

App./Case#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

## ZONING CERTIFICATE APPLICATION

Paid: \_\_\_\_\_

Property Address:	Parcel ID#(s):
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### II. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
Contact Email:	Contact Phone Number:

### III. BUSINESS/TENANT INFORMATION(IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:

### IV. APPLICANT APPLICATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:

Property Owner    Business Owner/Tenant    Contractor    Architect/Engineer    Owner's Consent Attached.

RESIDENTIAL (\$100)	NON-RESIDENTIAL (\$150)	Project Information (If Applicable)
<b>CHECK IF APPLICABLE:</b> <input type="checkbox"/> Swimming Pool <input type="checkbox"/> New Building (+\$50) <input type="checkbox"/> Patio <input type="checkbox"/> Building Modification <input type="checkbox"/> Deck <input type="checkbox"/> Home Occupation <input type="checkbox"/> Driveway Modification* <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Shed <input type="checkbox"/> FENCE (\$50) - ALL DISTRICTS	<b>CHECK IF APPLICABLE:</b> <input type="checkbox"/> New Business/Use <input type="checkbox"/> Accessory Structure <input type="checkbox"/> New Building <input type="checkbox"/> Building/Site Modification <input type="checkbox"/> MINOR SITE PLAN(+\$250)	Total Square Footage: _____ Est. Cost of Construction: _____ Est. Additional Employees: _____

Description of Project/Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. \*

#### \*\*OFFICE USE ONLY\*\*

Additional Notes:

Zoning Information	Additional Approval Required	Additional Requirements
Zoning District: _____ <input type="checkbox"/> Olde Reynoldsburg District	<input type="checkbox"/> Planning and Zoning Board	<input type="checkbox"/> Building Permit <input type="checkbox"/> PGU <input type="checkbox"/> Variance <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Certificate of Appropriateness

P&Z Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note that gravel remains an unapproved driveway material and driveways shall be located at least 3 feet away from the property line unless the driveway is extended into the nearest front private or public right of way.

## Section 1109.19

### ZONING CERTIFICATE REQUIREMENTS

No use of land, building or structure and no construction or alteration of an existing use, building or structure shall commence until a zoning certificate is issued by the Planning & Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning & Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance. Unless exempted by this Code, a zoning certificate shall be required before:

1. Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including an accessory structure such as a sign or fence;
2. Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;
3. Changing a nonconforming use to a different use of extending or expanding a nonconforming use or structure.
4. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 3 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.

ADDITIONAL MATERIALS CHECKLIST	
This application shall be accompanied by two (2) copies of plans to scale showing:	
1. The dimensions and shape of the lot to be built upon;	<input type="checkbox"/>
2. The sizes and locations of existing structures and uses on the lot	<input type="checkbox"/>
3. The size, dimensions and locations of proposed structures, including distances to all lot lines	<input type="checkbox"/>
4. The heights of existing and proposed structures	<input type="checkbox"/>
5. <b>For new businesses/uses and home occupations:</b> A letter detailing the proposed use hours of operation and number of projected staff members <ul style="list-style-type: none"> <li>• Provide floor plan depicting percentage of sale item types (food, produce, clothing, merchandise, etc.)</li> </ul>	<input type="checkbox"/>
6. A digital submission of all applications and plans are required. Submit a digital copy on a flash drive or email copies to both <a href="mailto:permit@reynoldsburg.gov">permit@reynoldsburg.gov</a> AND <a href="mailto:developmentdepartment@reynoldsburg.gov">developmentdepartment@reynoldsburg.gov</a>	<input type="checkbox"/>

\*Please note that all applications must be mailed with payment or submitted in person to the building department in order to be processed, along with a digital copy. There is no digital submission only option at this time.

## Section 1109.19

### RESIDENTIAL SITE PLAN REQUIREMENTS

A residential site plan shall be required for a single-family dwelling, two-family dwellings, and multifamily dwelling units.

ADDITIONAL MATERIALS CHECKLIST	
This application shall be accompanied by two (2) copies of plans to scale showing:	
1. Surveyed dimensions and orientations of all lot lines, total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing.	<input type="checkbox"/>
2. Identification of the subdivision, lot number, tax parcel number and address	<input type="checkbox"/>
3. Dimensions indicating compliance with all setbacks.	<input type="checkbox"/>
4. Locations of all streets, easements and existing proposed structures	<input type="checkbox"/>
5. Finished floor elevations for first floor, garage floor, basement; area of all floors	<input type="checkbox"/>
6. The location of proposed building and structures.	<input type="checkbox"/>
7. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty (150') feet of development.	<input type="checkbox"/>
8. Setbacks and building separations shall be noted in accordance with zoning requirements.	<input type="checkbox"/>
9. A landscape concept plan, including approximate location of all new landscape material and plantings, that addresses the applicable district requirements.	<input type="checkbox"/>
10. Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.	<input type="checkbox"/>
11. A digital submission of all applications and plans are required. Submit a digital copy on a flash drive or email copies to both permit@reynoldsburg.gov AND developmentdepartment@reynoldsburg.gov	<input type="checkbox"/>

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## Section 1109.19

### MINOR SITE PLAN REQUIREMENTS

An application for a minor site plan shall be submitted for a development, building addition or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning & Zoning Administrator, the project warrants review.

ADDITIONAL MATERIALS CHECKLIST	
This application shall be accompanied by seven (7) copies of plan(s) to scale showing:	
1. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.	<input type="checkbox"/>
2. The dimensions of property lines, parcel dimensions, and adjoining rights-of-ways.	<input type="checkbox"/>
3. The current zoning of the parcel and all adjacent parcels.	<input type="checkbox"/>
4. The location of proposed building and structures.	<input type="checkbox"/>
5. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty (150') feet of development.	<input type="checkbox"/>
6. Setbacks and building separations shall be noted in accordance with zoning requirements.	<input type="checkbox"/>
7. A landscape concept plan, including approximate location of all new landscape material and plantings, that addresses the applicable district requirements.	<input type="checkbox"/>
8. A transportation and parking plan, including location and number of all parking and loading spaces and location of all proposed walkways and bike/pedestrian access points	<input type="checkbox"/>
9. An architectural plan, including exterior building materials, colors and lighting features	<input type="checkbox"/>
10. Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.	<input type="checkbox"/>
11. A digital submission of all applications and plans are required. Submit a digital copy on a flash drive or email copies to both permit@reynoldsburg.gov AND developmentdepartment@reynoldsburg.gov	<input type="checkbox"/>

\*Please note that all applications must be mailed with payment or submitted in person to the building department in order to be processed, along with a digital copy. There is no digital submission only option at this time.