



RESIDENTIAL ZONING COMPLIANCE APPLICATION & SUBMITTAL INSTRUCTIONS

****Please review the following to ensure all forms are completed and required documents are provided PRIOR TO SUBMITTAL. Incomplete applications 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, site plan, and/or submittal options to 614-525-3094 or Planning@franklincountyohio.gov.***

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
 - a. Property Information (Site address, Parcel ID, Zoning District, Lot Acreage, Township)
 - b. Property Owner, Applicant, and/or Agent Information – All required Name(s), Phone Number(s), Email Address(es) of owner, applicant, and/or agent on behalf of the owner and/or applicant.
 - c. Proof of Public Water/Wastewater Service (when applicable). A utility bill may be provided.
 - d. Complete all ‘Project Descriptions’ and/or questions (if applicable).
 - e. Mark all checklist boxes on application form to confirm all required documents have been provided.
 - f. Provide Owner/Applicant Signature (and notary if required)
2. **COMPLETED SITE PLAN/SURVEY**
 - a. Confirm ALL Site Plan/Survey requirements have been provided.
 - i. Refer to Plan/Survey checklist in application packet for general requirements.
 - ii. Requirements may vary.
 - iii. Contact Planning Department to confirm specific site Plan/Survey requirements.
 - b. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff.
3. **APPLICATION SUBMITTAL**
 - a. Applications for Certificates of Zoning Compliance Applications may be submitted online at: <https://co-franklin-oh.smartgovcommunity.com/ApplicationPublic/ApplicationHome>.
 - b. All other applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104.
4. **TECHNICAL REVIEW COMMITTEE REFERRAL**
 - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, the Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements.
 - b. Referral agencies must confirm compliance with applicable regulations prior to approval.
 - c. Additional permits may be required from the Townships for access or from technical review agencies.



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

Application for
**Residential
Fence Permit**
Residential Construction
Page 1 of 2

Property Information

Site Address:

Parcel ID:	Zoning District:	Subdivision:
Lot Acreage:	Township:	Corner Lot: ☐ Yes ☐ No

Property Owner Information

Name:

Address:

Phone #

Fax #

Email:

Applicant Information

☐ Same as property owner

Name:

Address:

Phone #

Fax #

Email:

Fence Information

☐ Vinyl	Height	ft	☐ New
☐ Wood	Length	ft	☐ Repair
☐ Chainlink (*Prohibited between street and principal structure per Section 501.024(b))	Setback from property line	ft	☐ Replacement
☐ Other: (please describe)			

Staff Comments/Conditions

Staff Use Only

RZ #

☐ Approved ☐ Denied

Date of Action:

Date Filed:

Fee Paid:

Receipt #:

Received By:

Floodplain: ☐ Yes ☐ No

Riparian Setback: ☐ Yes ☐ No

Requirements met: ☐ Yes ☐ No

Variance required: ☐ Yes ☐ No

If yes, VA/CU #:

Checklist

- ☐ Completed Application
- ☐ Fee Payment (**check/money order only**)
- ☐ Site Plan (**max. 11"x17"**) to scale indicating location of all sections of fence on property as well as height and materials used - See pg. 2

Applicant Signature

Applicant certifies 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.

Staff

Date

Applicant

Date

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Franklin County
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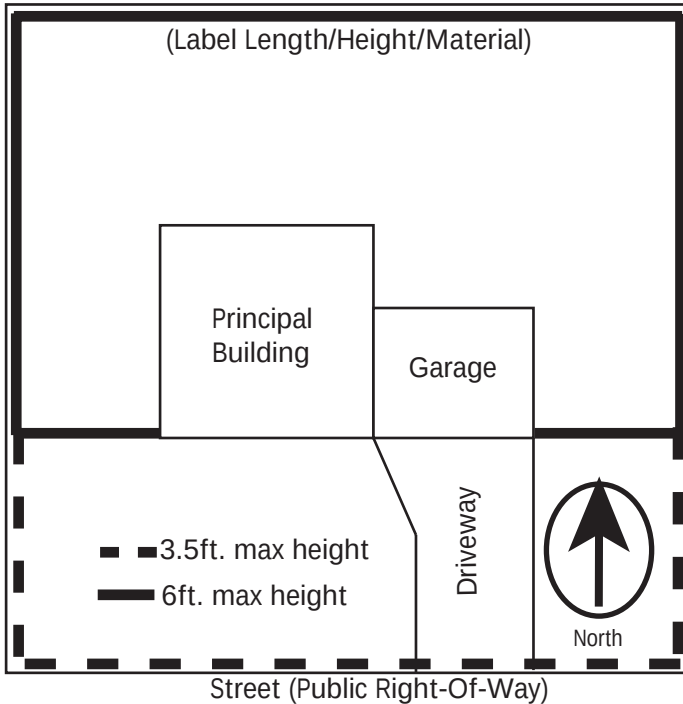
ECONOMIC DEVELOPMENT & PLANNING

Application for

Residential Fence Permit

Residential Construction
Page 2 of 2

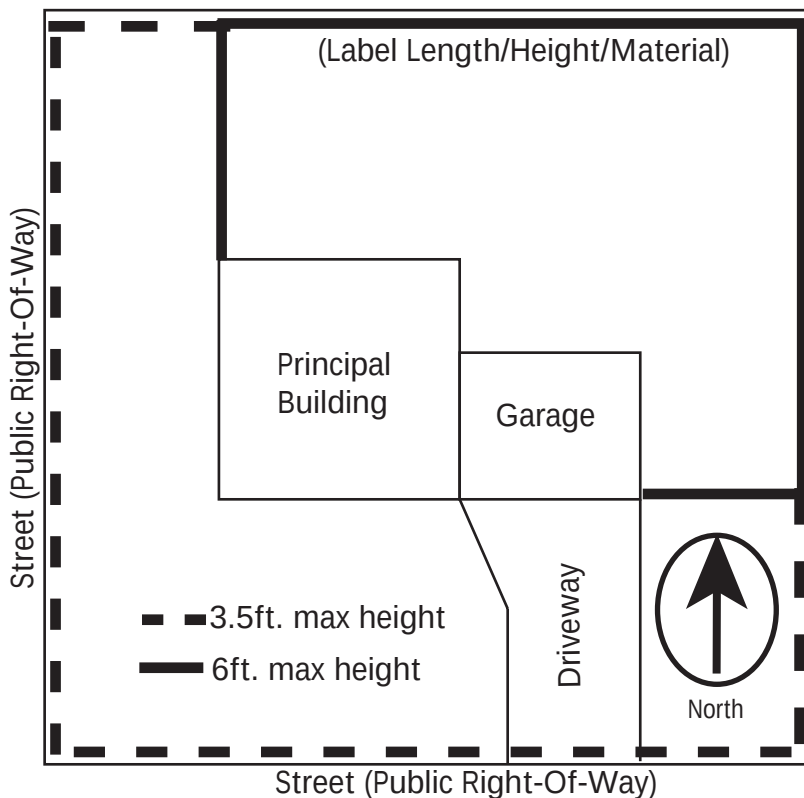
Traditional Lot



Site Plan Requirements

- North arrow and scale (i.e. 1 inch = 20 feet)
- Property lines, with the exact dimensions of the lot labeled
- Location of fence indicating length, height and material(s) used of all sections
- Three exact dimensions and location of the principal building (home)
- All easements and utilities
- Regulatory floodplain (Floodway and Floodway Fringe) and riparian setback boundaries, where applicable

***These site plan examples are for reference purposes only.**



Scale: 1 inch = 30 feet



Note: to scale means feet represented in a measurable form of inches. Example has a scale of 1 inch equals 30 feet. The lot is 120 feet wide so it is drawn at 4 inches wide.