

# **CITY OF DUBLIN**

**Building Standards - 5800 Shier-Rings Road - Dublin, Ohio 43016**

**Phone: (614) 410-4670 - Inspection Line: (614) 410-4680**

## **Land Use and Long Range Planning, Residential Patios**

The Certificate of Zoning Plan Approval (CZPA) is used for all types of patios and storage sheds less than 200 square feet, pergolas or trellises less than 200 square feet, relocation of air conditioning units and any type of driveway configuration modifications.

In order to apply and obtain approval for a CZPA, the applicant must include a full site plan that is drawn to an engineer's scale (i.e. 1" = 20'), showing and labeling all property lines, building lines easements, dimensioned and labeled, with the distances from the proposed work to all property lines shown and labeled.

The approximate turnaround time for a CZPA is from one to two weeks. The applicant will be notified by telephone upon completion of the review. The residential fee is \$60.00 to be paid by either cash or check at the time the approved CZPA is picked up from the Planning Department receptionist.



**CITY OF DUBLIN**

Land Use and Long Range Planning  
5800 Shier-Rings Road, Dublin, OH 43016  
Phone/TDD: 614-410-4600  
Fax: 614-410-4747  
Web Site: www.dublin.oh.us

August 2011

# Certificate of Zoning Plan Approval

**PLEASE SUBMIT THE FOLLOWING:**

- ONE (1) ORIGINAL SIGNED APPLICATION (PLEASE PRINT, EXCEPT WHERE NOTED)**
- ONE (1) COPY OF A SCALED SITE PLAN DRAWN IN INK** indicating all current structures, property lines, setbacks, and easements and proposed, structures, and site improvements. All proposed work should be dimensioned and labeled. Additional documentation may be required. Partial or incomplete applications and drawings cannot be processed and **will be returned to the applicant.**

**PLEASE CHECK THE TYPE OF APPLICATION:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>COMMERCIAL DETACHED ACCESSORY STRUCTURE LESS THAN 120 SQ FT</b>  | <input type="checkbox"/> <b>TEMPORARY SIGN (additional info required)*</b> |
| <input type="checkbox"/> <b>RESIDENTIAL DETACHED ACCESSORY STRUCTURE LESS THAN 200 SQ FT</b> | <input type="checkbox"/> <b>MODEL HOME (additional info required)*</b>     |
| <input type="checkbox"/> <b>FENCE</b>  | <input type="checkbox"/> <b>OUTDOOR SALES (additional info required)*</b>  |
| <input type="checkbox"/> <b>PATIO, SEATING WALL, RETAINING WALL, LANDSCAPE WALLS</b>         | <input type="checkbox"/> <b>OTHER: _____</b>                               |

\*Please refer to Planning Department or Planning Website for additional submittal information.

NAME OF BUSINESS/FACILITY (if applicable)	
SUBDIVISION (if applicable)	LOT NUMBER (if applicable)
NAME OF PROPERTY OWNER	PHONE
ADDRESS OF SUBJECT PROPERTY	
NAME OF APPLICANT/AUTHORIZED REPRESENTATIVE	
APPLICANT'S PHONE NUMBER	APPLICANT'S E-MAIL
ADDRESS OF APPLICANT/ AUTHORIZED REPRESENTATIVE	
PLEASE DESCRIBE IN LAYMAN'S TERMS THE EXISTING AND PROPOSED USE(S) OF ALL PARTS OF THE LAND AND/OR BUILDINGS. IF A CHANGE OF USE IS PROPOSED, PLEASE EXPLAIN. (i.e, RETAIL SPACE TO MEDICAL OFFICE SPACE, ETC.)	

**PROPERTY OWNER AUTHORIZATION FOR REPRESENTATIVE**

I, _____ (Name of Current Property Owner), the owner and applicant, hereby authorize _____ to act as my representative and agent in matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the Authorized Representative.			
Signature of Current Property Owner	DATE	Signature of Authorized Representative	DATE
X _____		X _____	

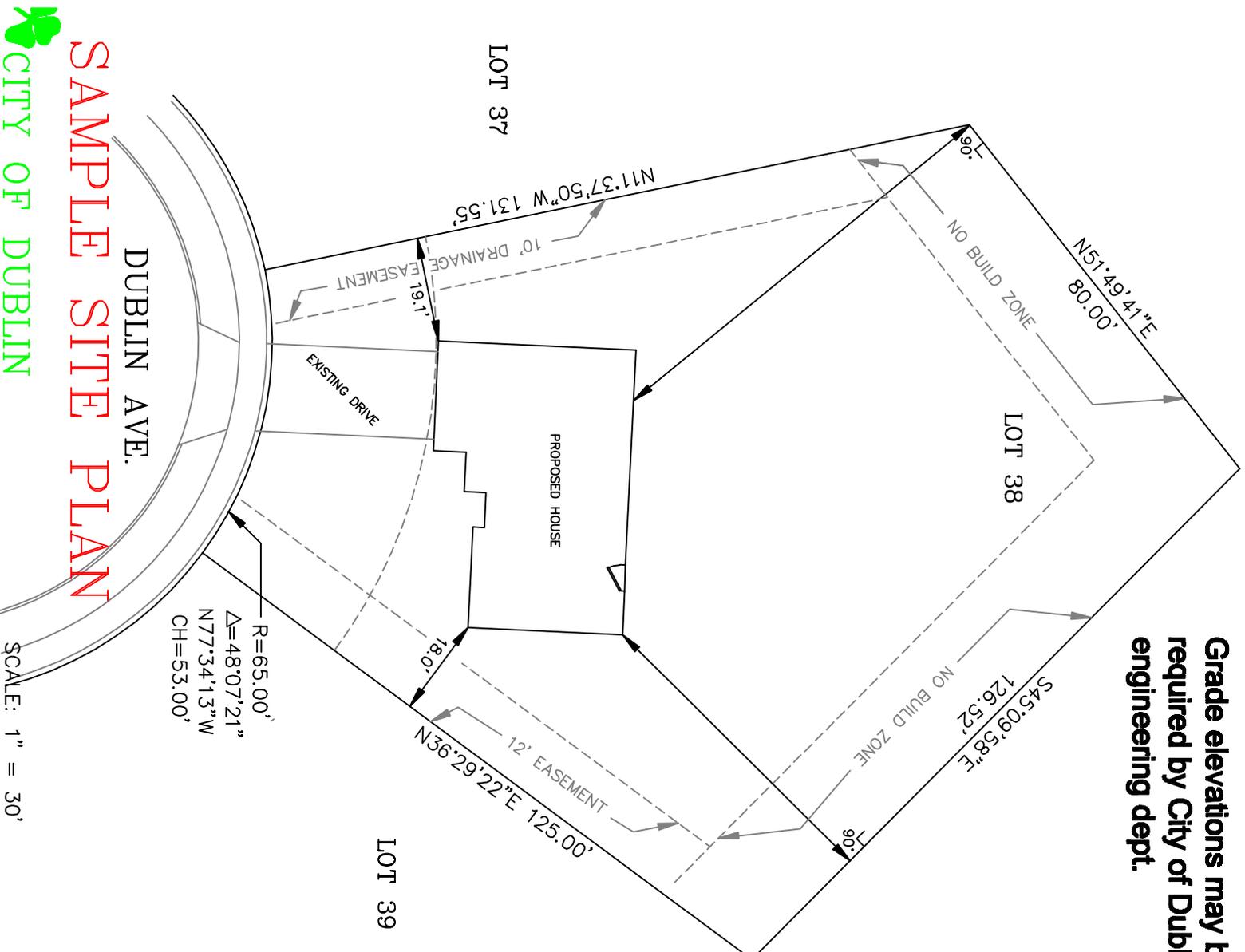
**FOR OFFICE USE ONLY**

<b>APPLICATION #</b> _____	<b>DATE ISSUED</b> _____	<b>RESUBMISSION</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>APPROVED AS NOTED</b> <input type="checkbox"/> <b>DISAPPROVED AS NOTED</b> (REVISE DOCUMENTS AS REQUIRED & RESUBMIT FOR APPROVAL)		
This Certificate of Zoning Plan Approval is issued for, and in reference to the property and use described above, and as approved by the City Administrator or designee, or the City Council, Board of Zoning Appeals, Planning & Zoning Commission, or the Architectural Review Board as appropriate.		
<b>BY:</b> _____	<b>DATE:</b> _____	
<b>NOTES:</b>		
<b>ZONING INSPECTION REQUIRED UPON COMPLETION?</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		
If yes, please call 614-410-4673 to schedule an inspection.		

# New Home Site Plan

1. Show all existing structures on a lot and distances to property lines.
2. Show the exact location of the proposed new home.
3. Provide the exact dimensions of the proposed new home.
4. Provide dimensions from all sides of house to property lines.
5. All dimensions from new home to property lines must be at right angles to the property lines.

Grade elevations may be required by City of Dublin engineering dept.



SCALE: 1" = 30'

THIS SHEET SHOULD BE ON  
A 8 1/2" X 14" AND TO SCALE



CITY OF DUBLIN  
SAMPLE SITE PLAN

