

# Reynoldsburg

Department of Development  
Planning and Zoning Division  
7232 East Main Street  
Reynoldsburg, Ohio

App./Case#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

## ZONING CERTIFICATE APPLICATION

☐ Paid: \_\_\_\_\_

Property Address:	Parcel ID#(s):
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### II. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
Contact Email:	Contact Phone Number:

### III. BUSINESS/TENANT INFORMATION(IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:

### IV. APPLICANT APPLICATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached.	

RESIDENTIAL (\$150)	NON-RESIDENTIAL (\$150)	Project Information (If Applicable)
<b>CHECK IF APPLICABLE:</b> <input type="checkbox"/> Swimming Pool <input type="checkbox"/> New Building (+\$50) <input type="checkbox"/> Patio <input type="checkbox"/> Building Modification <input type="checkbox"/> Deck <input type="checkbox"/> Home Occupation (\$100) <input type="checkbox"/> Driveway Modification* <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Shed <input type="checkbox"/> FENCE (\$50) - ALL DISTRICTS	<b>CHECK IF APPLICABLE:</b> <input type="checkbox"/> New Business/Use <input type="checkbox"/> Accessory Structure <input type="checkbox"/> New Building <input type="checkbox"/> Building/Site Modification <input type="checkbox"/> MINOR SITE PLAN(+ \$250)	

Description of Project/Use:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. \*

#### \*\*OFFICE USE ONLY\*\*

Additional Notes:

#### Zoning Information

Zoning District: \_\_\_\_\_

☐ Olde Reynoldsburg District

#### Additional Approval Required

☐ Planning and Zoning Board

#### Additional Requirements

- ☐ Building Permit
- ☐ PGU
- ☐ Variance
- ☐ Conditional Use Permit
- ☐ Certificate of Appropriateness

P&Z Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note driveway standards have been updated April 25th, 2022. A list of changes are located on page 2.

## Section 1109.19

### ZONING CERTIFICATE REQUIREMENTS

No use of land, building or structure and no construction or alteration of an existing use, building or structure shall commence until a zoning certificate is issued by the Planning & Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning & Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance. Unless exempted by this Code, a zoning certificate shall be required before:

1. Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including an accessory structure such as a sign or fence;
2. Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;
3. Changing a nonconforming use to a different use of extending or expanding a nonconforming use or structure.
4. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 3 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.

#### ADDITIONAL MATERIALS CHECKLIST

This application shall be accompanied by two (2) copies of plans to scale showing:

- |   |                          |
|---|--------------------------|
| 1. The dimensions and shape of the lot to be built upon;  | <input type="checkbox"/> |
| 2. The sizes and locations of existing structures and uses on the lot   | <input type="checkbox"/> |
| 3. The size, dimensions and locations of proposed structures, including distances to all lot lines  | <input type="checkbox"/> |
| 4. The heights of existing and proposed structures  | <input type="checkbox"/> |
| 5. <b>For new businesses/uses and home occupations:</b> A letter detailing the proposed use hours of operation and number of projected staff members<br>• Provide floor plan depicting percentage of sale item types (food, produce, clothing, merchandise, etc.) | <input type="checkbox"/> |

- |   |                          |
|---|--------------------------|
| 6. A digital submission of all applications and plans are required. | <input type="checkbox"/> |
|---|--------------------------|

Submit a digital copy on a flash drive or email copies to both  
[permits@reynoldsborg.gov](mailto:permits@reynoldsborg.gov) AND [developmentdepartment@reynoldsborg.gov](mailto:developmentdepartment@reynoldsborg.gov)

#### \*Modifications to Driveway Standards as of April 2022:

- i. Driveways shall be located at least 3 feet away from the property line unless the driveway is extended into the nearest front private or public right of way
- ii. Driveways are permitted to be 10 feet in width for each primary garage space.
- iii. No driveway is permitted to be located beyond the front setback line of the primary structure unless there is a side entry garage, in which case the garage may not extend beyond the rear of the primary structure.