



REZONING SUBMITTAL INSTRUCTIONS

***Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.**

****Forward any questions about application, survey, and/or submittal options and requirements to the Planning Project Coordinator at 614-525-3904 or Planning@franklincountyohio.gov.**

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
 - a. Include all Property and Property Owner/Agent Information
 - i. (Site address, Proposed Water/Wastewater source, Parcel ID, Acreage, Township)
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
 - iii. Current and proposed zoning, proposed land use, and purpose for the request
 - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
 - c. Notarize signature
2. **ADDITIONAL SUBMITTAL REQUIREMENTS** – The following are required in addition to the application form:
 - a. Legal description of the property in metes and bounds
 - b. Location/area map
 - c. Documentation of available public water/sewer services
 - d. Additional documentation or exhibits deemed necessary for proper consideration, which may include, but not necessarily be limited to, a traffic impact analysis/study.
3. **APPLICATION SUBMITTAL**
 - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator.
 - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
4. **TECHNICAL REVIEW COMMITTEE REFERRAL**

Applications for Rezoning are referred to the County's Technical Review Committee review agency partners for review and comment. These review entities may include, but are not limited to, Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, and/or Franklin County Engineer requirements.
5. **APPROVAL PROCESS**
 - a. The Franklin County Planning Commission provides a recommendation to the Rural Zoning Commission for all rezoning cases.
 - b. The Rural Zoning Commission considers the recommendation of the Planning Commission and takes an action to approve/deny the rezoning request and forwards their decision to the Board of County Commissioners
 - c. The Board of County Commissioners will take an action to uphold or overturn the decision of the Rural Zoning Commission.



Property Information

Site Address:

Parcel ID(s):

Total Acreage:

Township:

Property Description

Acres to be rezoned:

Current Land Use:

Surrounding Land Uses:

North

South

East:

West

Rezoning Request

Current Zoning:

Proposed Zoning:

Proposed Land Use:

Purpose for Request:

Staff Use Only

Case #

Date Filed:

Fee Paid:

Receipt #

Received By:

Technical Review Date:

Big Darby Panel Date:

Planning Commission Date:

Rural Zoning Commission Date:

Commissioners Date:

Checklist

☐ Fee Payment (*checks only*)

☐ Completed Application

☐ Notarized Affidavit

☐ Legal description of property

☐ Location/Area map

☐ Water/Wastewater Information

☐ Development Plan (*if a planned district request*)

Water & Wastewater

Water Supply

☐ Public (Central)

☐ Private (On-site)

☐ Other

Wastewater Treatment

☐ Public (Central)

☐ Private (On-site)

☐ Other



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Property Owner Information

Name:

Address:

Phone #

Fax #

Email:

Applicant Information

☐ Same as property owner

Name:

Address:

Phone #

Fax #

Email:



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Signatures

To the best of my/our knowledge and belief, information and materials submitted as a part of this Rezoning application are correct, complete and accurate. The Franklin County Technical Review Committee members are hereby granted permission to enter the property for inspection and review purposes. I/we understand that delays or tablings may impact the hearing schedule.

Applicant

Date

Property Owner (Signature must be notarized)

Date

Property Owner (Signature must be notarized)

Date

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Rezoning/Text Amendment Application

General Application Requirements

Any applicant who requests a zoning change is solely responsible for filing all materials required by the application in its entirety. Please consult with the Economic Development and Planning Department to obtain a copy of pertinent development standards prior to filing a rezoning request.

The following items are required with each application:

1. The completed application form.
2. The notarized affidavit with current property owner signature.
3. Legal description of the property. Current property survey to include acreage, all bearings and distances, and referencing an established beginning point.
4. Location/Area map. Engineering base maps to scale (example: 1"=100') are required. You can obtain this information from the Franklin County Auditor's website, <https://www.franklincountyauditor.com/>
5. All information that pertains to sanitary services and water supply must be provided. If services are to be provided by a private or public entity, a letter must be provided verifying that the services exist and that the applicant will have access to such services. If an on-lot septic system and/or well are proposed, information from the Franklin County Board of Health (or appropriate agency) must be provided.
6. Any additional information or exhibits deemed necessary for proper consideration of the application.

Note: When a planned district is requested, a development plan must be prepared by a registered architect, engineer, surveyor or landscape architect. The development plan must include all information identified in the Franklin County Zoning Resolution for the applicable planned zoning district being requested. This plan is to demonstrate the engineering feasibility of the proposed project. The Rural Zoning Commission makes no exceptions to these requirements. All other issues in the performance standards must be addressed, even if they do not appear to pertain to your particular site.

An incomplete application will not be placed on an agenda until it is determined to be complete, having all relevant issues addressed in plan or text form.