

# Land Use and Long Range Planning

## Residential Patios/Accessory Structures

The Certificate of Zoning Plan Approval (CZPA) is used for all types of patios, storage sheds of 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. Structures that are over 200 square feet or attached to the residence will require a building permit.

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 upon completion of the review. The residential fee is \$60.00 to be paid by either cash or check at the time the CZPA is dropped off at the Planning Department.

Contact Land Use and Long Range Planning with questions at (614) 410-4600 or email to [bmartin@dublin.oh.us](mailto:bmartin@dublin.oh.us)



# 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**

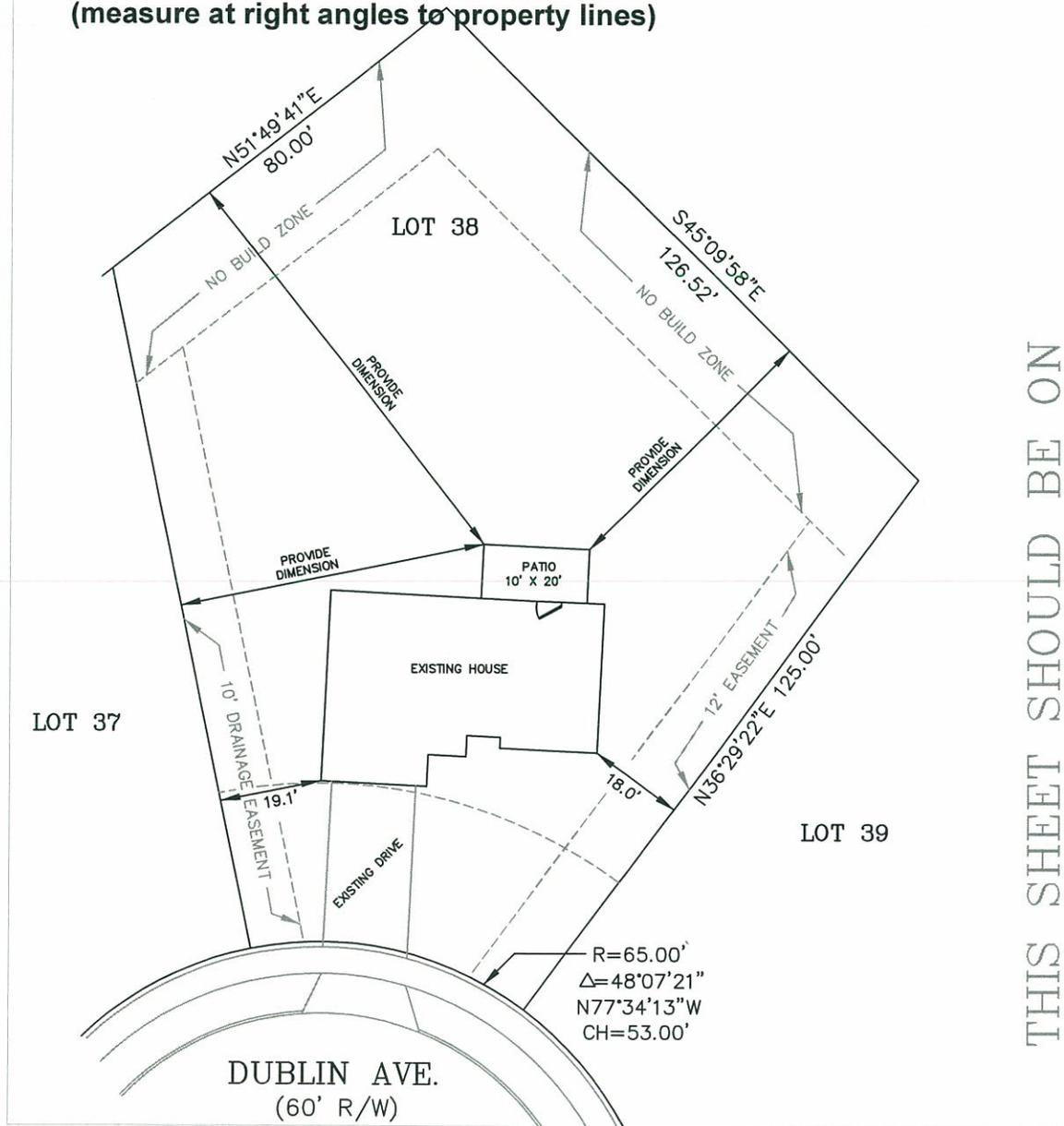
**APPROVED**    **APPROVED AS NOTED**    **DISAPPROVED AS NOTED** (REVISE DOCUMENTS AS REQUIRED & RESUBMIT FOR APPROVAL)

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:	

# Patio/Accessory Structure Site Plan

1. Show building location, all property lines, and all known easements.
2. Show proposed location of patio or other accessory structures on lot.
3. Show size of proposed patio or accessory structure.
4. Show dimensions from patio or accessory structure to nearest property (measure at right angles to property lines)



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

SAMPLE SITE PLAN

