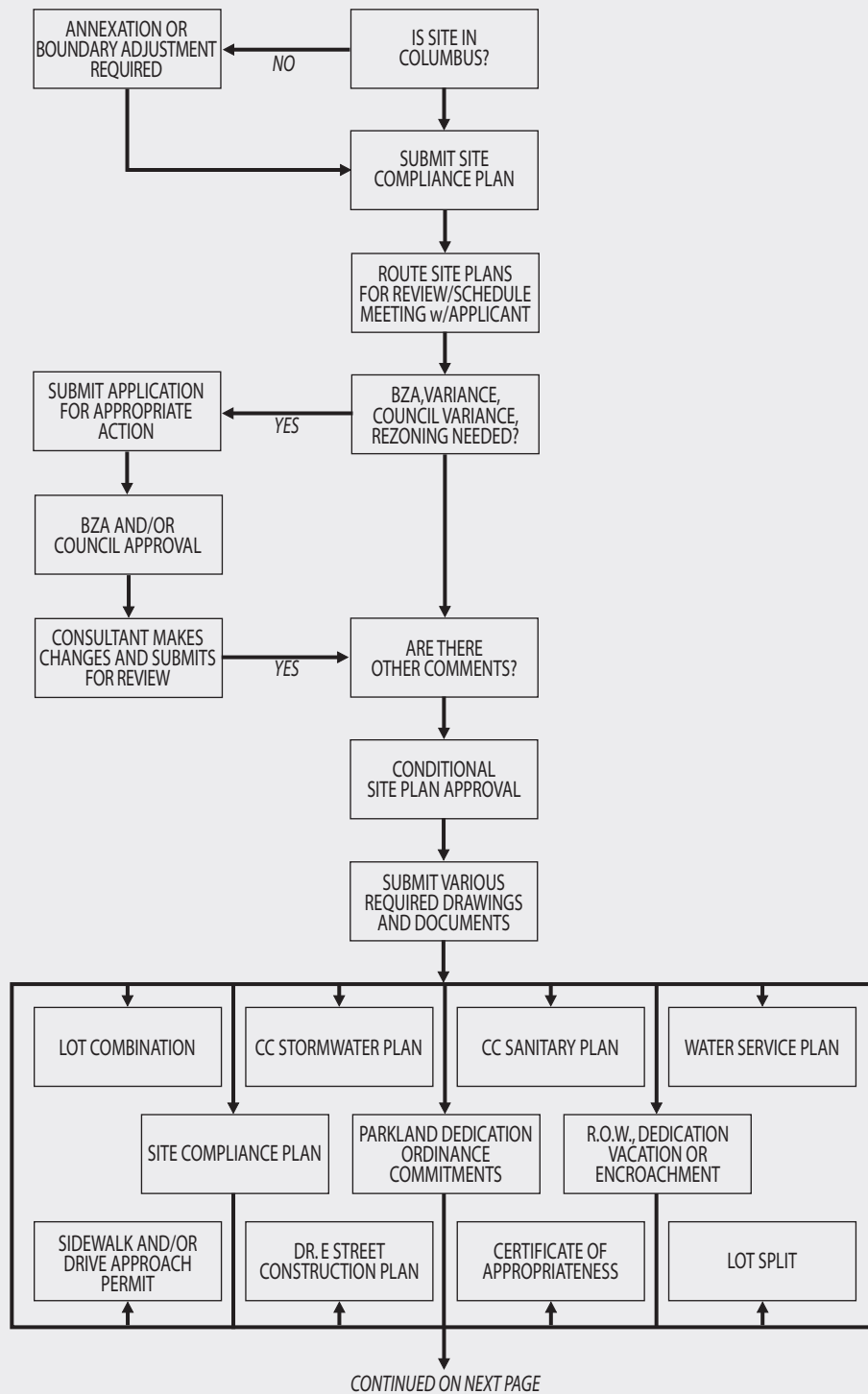
This process was developed to help facilitate the review of private commercial developments. The preliminary site plan process allows a developer to determine up front what concerns the various city review agencies have with the site. The developer can proceed to take appropriate action in order to receive a conditional approval of the site. This will allow the developer to proceed with the submission of all required engineering and architectural drawings for review and approval.

Where do initiate the process?

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.
614-645-7974

- ▶ Submit 15 copies of the preliminary site plan and completed application form
- ▶ Meeting with staff, developer, engineer and architect will be arranged
- ▶ To get an application form and checklist for site plan requirements, go to <http://www.development.columbus.gov/contractorsanddevelopers/engineeringplanreview/index.asp>

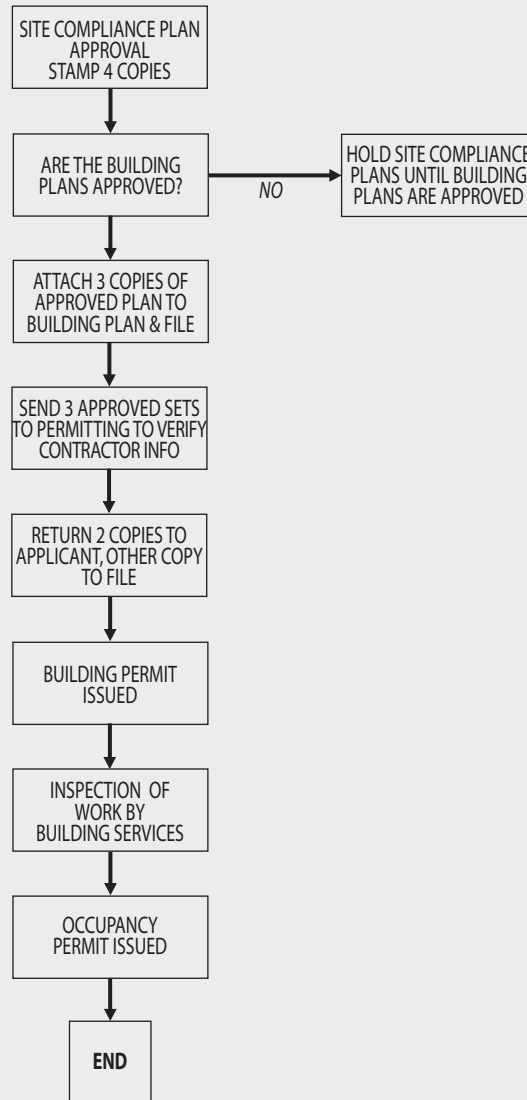
Commercial Site Plan Approval Process



Commercial Site Plan Approval Process

Continued

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Subdivision/Plat Review

Background

The subdivision process for the City of Columbus was established to subdivide land and prepare infrastructure for development in a comprehensively planned manner.

A plat is a legal document by which land is subdivided. It provides the legal definition of a building site and is required before a building permit or occupancy permit can be issued.

Why might you use the subdivision process?

You must follow the subdivision process if the property you intend to develop meets any of the following conditions:

- ▶ A platted or unplatted parcel is to be divided into six or more parcels.
- ▶ Property is to be developed in a manner not in conformance with the existing subdivision plat.
- ▶ Public parcels are to be dedicated.
- ▶ A platted building setback line is to be created, adjusted or deleted.

Where do you initiate the process?

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.
614-645-8458

What information will you need to provide?

Preliminary Plat-City Code Section 3123.18

- ▶ Submit 20 folded prints for distribution and review by various involved agencies of the preliminary sketch plat
- ▶ Proof of Blockwatch Program facilitation

The preliminary plat shall be drawn to a scale of not less than 100 feet to the inch, and it shall include:

- ▶ Location and width of streets which are adjacent to or surround platted property

- ▶ Present location of all public and private boundaries, taxing districts, streets, water-courses, topography, etc. within the area, and land immediately adjacent thereto
- ▶ Proposed location and width of streets, alleys, lots, crosswalks and easements
- ▶ Existing sanitary and storm sewers, water mains, culverts, and other underground structures within the tract and adjacent thereto
- ▶ General location and size of the nearest water main and sewer outlet
- ▶ Location and type of sanitary sewers or other disposal facilities
- ▶ Proposed name of the subdivision, evidence of ownership of the tract, and the names of the sub-divider and engineer or surveyor platting the tract
- ▶ Name of each owner of the abutting property
- ▶ Contours with intervals of two feet, more or less
- ▶ North point, scale and date
- ▶ Current zoning classification
- ▶ Proposed common space
- ▶ Front setback lines
- ▶ Base flood elevation data

Additional information may be requested. Check at the Customer Service Center.

Final Plat-City Code 3123.19

Submit 20 folded prints for distribution and review by various city agencies.

Final plat shall be drawn to a scale not less than 100 feet to the inch.

The Development Director may permit a variation in the scale for plats of unusual size. If more than two sheets are required for any such plat, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet with an indication of all the other areas noted on any other sheet of the plat.

Drawings should be a minimum of (20" X 30") and a maximum of (30" X 40") outside dimensions.

The final plat shall contain and illustrate:

- ▶ Boundary lines of the area being subdivided with accurate distance and bearing; including section, township, corporation, taxing district and county lines
- ▶ Property lines of all proposed streets and alleys with their widths, names and bearing
- ▶ Accurate boundary lines of all grounds for public use or common use, and the acreage of same
- ▶ Line of departure of one street from another
- ▶ All common boundary corners of all adjoining lands and adjacent streets and alleys and their widths and names
- ▶ All lot lines with their bearing, identification system of lots, blocks, and other areas
- ▶ Easements for public use, services or utilities (street lights) with their dimensions
- ▶ All dimensions, linear and angular, boundary locations, lots, streets, alleys, easements and areas for public and private use expressed in decimals of a foot
- ▶ Radii, arc and chords, points of tangency, and central angles for all curvilinear streets, and radii for all rounded corners
- ▶ Name of the subdivision and description of the property subdivided, showing its location and extent, points of compass, scale and plane, dedication of streets and alleys, and names of owners and subdivider, together with appropriate evidence of ownership of the subdivision
- ▶ Front setback lines
- ▶ Certification of Land Surveyor, registered in the State of Ohio, to the effect that the plat represents a survey made by him, and that all necessary monuments are correctly shown thereon
- ▶ Base flood elevation data

Who else may be involved in the Plat Review?

Recreation & Parks Department
Public Utilities Department, Divisions of Power & Water and Sewerage & Drainage
Public Service Department, Divisions of Planning & Operations, Design & Construction and Refuse Collection
Department of Development, Divisions of Planning and Building Services
Public Safety, Division of Fire
Health Department
Board of Education
Franklin County Engineer's Office
Columbus Regional Airport Authority

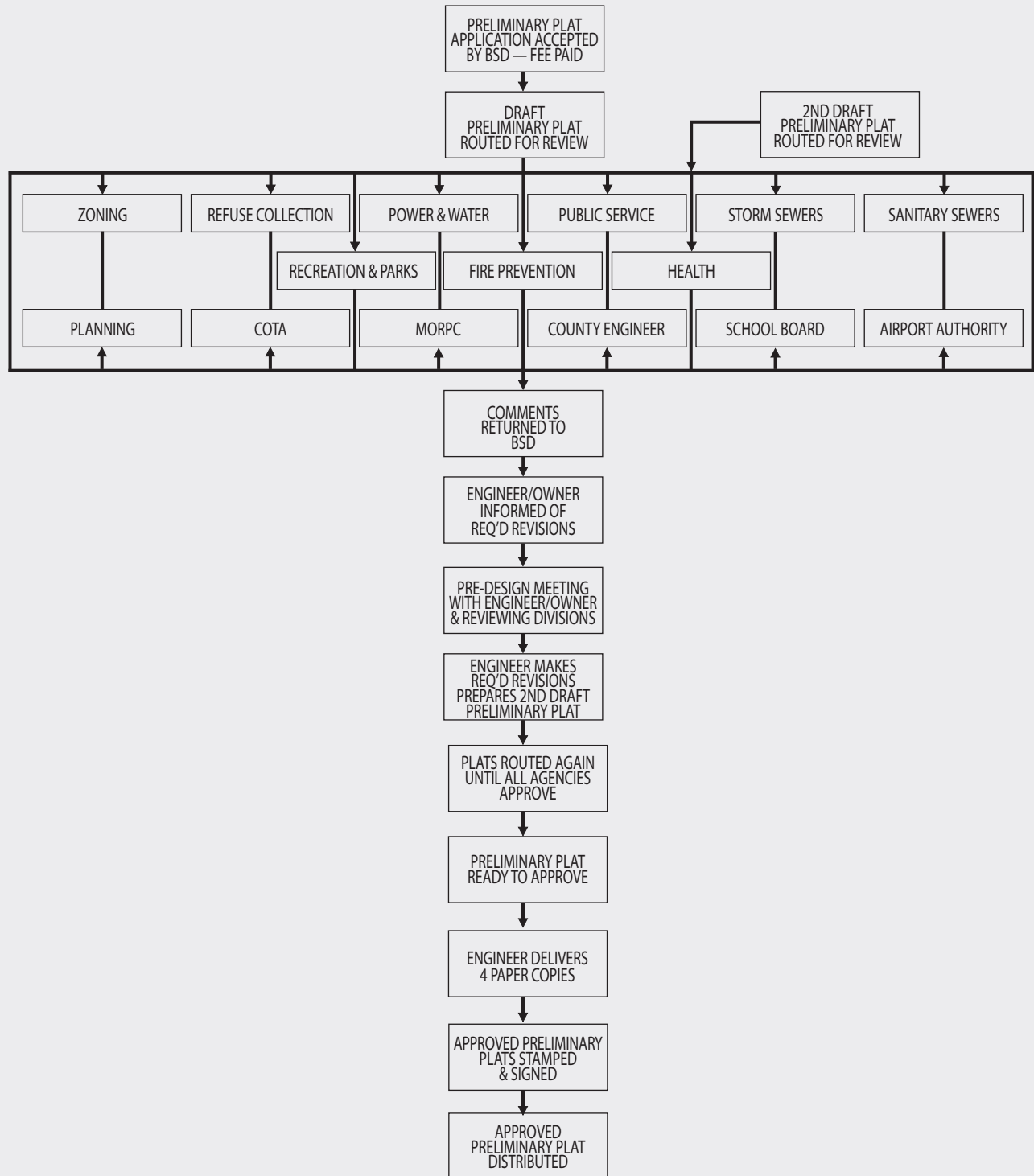
What is the time frame for the Plat review?

Typically 1-2 months for a preliminary plat and 2-3 months for a final plat.

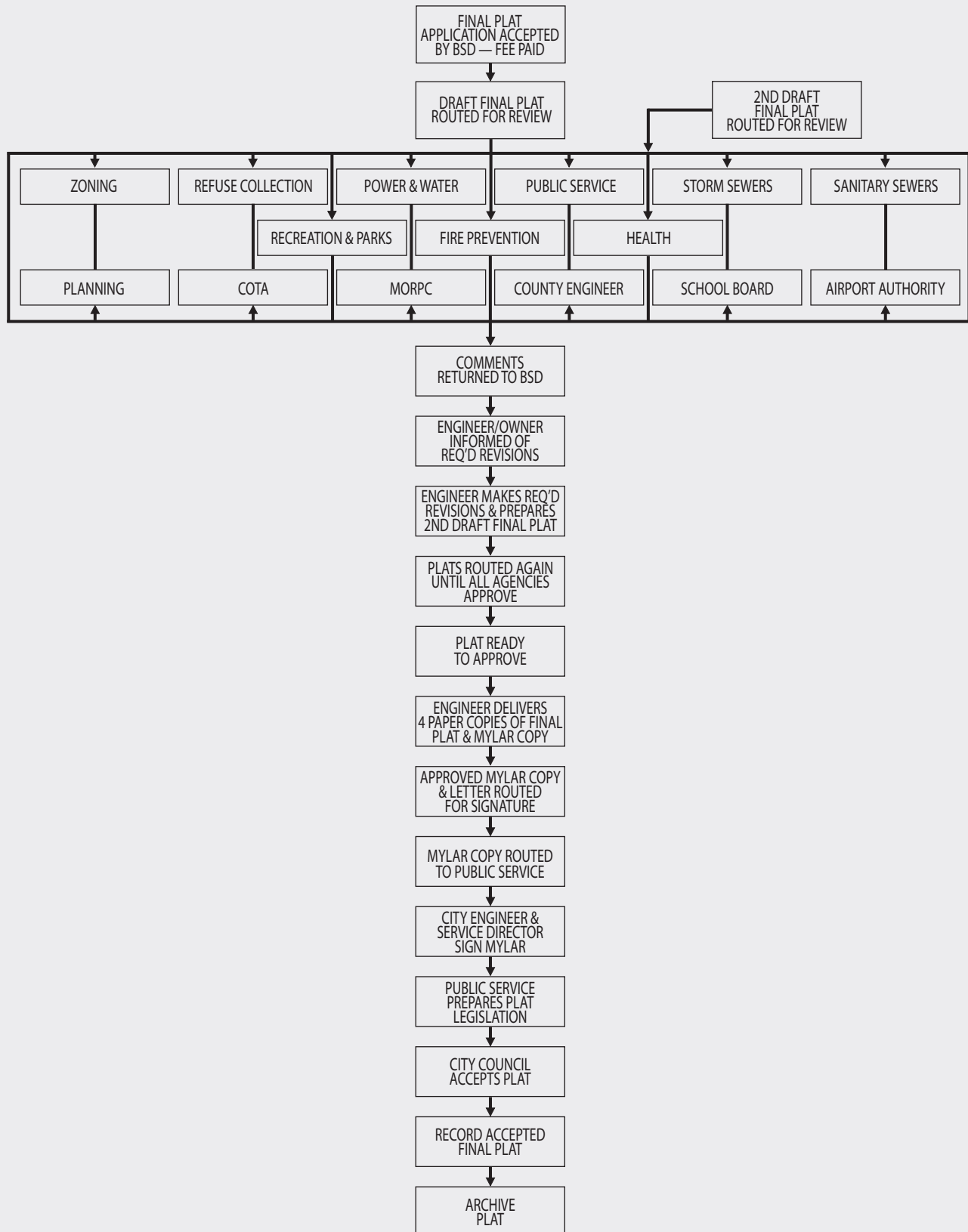
How much does a Plat review cost?

The fee schedule may be obtained from the Customer Service Center or on-line at www.columbusonestopshop.com.

Preliminary Plat Process



Final Plat Process



Lot Split Procedure

Where do you initiate a lot split?

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.
614-645-8458

What information must be provided in a lot split?

The applicant shall supply a recent, full size stamped tax parcel map of the site, obtained from the Franklin County Auditor's Office.

Applicants should analyze the split with a zoning clearance officer prior to having a survey drawn.

The following information shall be shown on a recently completed survey:

- ▶ Scale
- ▶ North point
- ▶ Property lines and dimensions of the lot or parcel proposed to be split
- ▶ Property line and dimensions of each of the lots or parcels proposed to be created
- ▶ Proposed use of each parcel to be created
- ▶ Locations, dimensions and names of all public ways either on or adjacent to the subject property and location or dimension and purpose of all easements of record
- ▶ Any unusual topographic features such as streams, hills, ravines, etc., and any floodplain showing the boundaries of the floodway and floodway fringe.
- ▶ Location, use and dimensions of all existing structures on the property
- ▶ A reference point, such as a street intersection
- ▶ Locations and dimensions of any existing on-site parking and curb cuts

If the property is located in a Historic District or listed on the Columbus Register, see Columbus Development Code Section 3116 for additional required information.

All lot splits are routed for review to the Department of Public Utilities, Divisions of Power & Water and Sewerage & Drainage; Department of Public Service, Divisions of Planning & Operations and Design & Construction for review and approval.

If the lot split would interfere with the acquisition of future right-of-way for city streets, the lot split application may need to be forwarded to the Planning & Operations Division for their review. This process will be carried out by the Building Services Division.

If the lot split is located on a state highway, the lot split application may need to be forwarded to the Ohio Department of Transportation for their review.

Any additional background information pertaining to the site as determined by the development review staff.

How much time is involved in the lot split?

Within approximately 10 working days after the date of application, a decision to approve or disapprove the proposed lot split will take place.

Note: After the lot split has been approved, the applicant takes the description to the County Auditor's Office for approval and recording.

How much does a lot split cost?

A fee schedule may be obtained from the Customer Service Center or on-line at www.columbusonestopshop.com.

Right-of-Way Permit

Background

A 910 Permit is the city's method of comprehensively regulating access to, and structures and facilities in city rights-of-way to promote efficiency, discourage duplication of facilities, lessen public inconvenience of uncoordinated work in the rights-of-way and promote public safety.

Any person who desires to occupy, construct, own or operate structures or facilities in, on, under, or over any rights-of-way within the city of Columbus, or public property owned by the city of Columbus, shall be required to first obtain a right-of-way use permit in conformance with Chapter 910 of the Columbus City Code.

Where do you initiate the 910 Right-of-Way Use Permit process?

Department of Public Service
Division of Planning and Operations
109 North Front Street, Room 310
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

How do you initiate the process?

Request a Right of Way permit application packet from the Division of Planning and Operations.

How does the permit process work?

Applicants must complete and file a Right-of-Way Permit application with the Division of Planning and Operations. In addition to other requirements outlined within the permit application, this application must designate what type of facilities are proposed for placement within city rights-of-way and what type of permit is requested. Two types of Right-of-Way permits are available, General and Special. They vary based upon the magnitude of proposed right-of-way use.

The Division of Planning and Operations then reviews all permits before submitting them, along with a recommendation for approval or denial to the Public Service Director. On the lesser magnitude (Special), the Public Service Director may then grant or deny the application. For the larger magnitude permit (General), the Public Service Director makes a recommendation to the City's Right-of-Way Board. All denied applications may be appealed to the Right-of-Way Board.

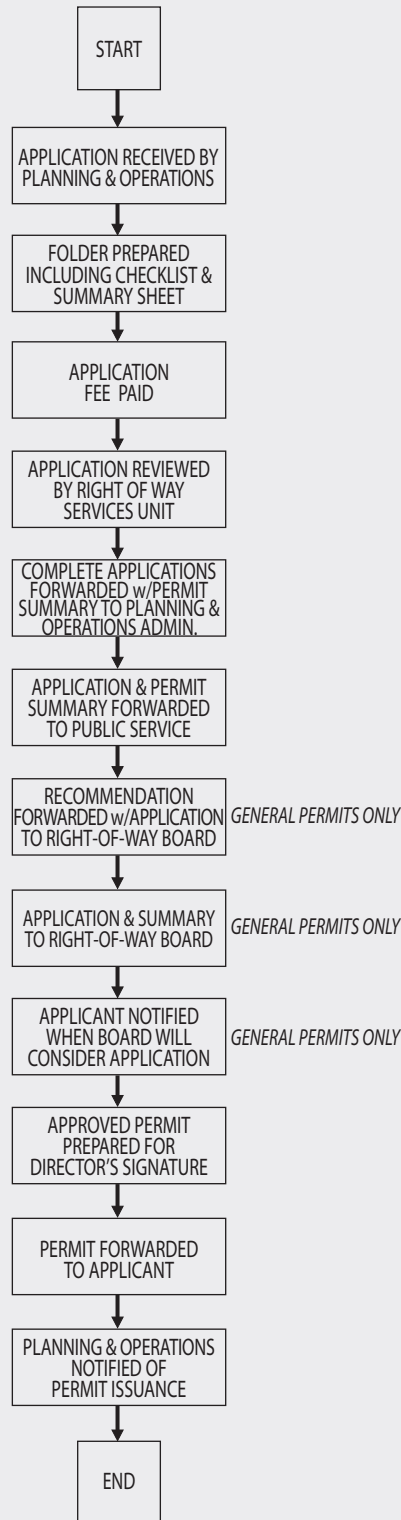
What is the time frame for approval?

Time varies depending upon the type of permit requested, City Code provides 45 days to complete the process.

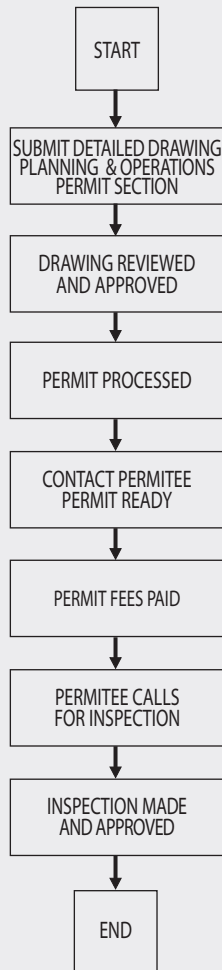
How much will a permit cost?

Costs varies depending upon the type of permit issued and the fee payment option selected. These costs are outlined in the Right-of-Way Permit application package.

Right-of-Way Permit Process



Sidewalk/Driveway Right-of-Way Permit Process



Roadway Engineering Review Process

Background

The Building Services Division routes all private development street construction plans for review. Various city divisions review the plans for compliance to their specifications and requirements.

Street plans will include streets, water mains, storm sewer systems and street lighting systems.

Why must you use the street design review process?

To construct streets, approval will be needed from the various city agencies. Proper specifications must be followed in order to dedicate the street to the city.

Where do you initiate the street design review process?

Department of Development
Building Services Division
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 9:00 a.m. – 4:00 p.m.
614-645-8458

What information do you need to provide?

The following information should be included upon application to the Plan Review Section:

- ▶ Final Plat (20 copies if applicable)
- ▶ Approved Preliminary Plat (if applicable)
- ▶ Site Compliance Plan
- ▶ 10 sets of plans
- ▶ 1 CD containing tif images of the plan
- ▶ Completed application form

Who else may be involved in the street design review process?

Public Utilities Department, Divisions of Power & Water, Sewerage & Drainage
Public Service Department, Divisions of Planning & Operations and Design & Construction
Public Safety Department, Fire Prevention Bureau
Recreation & Parks Department

How much time is involved in the street design review process?

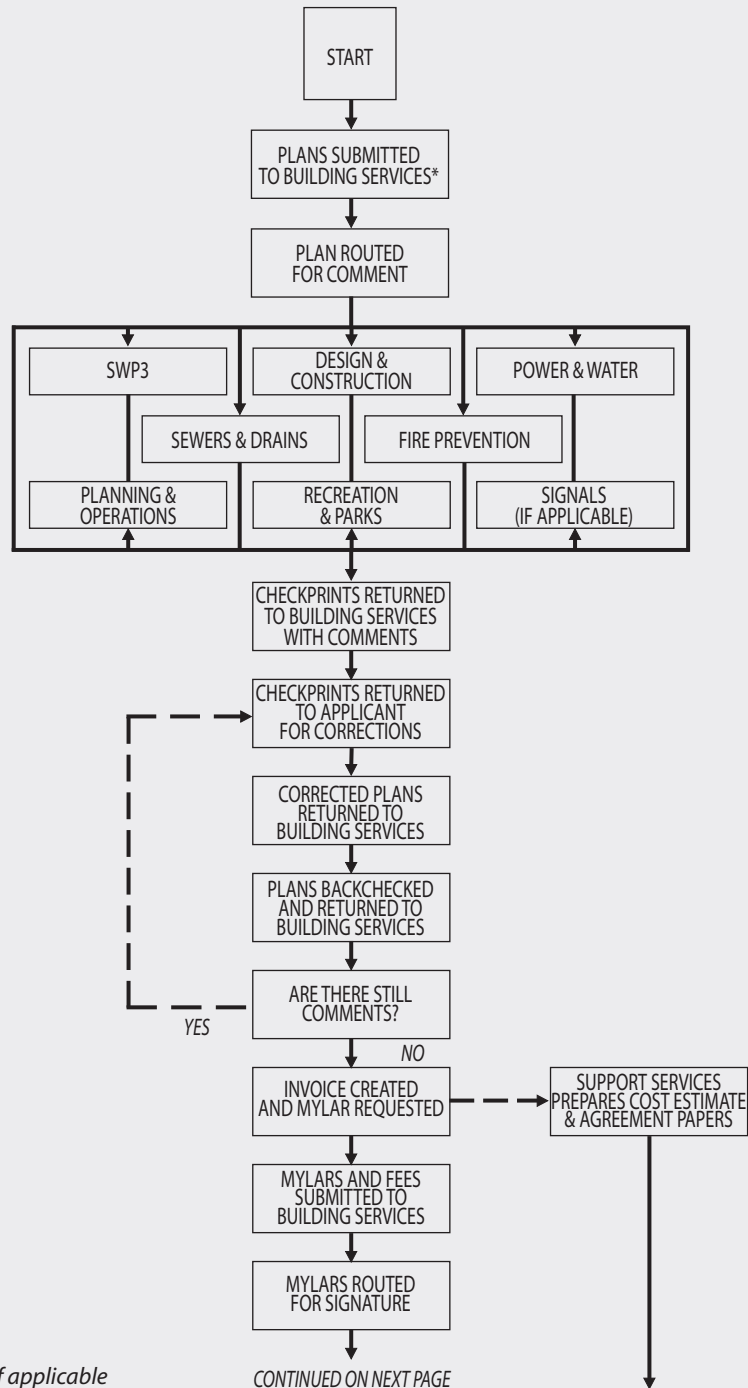
Initial reviews are to be completed in 12 business days, backchecks in 6 days; mylar signatures in 6 days. This does not include the time plans are at the consultant being corrected. Private construction plans will follow the One Stop Shop standard process. Public/CIP jobs do not apply.

Concurrent review of the street construction plan and the final plat is available.

How much does the street design review process cost?

\$85 per hour.

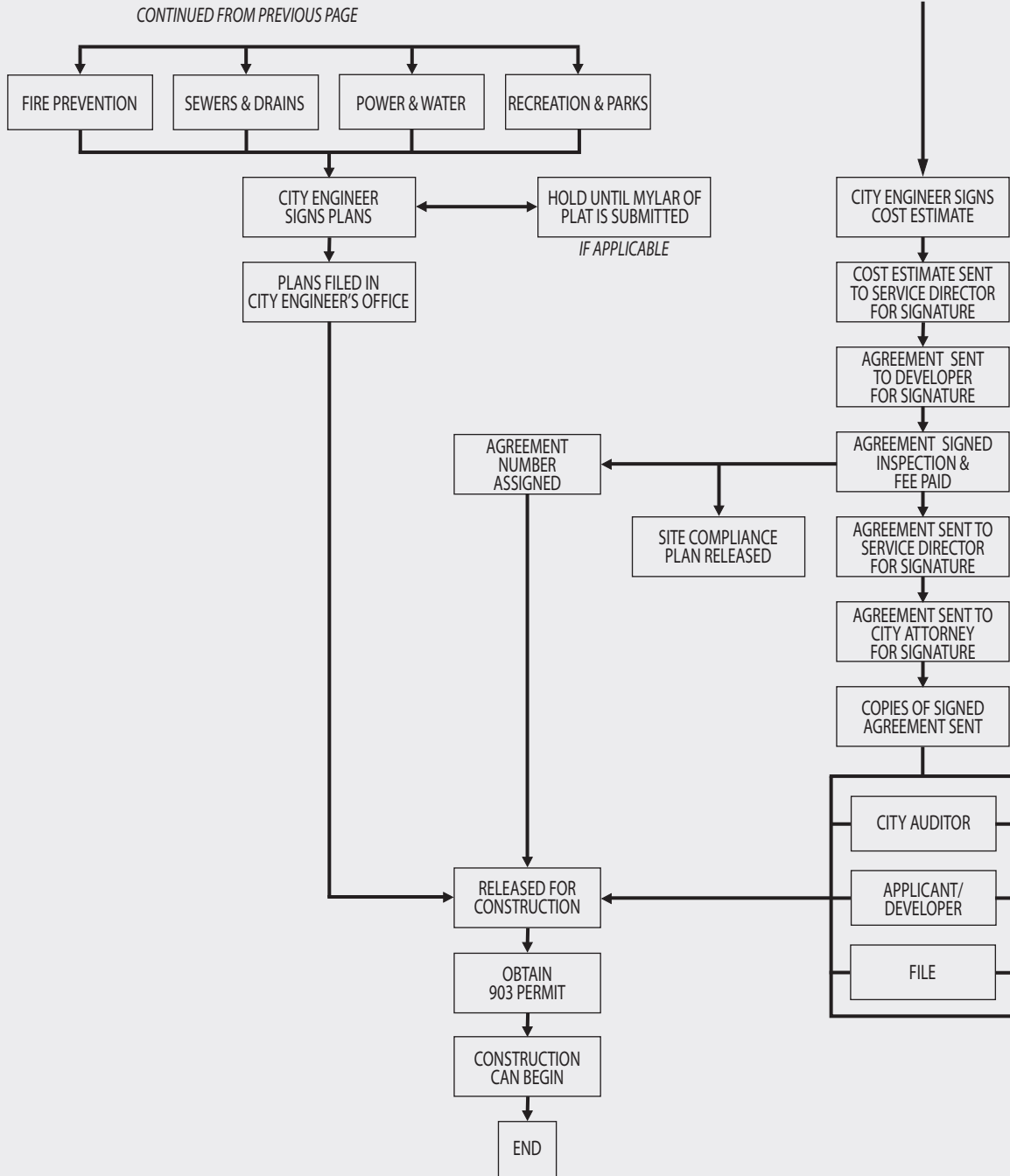
Street Construction (Draw E) Review Process



*Include 20 copies of final plat if applicable

Street Construction (Draw E) Review Process

Continued



Infrastructure Inspection

Background

The Division of Design and Construction provides inspection services to ensure compliance with the City of Columbus Construction and Material Specifications and other requirements of the development plan. The City of Columbus requires inspection of the installation of all sanitary sewers, storm water retention, storm drainage, streets and roads, water lines, traffic signals, street lights, gas lines in the city of Columbus rights-of-way and right-of-way improvements (i.e., pavement widening, berm improvements, ditch improvements, etc.) shown on approved CC or Dr. E drawings and for inspection of many of the materials incorporated.

When would you request construction inspection?

Prior to construction, and upon receipt of drawing approval, deposit of the construction inspection fees, and completion of the cut sheets for the layout of the construction work.

Where do you initiate Construction Inspection Services?

The licensed contractor/developer must call 614-645-3182 from 7:30 a.m. to 4:30 p.m. once the previous paragraph has been satisfied.

What information will you need to initiate the construction inspection process?

- ▶ Approved drawings
- ▶ Executed construction agreement which includes surety for the cost of construction
- ▶ Deposit of Inspection Fees
- ▶ Cut Sheets (survey sheets developed for the depth of a cut for an excavation and location of the work.)
- ▶ Sewer agreement

Who else may be involved in construction inspection?

Recreation and Parks Department
Department of Development, Planning Division
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
School District
Airport authority
Architectural review commissions

What are the procedures for approval of Infrastructure Construction Inspection?

The processes and procedures for obtaining approval of your infrastructure construction is shown on the Street, Sanitary Sewer and Water Line flowcharts contained in this document.

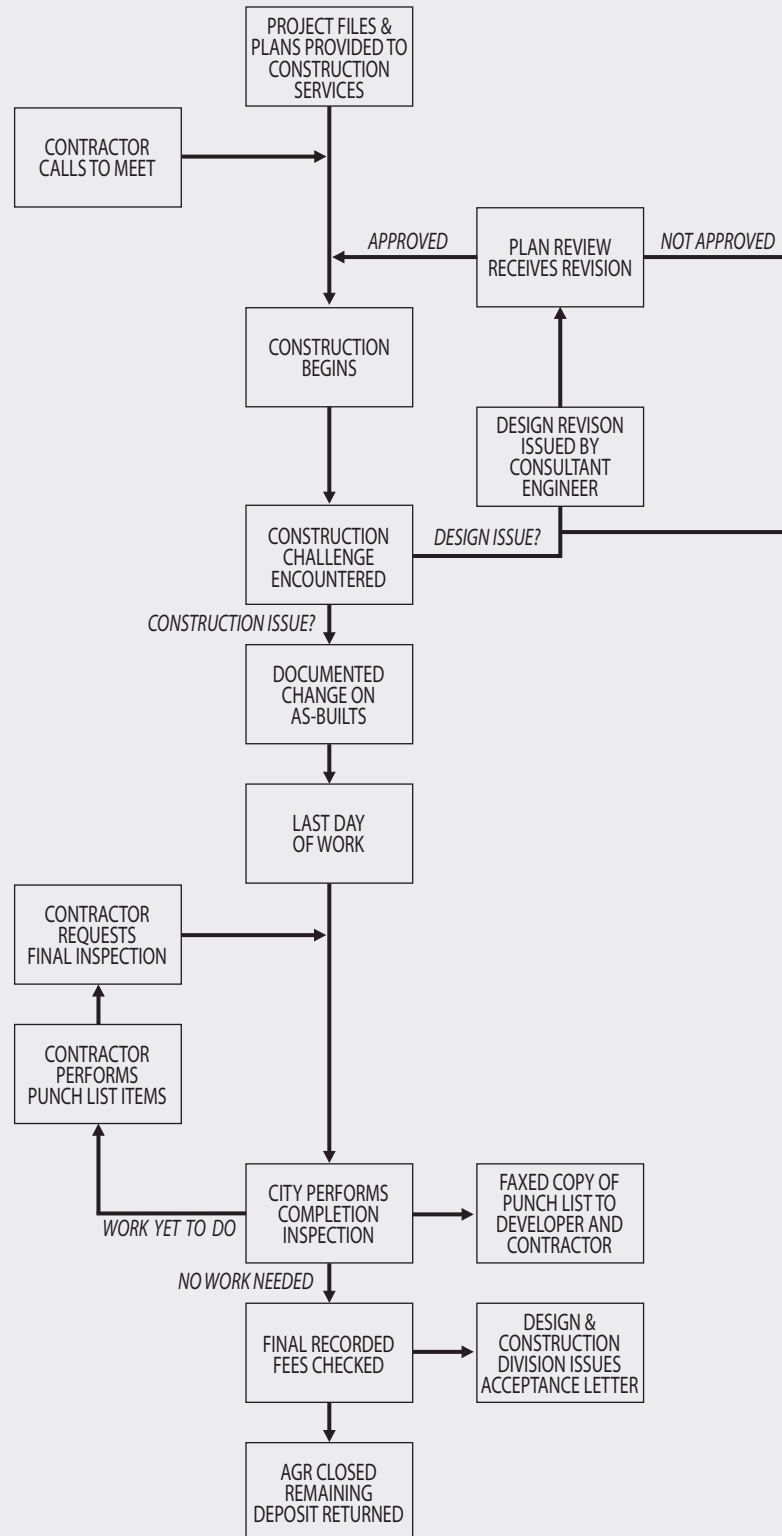
How long does the construction inspection process take to complete?

The time frame for completing the construction inspection process is the same as the time required to complete a project and generally coincides with the construction schedule.

How much does construction inspection cost?

Your deposit for construction inspection is an estimate of the actual cost of inspection based on the size of a project. The actual cost to complete the inspection of the construction installation is the cost you will incur. If changes occur on a project or time required for construction changes, an additional deposit amount may be required. If the total cost of the inspection is less than the deposit amount, a credit will be forthcoming.

Street Construction Approval Process



Sewer Plan Review Process (includes stormwater)

Where do you initiate the sewer review process?

Department of Public Utilities
Sewerage and Drainage Division
Stormwater Section/One Stop Shop
757 Carolyn Ave
Columbus, Ohio 43224
Monday-Friday 9:00 a.m. – 4:00 p.m.

One Stop Shop 645-8458
757 Carolyn Ave

Utilities Map Room 645-5825
910 Dublin Rd.

Sewer/Water Permits 645-7490
910 Dublin Rd.

Sediment and Erosion 645-6311
1250 Fairwood Ave.

What information should be included on the civil engineering plans?

- ▶ Prepared on division size and format sheets
- ▶ Signature block
- ▶ General notes
- ▶ Vertical control-benchmarks (both 88 & 29 datums)
- ▶ Engineer's signature and seal
- ▶ Grading plan
- ▶ Plan and profile sheets
- ▶ Sediment and erosion controls
- ▶ Quantities
- ▶ List of City of Columbus Standard Drawings used
- ▶ Index map-1"=200' scale map of project
- ▶ Location map
- ▶ Details if needed
- ▶ Street address/Parcel ID#
- ▶ Tributary area map

Other information to be included upon application to the Sewer Design section:

- ▶ Engineering calculations
- ▶ Easements — Digital and hard copies
- ▶ Drawing number application
- ▶ Refer to Storm Water Drainage Manual and Erosion and Sediment Control Regulations, available at the Sewer Permit Counter) or <http://www.development.columbus.gov/contractorsanddevelopers/engineeringplanreview/index.asp>
- ▶ Evidence of 404 or 401 permits if required
- ▶ Evidence that plans are in compliance with the Ohio Environmental Protection Agency (OEPA)
- ▶ Stormwater Facility Outlet Disclosure Forms
- ▶ Stormwater Facility Outfall Disclosure Forms
- ▶ Digital submittal of plans — TIFs & CAD dwg

Who else may be involved in the sewer review process?

Public Service Department, Design & Construction Division
Public Utilities Department, Division of Power & Water
Recreation and Parks Department

What fees will be required?

Stand-by inspection fees are collected before the start of construction.

\$85/hour for plan review fees to be invoiced when mylars are signed.

Payment of capacity, permit and foot frontage fees are determined at permit office.

Who do I contact?

Construction Inspection Fees
645-7490

Sewer and stormwater design requirements, availability, general development questions
645-6315 or 645-3733

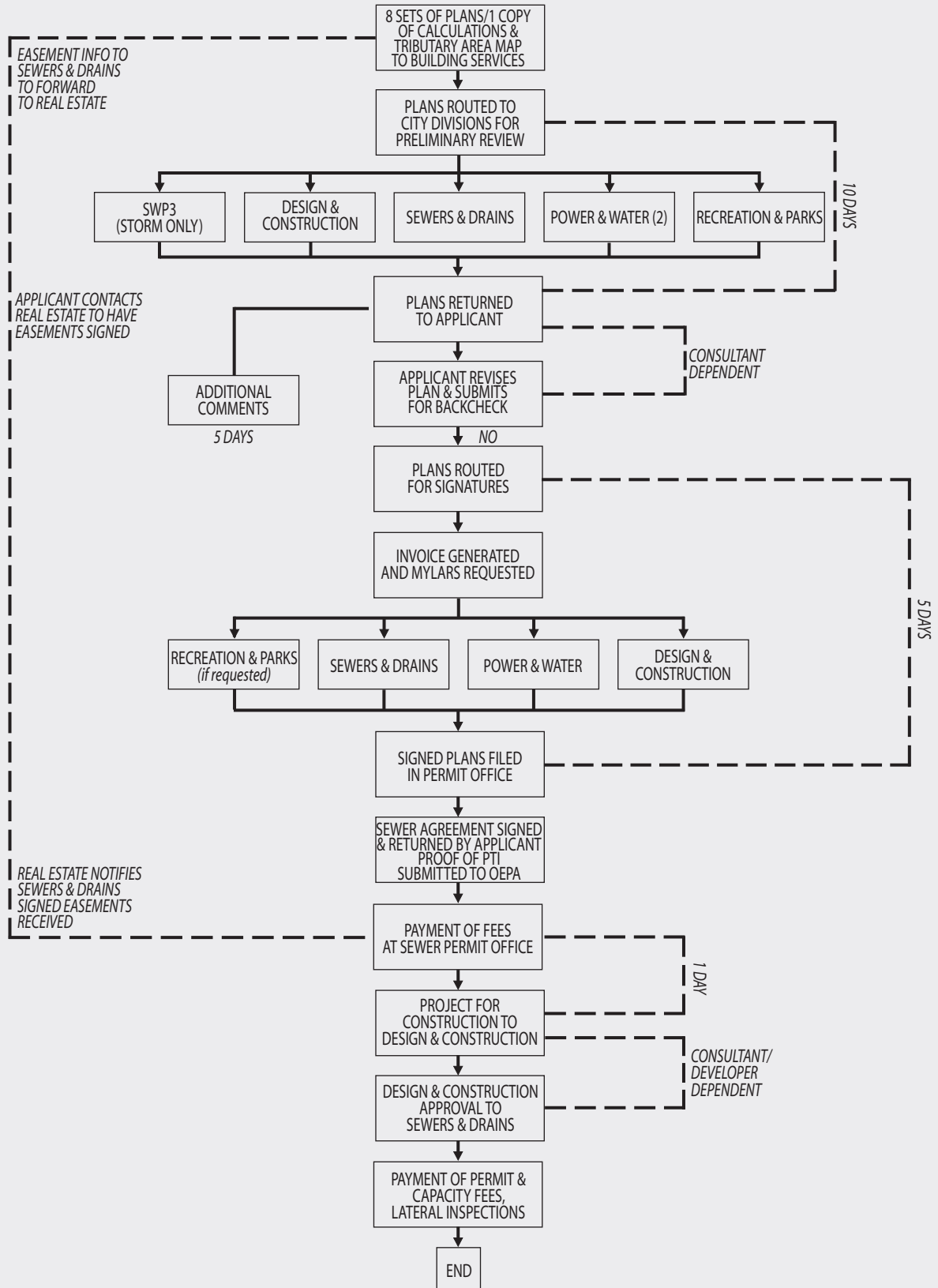
Plan Routing and Approval Information
645-8458

When paying Standby Inspection Fees, be prepared to provide the following information:

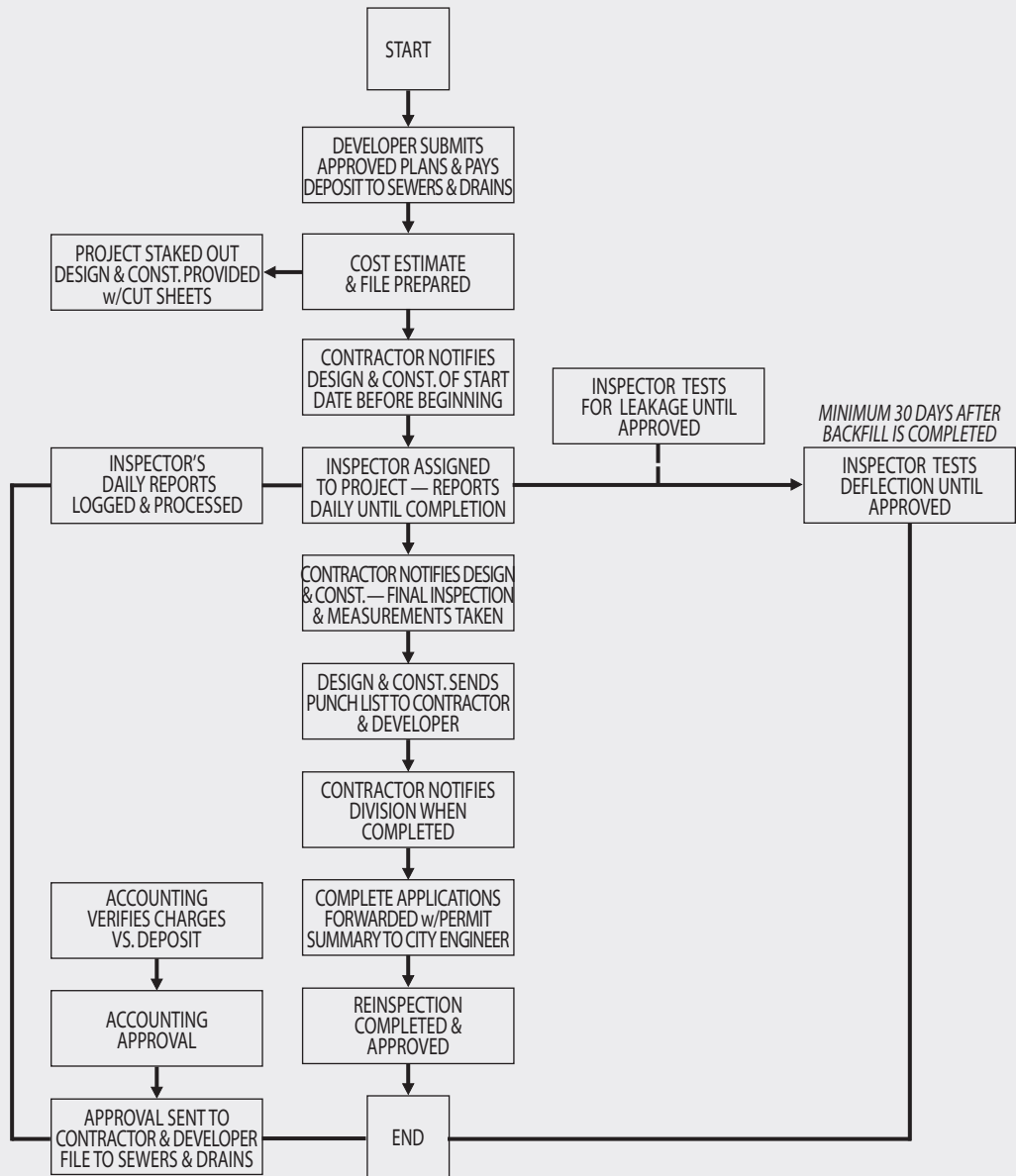
- ▶ Project Title
- ▶ CC drawing number
- ▶ Developer's name, address, phone and fax
- ▶ Contact person, name, address, phone and fax
- ▶ Easement approval/copies of recorded easement
- ▶ Address plat (if applicable)
- ▶ Name of Licensed Sewer Contractor
- ▶ Licensed Sewer Contractor phone & fax
- ▶ Call Permit Office for correct fees
- ▶ Check payable to the Columbus City Treasurer

Please call the Sewer Permit Office with questions at 645-7490. Inspection deposit can be paid at 910 Dublin Rd.

Private Sewer Construction Plan Approval Process



Sewer Construction Approval Process



Water Line Construction Approval Process

Where do you initiate the water line approval process?

Public Utilities Department
Water Division
757 Carolyn Ave
Columbus, Ohio 43224
Monday-Friday 9:00 a.m. – 4:00 p.m.

Phone:

Water/Sewer Permit Office
645-7330

Utilities Map Room
645-5825

Who else may be involved in the water line approval process?

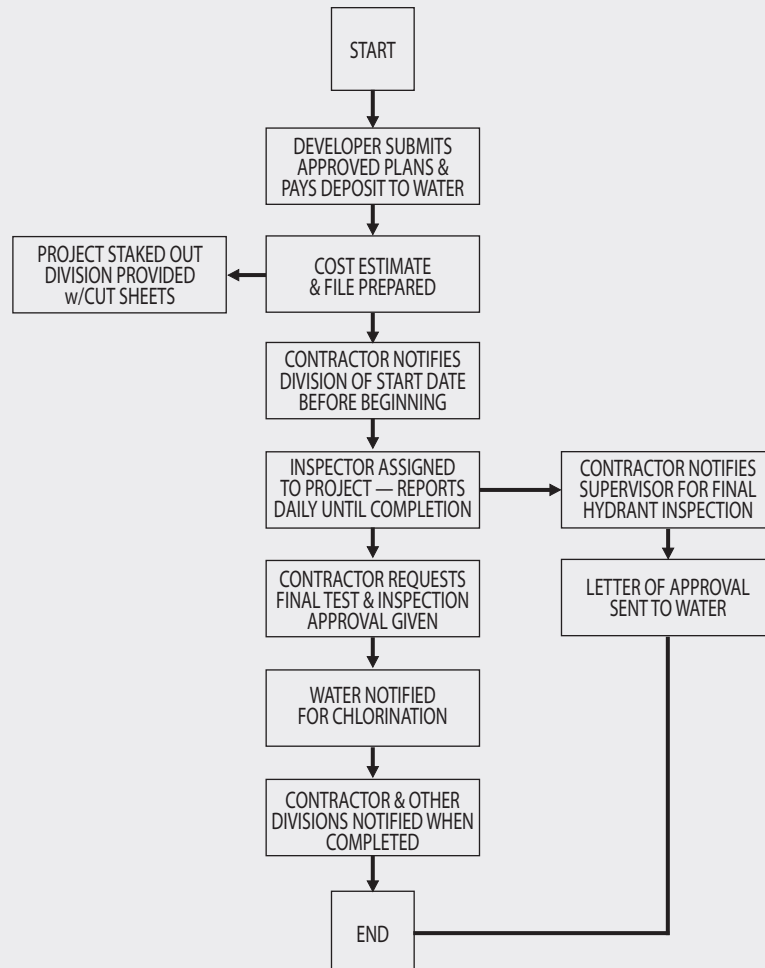
Public Service Department, Mobility Options Division
Public Utilities Department, Divisions of Power &
Water and Sewerage & Drainage
Public Safety Department, Fire Prevention Bureau
Recreation and Parks Department
County engineer
Private utility agencies

Payment of capacity, permit and front footage fees are determined at the Permit Office.

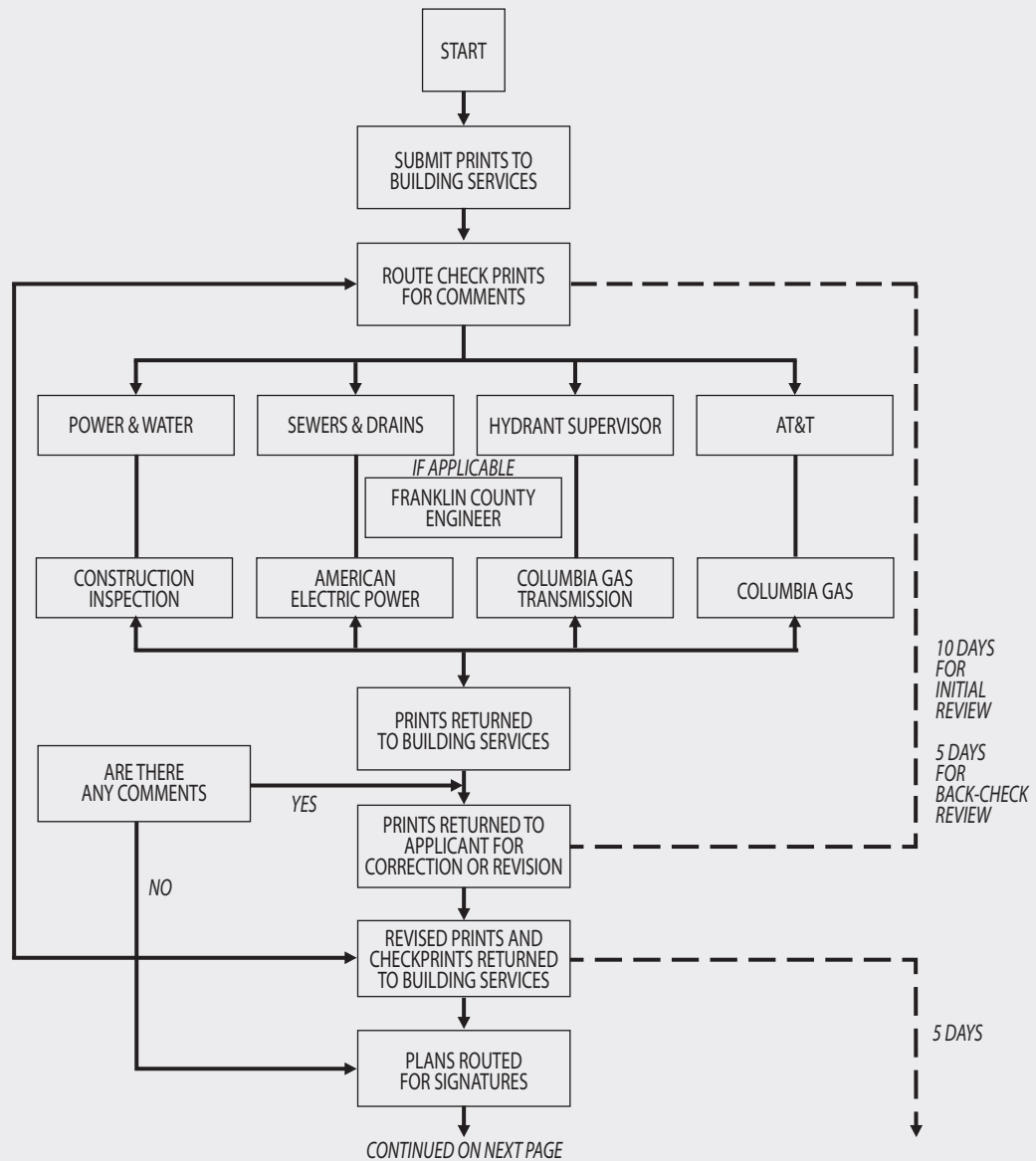
What information do you need to provide?

- ▶ Prepared on division size and format sheets
- ▶ Signature block
- ▶ General notes
- ▶ Vertical control-benchmarks (both 88 & 29 datums)
- ▶ Engineer's signature and seal
- ▶ Grading plan
- ▶ Plan and profile sheets
- ▶ Sediment and erosion controls
- ▶ Quantities
- ▶ List of City of Columbus Standard Drawings used
- ▶ Index map-1"=200' scale map of project
- ▶ Location map
- ▶ Details if needed
- ▶ Street address/Parcel ID#
- ▶ Tributary area map

Water Line Construction Approval Process



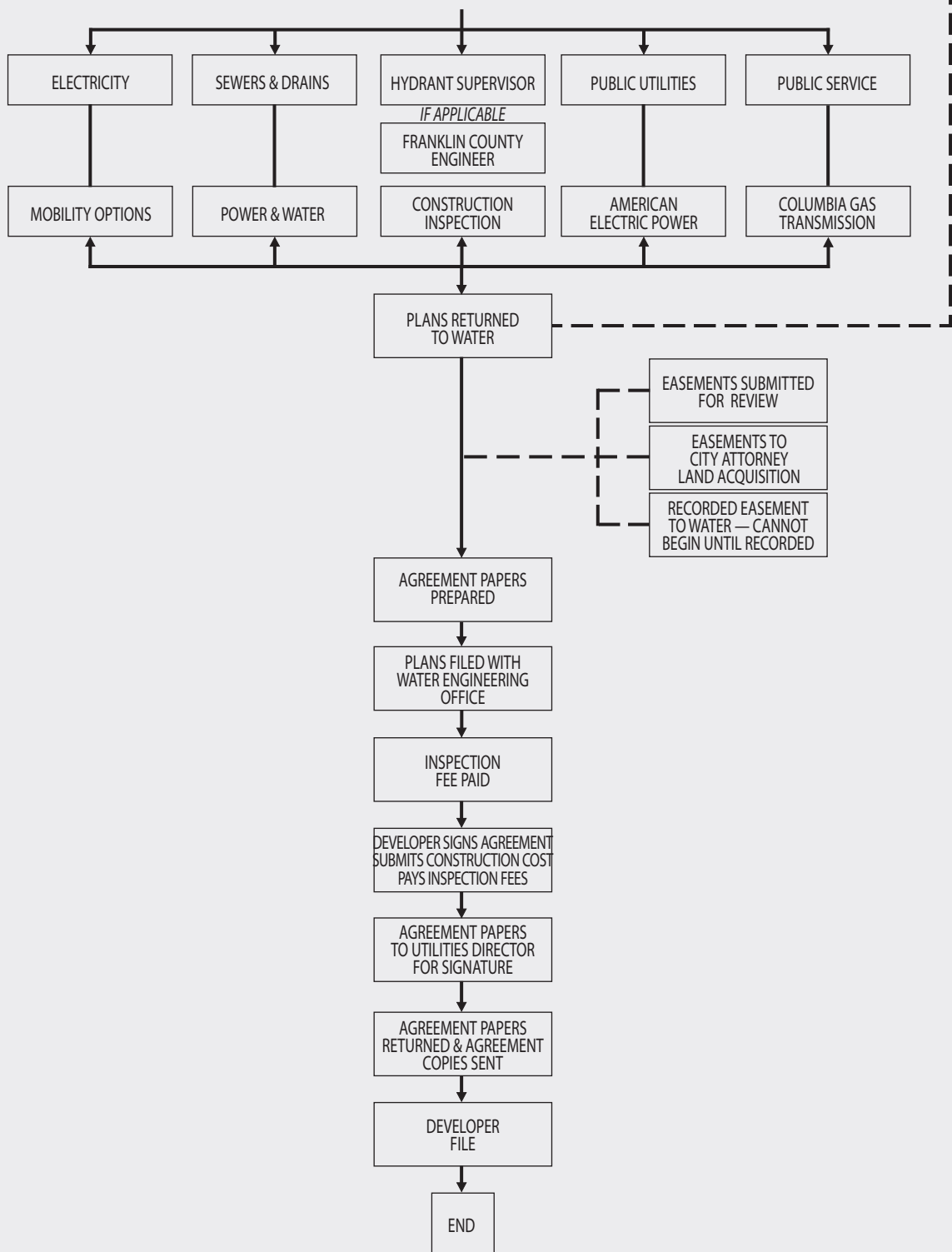
Public Water Line Approval Process



Public Water Line Approval Process

Continued

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What do I need from the Building Services Division when:

I WANT TO....	I NEED A	I APPLY AT.....
Build or remodel a residential structure or commercial building	Building Permit	BSD Customer Service Center 757 Carolyn Avenue
Install new plumbing	Plumbing Permit	BSD Customer Service Center Cashier 757 Carolyn Avenue
Install new electric service	Electric Permit	BSD Customer Service Center Cashier 757 Carolyn Avenue
Install new heating and cooling system	Environmental Air Permit	BSD Customer Service Center Cashier 757 Carolyn Avenue
Replace a heating & cooling or hot water unit	Environmental Air Permit or Plumbing Permit	BSD Customer Service Center Cashier 757 Carolyn Avenue
Replace siding, windows, roofing on a 1,2 or 3 family house	Building Permit	BSD Customer Service Center 757 Carolyn Avenue
Build a deck	Building Permit	BSD Customer Service Center 757 Carolyn Avenue
Replace siding, windows or roofing on an apartment, condominium or commercial building	Building Permit	BSD Customer Service Center 757 Carolyn Avenue
Change parking lot striping	Zoning Clearance	BSD Customer Service Center 757 Carolyn Avenue
Apply for a lot split	Lot Split	BSD Customer Service Center 757 Carolyn Avenue
Replace lost plans or permits	Request for Records	Building Inspection & BSD Cashier 757 Carolyn Avenue
Install or upgrade a fire suppression system	Fire Suppression Permit	BSD Customer Service Center 757 Carolyn Avenue
Install or update a fire alarm system	Fire Alarm Permit	BSD Customer Service Center 757 Carolyn Avenue
Pave drive approach; curb or sidewalk	Construction Permit	Planning & Operations Division 109 N. Front St. 3rd Floor
Cut the pavement, excavate or place an embankment in a public right-of-way	Excavation Permit	Planning & Operations Division 109 N. Front St. 3rd Floor
Install, renovate or repair sanitary sewer service	Sewer Tap/Repair Permit	Sewer Permit Office 910 Dublin Rd. 3rd Floor
Install a septic tank	Plumbing Permit	BSD Customer Service Center 757 Carolyn Avenue <i>Additional permits may also apply</i>
Erect or change a sign greater than 9 square feet	Installation Permit	BSD Customer Service Center 757 Carolyn Avenue
Demolish a structure greater than 169 square feet	Demolition Permit	BSD Customer Service Center 757 Carolyn Avenue
Block public sidewalk, streets or alleys	Occupancy Permit	Planning & Operations Division 109 N. Front St. 3rd Floor
Install a swimming pool	Building Permit	BSD Customer Service Center 757 Carolyn Avenue
Store flammable liquids or liquid petroleum	Flammable Liquid and Liquid Petroleum Storage Permit	Division of Fire 3639 Parsons Ave. <i>Additional permits may also apply</i>
Hang a banner	Miscellaneous Sign Permit	BSD Customer Service Center 757 Carolyn Avenue

Any work to be performed at a property located in a Historical District may need a "Certificate of Appropriateness" — for more information call the Historic Preservation Office at 645-8620.

Directory

Annexation	
City of Columbus	645-8664
Franklin County	462-3094
Building Inspection	645-6371
City Council	645-7380
Code Enforcement	645-3111
Customer Service Center	645-6090
Economic Development	645-8616
Division of Power & Water	
Customer Service-General	645-7360
Customer Service-Engineer/Metered Service	645-7294
Street Lights	645-7627
Engineering and Street Plan Review	645-8376
Map Room/Certified House Number	311
Sidewalk Permit/Driveway Approaches	645-7497
Excavation/ROW Permits	645-7497
Environmental Blight Abatement	645-3111
Fire Inspection	645-7641
General Information Line	645-3111
Graphic Review	
Graphics Commission	
General Information	645-4522
Graphics (sign) Permit	
General information	645-8637
Sign Erector Licensing	
General Information	645-6083
Health Department	645-7417
Historic Preservation Office	645-8620
Land Management	645-5263
Lot Split	645-8458
Housing Division	645-7795
Planning	645-8664
Plan Review (Building)	645-7562
Recreation & Parks	645-3300
Refuse Collection	645-7620
Building Services Division	645-7433
Sewerage and Drainage Division	645-7175
Permit Office	645-7490
System Engineering	645-8156
Storm Water	645-6311
Tax Information	
Map Room (Franklin County)	462-5082
Tax District Information (Franklin County)	462-4663
County Auditor (Delaware County)	740-833-2900
County Auditor (Fairfield County)	740-687-7028
Mobility Options Division	645-8376
Street Design	645-3188
Vacation of	
Streets and Alleys	645-1583
Water Lines	645-7677
Sewer Lines	645-8156
Electric Lines	645-7294
Water Division	645-8270
Zoning	645-8637
Board of Zoning Adjustment	645-4522
Flood Plain	645-5642
Zoning Information	645-8637
Plat Review	645-8458
Rezoning	645-4522
Subdivisions	645-8458
Other Information Not Listed	645-3111