



# Certificate of Zoning Plan Approval

Residential Permits Start Here: Patio | Fence | Shed | Driveway

## Required Materials for Submittal

- ✔ **Scaled Site Plan**  
Site plan must be to-scale and include measurements from the proposed structure to all property lines, all easements, setbacks, building lines and the principle structure. Any additional landscaping work surrounding the structure should also be included.
- ✔ **Scaled Proposal**  
Drawings of the proposed improvement should include (if applicable) height, length and width. This information can be included on the site plan if needed.
- ✔ **Material Specifications**  
Describe the material of the proposed improvement. This could be specification sheets from the manufacturer, screenshots from the online listing or an example photograph (if a photograph, please label).



**Need a site plan?**  
Please reach out to us and we'll help locate one.

## Certificate of Zoning Plan Approval (CZPA) or Building Permit?

### CZPA - Residential

- Sheds and other detached accessory structures <200 square feet
- At-grade patios
- Driveway expansion/materials change
- Fences
- Pergolas

### Building Permits

- All attached accessory structures (home additions, garages, etc.)
- Detached accessory structures >200 square feet
- Swimming pools/barriers
- Decks
- All interior remodels/renovations

For questions regarding building permits, please contact the City of Dublin's Building Standards Division at 614.410.4670



## Community Planning & Development



5200 Emerald Pkwy.  
Dublin, Ohio 43017

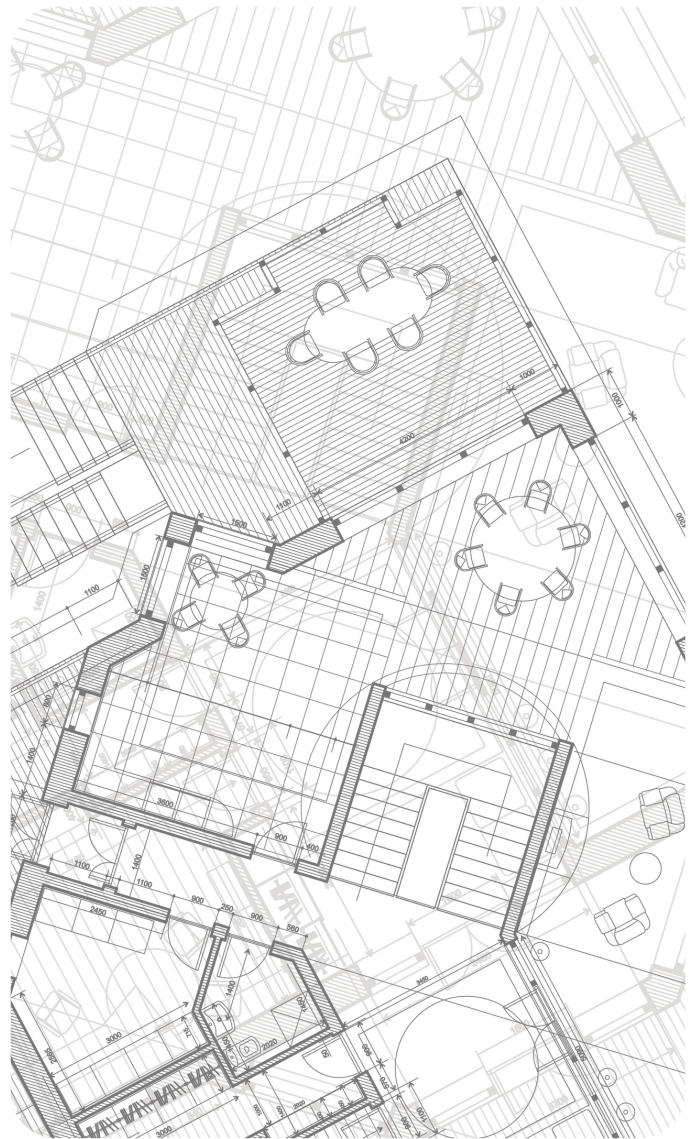


614.410.4600  
dublinohiousa.gov

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# About Certificate of Zoning Plan Approval (CZPA) - Residential

Certificate of Zoning Plan Approval (CZPA) applications are required prior to installing a patio, fence, pergola, accessory structures (such as sheds), driveway addition/material change, etc. CZPAs allow the City to ensure that the required development standards are met before construction of certain improvements begins.



## FAQs for CZPAs

### What is the cost of a CZPA?

The cost of a CZPA - Residential is \$105.

### How long does the review process take for a CZPA?

Our review time frame is 1-2 weeks. This process could take longer if there are revisions required from our Planning or Engineering teams.

### Where on my property can I put a fence, shed, patio, etc.?

Any improvement listed as “CZPA – Residential” needs to be located within the buildable area of the lot. This buildable area cannot encroach zoning setbacks or platted restrictions (easements and no-build zones). Both zoning and platted restrictions are specific to your lot.

### What if I do not have access to a computer to upload my survey/file for an application?

Our Staff is happy to help in person at our office. Please call ahead and schedule a time so we can prepare any materials you need.

### Do I need to check with my HOA before or after applying for a CZPA?

While the City of Dublin does not require HOA review prior to receiving approval for a CZPA, we strongly recommend contacting them about additional approvals they may require. The City is not responsible for conflicts with HOA processing.

## Step-by-Step Application Guide



Scan and Click  
Accela Citizen's  
Access Portal  
Guide

## Questions?

Community Planning & Development



Call: 614.410.4600

Visit: [dublinohiousa.gov/czpa](http://dublinohiousa.gov/czpa)