City of Dublin
Land Use and Long Range Planning
5800 Shier Rings Road
Dublin, Ohio 43016-1236
phone 614.410.4600
fax 614.410.4747
www.dublinohiousa.gov

July 2013

Certificate of Zoning Plan Approval (CZPA)

PLEASE SUBMIT THIS SIGNED APPLICATION WITH:

☐ **ONE (1) COPY OF A SCALED SITE PLAN DRAWN IN INK** indicating all current structures, property lines, setbacks, and easements in addition to all 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** (not required for sign renewals).

☐ **FEE PAYMENT** Non-refundable applicable fee (refer to the approved fee list)

PLEASE DESCRIBE THE PROPOSED WORK (PATIO, FENCE, TEMPORARY SIGN, ETC.)

OFFICE USE ONLY

ZONING INSPECTION REQUIRED UPON COMPLETION?
If yes, please call 614-410-4673 to schedule an inspection.
☐ **YES** ☐ **NO**

***Please refer to Planning Department or Planning Website for additional submittal information. Separate HOA approval may be required.**

SUBDIVISION/BUSINESS NAME	**LOT NUMBER**
PROPERTY OWNER	**PHONE**
ADDRESS OF SUBJECT PROPERTY OR PARCEL ID	
APPLICANT/AUTHORIZED REPRESENTATIVE	**PHONE**
ADDRESS OF APPLICANT/AUTHORIZED REPRESENTATIVE	**APPLICANT'S E-MAIL**

PROPERTY OWNER AUTHORIZATION (NOT APPLICABLE TO TEMPORARY SIGNS)

I, _____ (Name of Current Property Owner), the owner and applicant, hereby authorize _____ (Representative) 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_____	

OFFICE USE ONLY

APPLICATION # _____ **DATE ISSUED** _____ **RESUBMISSION** ☐ **YES** ☐ **NO**

☐ APPROVED ☐ APPROVED AS NOTED ☐ DISAPPROVED AS NOTED (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.

BY: **DATE:**

NOTES: