

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

City of Dublin OHIO, USA

Community Planning & Development

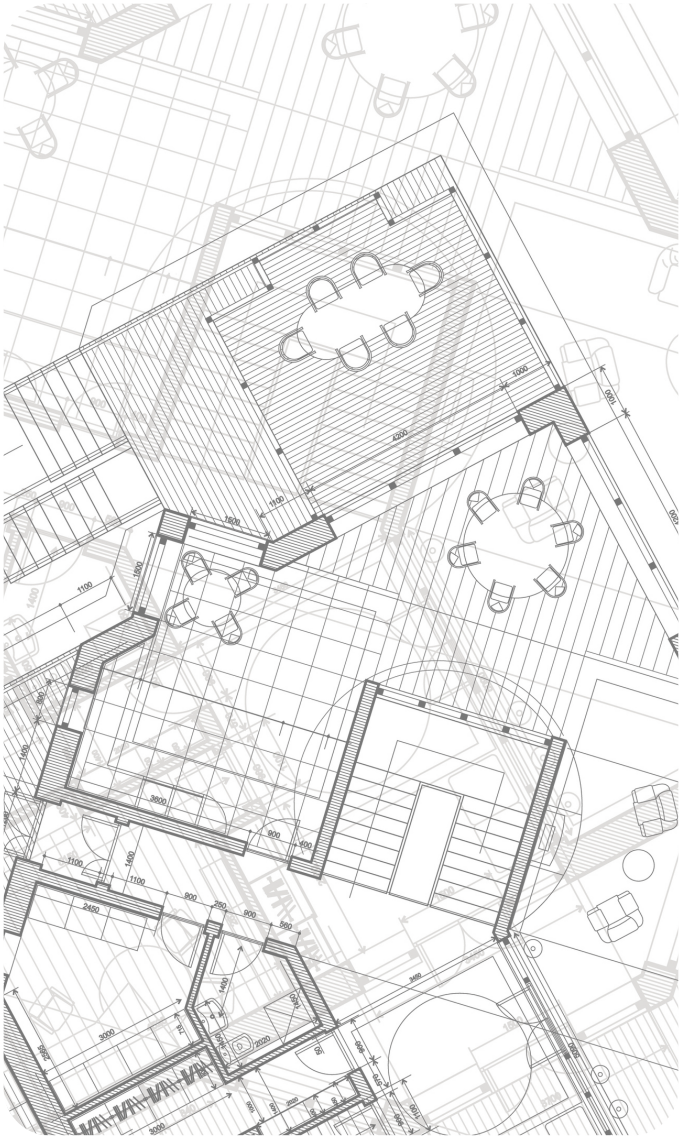
5200 Emerald Pkwy.
Dublin, Ohio 43017

614.410.4600
dublinohiousa.gov

Sustainable | Connected | Resilient

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 $150.

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: https://dublinohiousa.gov/applications-permits/administrative-permits/