



5800 Shier Rings Road
Dublin, Ohio 43016-1236
phone 614.410.4600
fax 614.410.4747

Certificate of Zoning Plan Approval (CZPA)

For Accessory Structures, Fences, Patios, Walls, Temp Signs, Model Homes,
Outdoor Sales For all Commercial Projects

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) Site Plans come from the surveyor and are enclosed with the closing papers.

☐ **FEE PAYMENT - Non-refundable application fee**

Please Describe the Proposed Work
(Patio, Fence, Temporary Sign, Etc.)

2016 Fees

Residence (Includes Model Homes not requiring a Special Permit)	\$70.00
Commercial – For projects not requiring a building permit.	\$145.00
Temporary Sign Fee	\$90.00
Outdoor Display Fee	\$90.00

OFFICE USE ONLY

ZONING INSPECTION REQUIRED UPON COMPLETION?

☐

YES

☐

NO

If yes, please call 614-410-4660 to schedule an inspection.*Please refer to Planning Department or Planning Website for additional submittal information. **Separate HOA approval may be required.**

Subdivision/Business Name		LOT #
Property Owner		PHONE #
Address Of Subject Property OR PARCEL ID		
Applicant/Authorized Representative		PHONE #
Address Of Applicant/Authorized Representative		Applicant's E-Mail

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. **THIS SECTION NOT REQUIRED FOR TEMPORARY SIGNS**

Signature (Property Owner) _____ Date _____

Signature (Representative) _____ Date _____

APPLICATION # _____ DATE ISSUED _____ RESUBMISSION ☐ YES ☐ NO

☐ APPROVED ☐ APPROVED AS NOTED ☐ DISAPPROVED AS NOTED (Revise documents as required and 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: _____