



# 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 \$85.00 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

A Certificate of Zoning Plan Approval (CZPA) is required for accessory structures, fences, patios, walls, temporary signs, model homes, outdoor sales, and for all commercial projects.

### I. APPLICATION REQUIREMENTS

- APPLICATION FEE (\$85 RESIDENTIAL, \$165 COMMERCIAL, \$90 TEMPORARY SIGN, \$0 IF SUBMITTED AS A PART OF AN APPLICATION FOR A SITE OR BUILDING PERMIT)**
- SCALED SITE PLAN**  
One (1) copy, 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. Typically, site plans come from the mortgage survey and are enclosed with the closing papers, these may be used as a reference.

### II. PROPOSAL

Describe the proposal (patio, fence, temp. sign, etc.):
Describe the use of the property (residential, commercial, etc.):

### III. PROPERTY & APPLICANT INFORMATION

Address of Subject Property OR Parcel ID:	
Property Owner:	Phone Number:
Subdivision/Business Name:	Lot Number:
Applicant/Authorized Representative:	
Address of Applicant/Authorized Representative:	
Applicant's Phone Number:	Applicant's Email:

### IV. APPLICANT'S STATEMENT OF ACKNOWLEDGEMENT: This section is NOT required for temporary signs.

I, _____, the owner and applicant, hereby authorize _____ 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.	
Property Owner Signature:	Date:
Authorized Representative Signature:	Date:

### FOR CITY USE ONLY

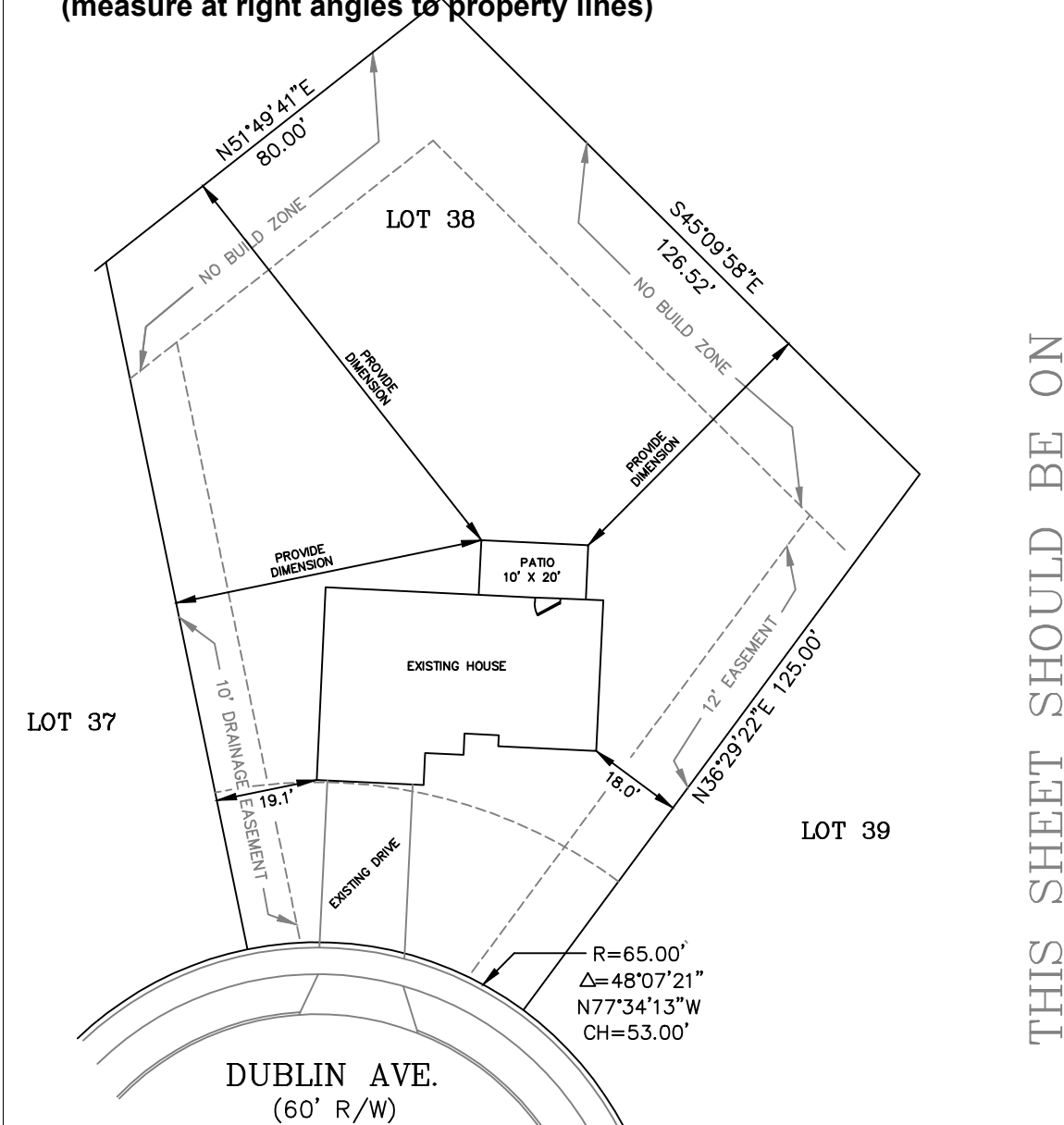
<input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Disapproved as Noted	Issued By:	Date:
Notes:		

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.

For questions or more information, please contact Planning at 614.410.4600 | [www.dublinohioUSA.gov](http://www.dublinohioUSA.gov)

# 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

