

**ZONING REVIEW CHECKLIST**

DEPARTMENT OF BUILDING  
 AND ZONING SERVICES

To expedite the Zoning Review Process, please contact one of the Zoning staff at (614) 645-8637 for an appt.

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Plans Examiner: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Variance Case #: \_\_\_\_\_

N/A Meet Need  
   1. Site Plan, drawn and plotted to a standard engineering scale with North arrow.

N/A Meet Need  
   2. Site location map.

N/A Meet Need  
   3. Zoning District of the subject site and adjacent sites.

N/A Meet Need  
   4. Total area of the site in square feet (residential projects list acreage and density).

N/A Meet Need  
   5. Square footage calculation break down, stating each use and the required parking for each use (including bicycle parking); where provided parking contains 10 or more spaces, indicate the required and provided number of shade trees.

N/A Meet Need  
   6. Height of new building(s) and/or structure(s).

N/A Meet Need  
   7. Flood designation, map number and effective date; and, where they occur on site, show the 100-year flood plain, floodway boundaries.

N/A Meet Need  
   8. Show dumpster screened on all sides and screening details - height, opacity, gates and materials.

N/A Meet Need  
   9. A note that the proposed project will comply with sections 3312.21 Landscaping & Screening; 3312.39 Striping/Marking; 3312.43 Surface; 3312.45 Wheel Stops/ Curb; Chapter 3321.

N/A Meet Need  
   10. All applicable rezoning limitation text, CPD or PUD text, and/or Variance text printed on Site Plan sheet.

N/A Meet Need  
   11. Illustrations of all building façade materials and treatment, landscaping details and/or lighting details required by all applicable Certificate(s) of Appropriateness or Approval, rezoning variance or other ordinance.

N/A Meet Need  
   12. Attach Architectural Review, Historic Resources or Downtown Commission's Certificate of Appropriateness or Approval letter to Zoning Clearance Site Plan set; all sheets stamped as part of Certificate of Appropriateness or Approval must be included in the full plan sets.

N/A Meet Need  
   13. For projects within the University Planning Overlay Area – list and certify all required calculations.

N/A Meet Need  
   14. For projects within any other Planning Overlay Area including a Commercial Overlay Area – show how and certify that the proposed project will meet the Overlay requirements.

N/A Meet Need  
   15. Note on the plans if the Parkland Dedication Ord. (CC3318) applies and has been met or does not apply.

N/A Meet Need  
   16. For projects with limitation, PUD or CPD Texts, architects/engineers seal & signature must appear on cover sheet under a statement certifying the building and site plans meet all text requirements.

