



CERTIFICATE OF ZONING COMPLIANCE (ON-PREMISE SIGN) APPLICATION SUBMITTAL INSTRUCTIONS

*****Prior to electronic or hard copy submittal of application, please review to ensure the following are completed and/or provided. Incomplete applications will not be accepted.**

- 1. COMPLETED APPLICATION FORM – Please confirm all application form requirements are complete.**
 - a. Property Information – to include Site address, Parcel ID, Zoning District, Lot Acreage, Township
 - b. Property Owner Information – Name of Property Owner, Owner(s) Address, Phone Number, Email Address
 - c. Applicant Information (If different from Owner) – Name of Property Owner, Owner(s) Address, Phone Number, Email Address
 - d. Agent Information – Name of Property Owner, Owner(s) Address, Phone Number, Email Address
 - e. Proof of Public Water/Wastewater Service (Utility Bill Statements)
 - f. Additional Project Description
 - g. Owner/Applicant Signature – Print owner(s)/applicant's name, Provide signature, and date of signature. Electronic signature is available for residential certificate of zoning compliance.
- 2. COMPLETED SITE PLAN & SIGN DETAIL REQUIREMENTS**
 - a. Refer to the 'Site Plan and Sign Detail Requirements for Zoning Compliance Applications on pages 4 and 5 of this application packet for complete plan and detail instructions
 - b. Confirm ALL Site Plan requirements have been provided.
 - c. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff. (Refer to checklist in application)
- 3. APPLICATION SUBMITTAL**
 - a. Commercial Zoning Compliance Applications may be submitted online at <https://co-franklin-oh.smartgovcommunity.com/ApplicationPublic/ApplicationHome> or delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator. Forward any questions to the project coordinator at 614-525-3904 or Planning@franklincountyohio.gov.



Franklin County
Board of Commissioners
**ECONOMIC DEVELOPMENT
& PLANNING**

Application for
**Certificate of
Zoning Compliance**
On-Premise Sign
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Property Information

Site Address:

Parcel ID:

Township:

Lot Acreage:

Name of Establishment:

Property Owner Information

Name:

Address:

Phone #

Fax #

Email:

Applicant Information

☐ Same as property owner

Name:

Address:

Phone #

Fax #

Email:

Sign Information

Height:

Sign Clearance (ft.)

of Facings

Total Face Area:

☐

Ground

☐

Wall/Window

☐

Roof

☐

Projecting

Temporary Sign: Yes No

Illuminated Sign: Yes No

Building Information - Calculating Allowable Sign Area

Height of Building _____ X Width of Building _____ = Area _____ sq. ft.

Square Root of Area _____ X Mass Factor * _____ = Allowable Sign Area _____ sq. ft.

* Mass factors are listed in the table of elements found in Section 541 of the Franklin County Zoning Resolution

Staff Use Only

ZC #

Date Filed:

Fee Paid:

Receipt #

Received By:

Submittal Checklist

- ☐ Completed Application Form
- ☐ Signed and Notarized Affidavit
- ☐ Fee Payment (**check/money order only**)
- ☐ Site Plan (**max. 11"x17"**) - see page 4
- ☐ Sign Details - see page 5



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ZC#

Location Information

Setback Distance of Sign from Existing Right-of-Way _____ linear ft.

Width of Street Right-of-Way _____ linear ft.

Speed Limit _____ MPH

Please Circle One: Single Lane (in each direction) Multi-Lane (in each direction) Freeway/Limited Access

Description of the Proposed Graphic

Applicant/Authorized Agent Affidavit

I, _____ (Print Name), hereby certify that all information provided is true and accurate and is submitted to induce the issuance of a Certificate of Zoning Compliance. Applicant agrees to be bound by all provisions of the Franklin County Zoning Resolution. Applicant further agrees to complete all work in accordance with all applicable Federal, State and local laws and regulations. Applicant hereby acknowledges that all work described herein must begin within six (6) months of the date of issuance and be substantially completed within one (1) year. Failure to do so shall void the certificate and no work may commence until a new Certificate of Zoning Compliance is issued in accordance with Section 705.025 of the Franklin County Zoning Resolution.

Applicant's/Agent's Signature

Date

subscribed and sworn to me this _____ day of _____, 20____

Notary Public

Property Owner's Signature *Required unless same as applicant/agent*

I, _____ (Print Name), hereby authorize the applicant/agent listed above to perform the work described in this application and/or to change the use of the subject property only in accordance with all requirements of the Franklin County Zoning Resolution.

Property Owner's Signature

Date

subscribed and sworn to me this _____ day of _____, 20____

Notary Public

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(revised 03.07.25)



ZC#

Staff Use Only

Development Standards

Zoning District:		
Smart Growth Overlay:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Conforming:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floodplain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Riparian Setbacks:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Variance Required:	<input type="checkbox"/> Yes, Case #:	<input type="checkbox"/> No

	Permitted	Proposed
Sign Setback:	ft	ft
Allowable Area:	ft	ft
Clearance Height:	ft	ft
Road Frontage :	ft	ft
Lot Width:	ft	ft
Max Height:	ft	ft

Allowable Area Calculation

Mass Factor:	
Square Root of Building Area:	ft ²
Total Sign Area Allowed:	ft ²

Technical Agencies

Public Health/OEPA	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
County Engineer	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
FSWCD	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
ODOT	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		
	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date of Action:		

Staff Action

☐ Approved ☐ Approved with Conditions ☐ Denied

Staff _____

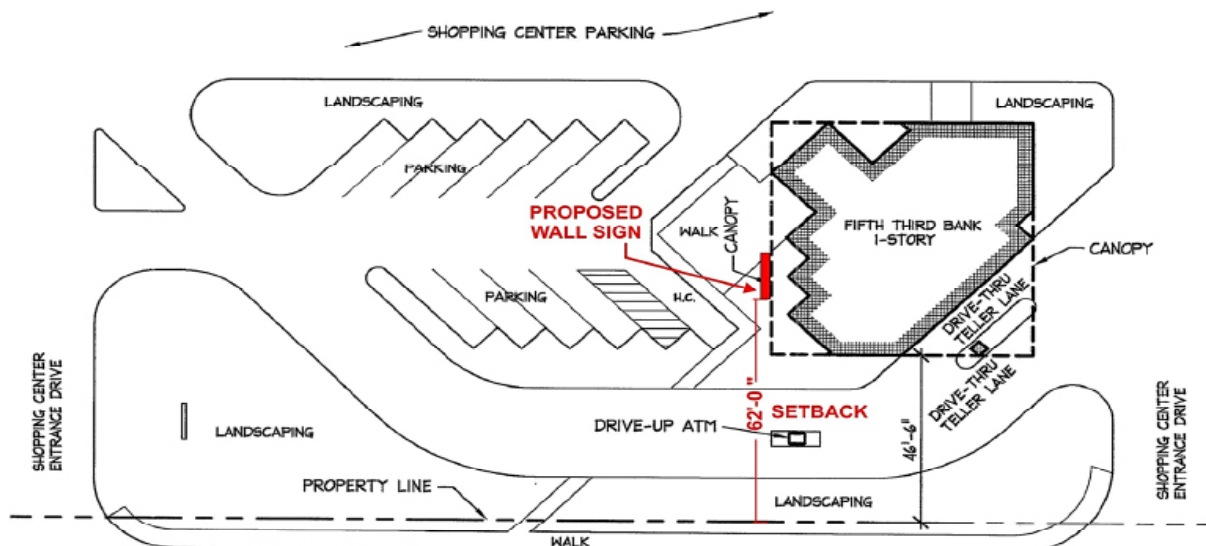
Date _____

Comments/Conditions of Approval



Site Plan and Sign Detail Requirements for Zoning Compliance Applications - On-Premise Sign

- The site plan must be prepared by a design professional (i.e. registered surveyor, engineer and/or architect) as provided per Section 705.022 of the Franklin County Zoning Resolution
 - Site plans which are incomplete and/or not drawn to scale will not be accepted.*
- Two (2) copies - minimum size of 8.5"x11" paper, maximum size of 11"x17" paper **Larger size copies are acceptable in addition to the min./max. sizes required*
- North arrow and appropriate scale (i.e. 1 inch = 30 feet)
- Setback distance of sign from property line and/or street right-of-way boundary
- The exact location of the proposed sign on the property/building
- Sign diagram and schematics, including dimensions, cross-sections and mounting - refer to page 5
- Building elevations and/or architectural renderings indicating location of sign
 - Dimensions of building (height and width) must be provided*
- All easements and above/below ground utilities, when applicable
- Regulatory floodplain (Floodway and Floodway Fringe) and riparian setback boundaries, when applicable
- Any other information with regard to the lot or neighboring lots which may be necessary to determine and provide for the enforcement of the Franklin County Zoning Resolution
 - Please note that the requirements mentioned above, or portions of, may be waived by the Administrative Officer when, in his/her opinion, the applicant has satisfactorily demonstrated that all aspects relative to the above have been suitably addressed*



CLEVELAND AVENUE

NOTE: BUILDING SETBACK TAKEN FROM SURVEY SUPPLIED BY OWNER



SITE PLAN
SCALE: 1"=30'

FIFTH THIRD BANK
3407 CLEVELAND AVE.
COLUMBUS, OH 43224

Client	S/J Bank
Location	Linden-Cleveland
Clearances	

Revised 4/11/12	
Date	11/8/11
Drawn by	Jared
Check by	Mark
Scale	1" = 30'

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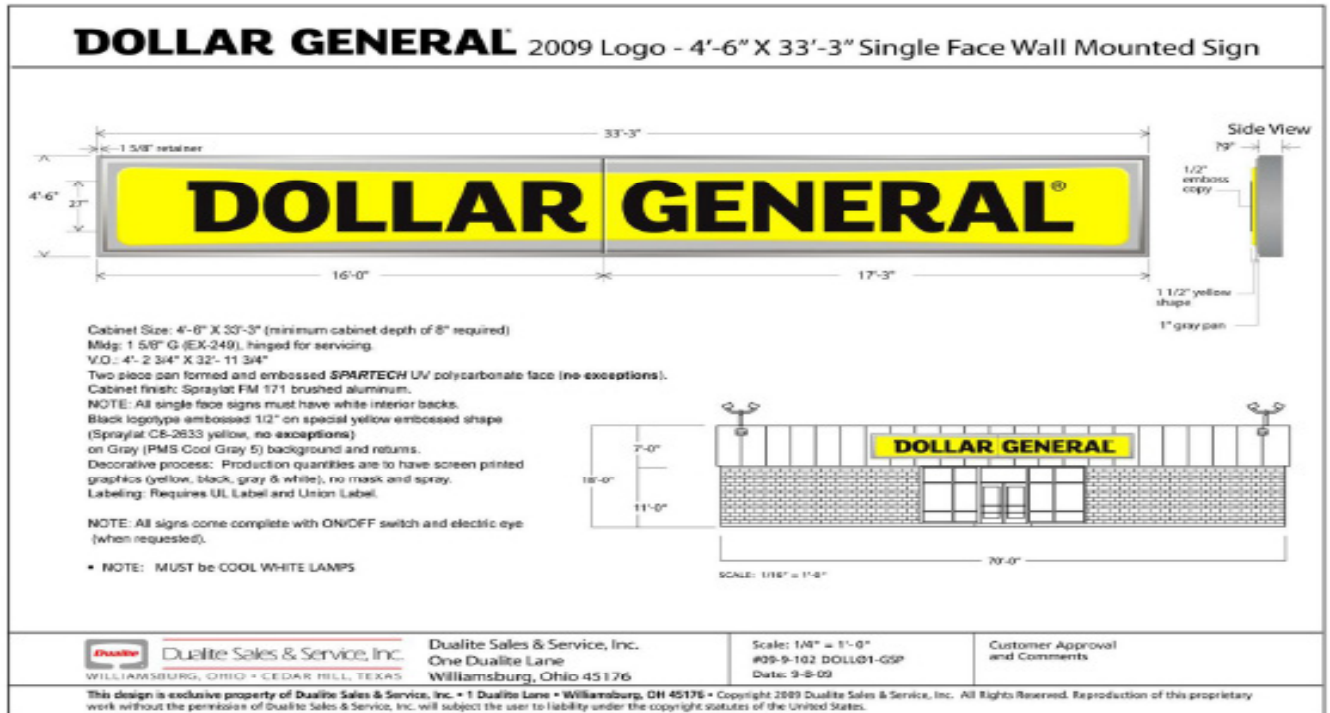




Franklin County Board of Commissioners ECONOMIC DEVELOPMENT & PLANNING

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Example of Required Wall Sign Details



Example of Required Free Standing Sign Details

