



# ZONING CERTIFICATE APPLICATION FORM

CITY OF PICKERINGTON  
 PLANNING & ZONING DEPARTMENT  
 51 EAST COLUMBUS STREET  
 PICKERINGTON OH 43147  
 614.833.2204 FAX 614.833.2273  
 WEBSITE: www.pickerington.net

ZONING # \_\_\_\_\_

office use

APP # \_\_\_\_\_

PERMIT # \_\_\_\_\_

PROJECT INFORMATION	ZONE DISTRICT	AUDITOR'S PARCEL #	LOT #	CASH	CHECK #	RECEIPT #

PROJECT ADDRESS (street, city, zip): \_\_\_\_\_

SUBDIVISION / PROJECT DEVELOPMENT NAME: \_\_\_\_\_

NAME	STREET, CITY, STATE, AND ZIP	PHONE	EMAIL
PROPERTY OWNER (who owns the land)			
ARCHITECT/ENGINEER/CONTRACTOR (plans by)			
APPLICANT (who is handling permits)			

DESCRIBE PROPOSED WORK:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RESIDENTIAL	NON-RESIDENTIAL
<input type="checkbox"/> New Single Family Residence SF (living space) _____ SF (garage) _____ SF (basement) _____ <small>Meets the Residential Building Design Standards (Chapter 1276.23)</small> <input type="checkbox"/> Addition <input type="checkbox"/> New Multiple Family Residence # of Units: _____ SF: _____ <input type="checkbox"/> Accessory Garage or Shed SF: _____	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> In Ground <input type="checkbox"/> Above Ground Pool Size: _____ <input type="checkbox"/> Fence or Wall (includes retaining walls) <input type="checkbox"/> Deck <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Patio <input type="checkbox"/> Home Occupation <input type="checkbox"/> Other (non-conforming use, variance, etc)
	<input type="checkbox"/> Site Plan <input type="checkbox"/> Architecture (New / Addition) Gross SF per structure _____ <input type="checkbox"/> Landscape <input type="checkbox"/> Lighting <input type="checkbox"/> Change of Use / New Tenant <input type="checkbox"/> Commercial Alteration Parking Analysis <input type="checkbox"/> Parking Lot New Pavement / Re-striping
	<input type="checkbox"/> Tents / Temporary Sales <input type="checkbox"/> New Signs <input type="checkbox"/> Building <input type="checkbox"/> Ground <input type="checkbox"/> Signs – Temporary Banner Start Date: _____ End Date: _____ <input type="checkbox"/> Fence or Wall (includes retaining walls) <input type="checkbox"/> Other Structural Additions <input type="checkbox"/> Other

See reverse side for more information regarding permitting processes

The applicant does hereby covenant and agree to comply with all the laws of the State of Ohio and the Zoning Code of Pickerington, Ohio, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. The applicant/property owner is responsible to locate and determine the boundary lines. The applicant by signing this form acknowledges that the owner of the building/property is aware and in agreement with this application.

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

Impact Fee:  No  Yes \$ \_\_\_\_\_ (See Impact Fee Estimate Form)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Approval Conditions, if any:

	Submittal Date	Approval Date
Building Materials	_____	_____
Site Plan	_____	_____
Landscaping Plan	_____	_____
Lighting Plan	_____	_____
Signage	_____	_____

**FEE SCHEDULE**

Residential – New and Multi-Family Use per dwelling - \$125.00 (\$50.00 re-application fee); Existing Residential Additions - \$25.00  
 Sign Certificates – Permanent \$50.00 per sign  
 Non-Residential uses - \$125.00 per each use (change of use / new tenant, commercial alteration, parking lot, other structural or site plan additions, etc.)  
 Lot Split - \$100.00 per split

**SUBMISSION REQUIREMENTS: 2 Copies of site plan, elevation, and all other necessary attachments**

A Zoning Certificate Application should include some or all of the following information:

- PROJECT INFORMATION: Project name, owner name, builder name, plans prepared by
- IDENTIFY: property lines, street names, existing and proposed structures, including attached decks, cantilevers, accessory structures, fences, pavement, driveways, walks, easements, grade, etc.
- DIMENSIONS: site size, setbacks from structures to all property lines, parking layout dimension details, etc. Legibly drawn to scale is preferred
- PARKING: analysis/calculations, impervious surface ration calculations
- NORTH ARROW: typically with North to top or right of plan
- MEET THE RESIDENTIAL BUILDING DESIGN STANDARDS (Chapter 1276.23)

**FENCE**

The Planning and Zoning Department will review residential fences for compliance with the following criteria:

- Fences are permitted in the side and rear yards only.
- In the case of a corner lot, one side will be designated as the primary front yard, i.e. the principal front of the building, and the second side will be designated as the secondary front yard. Fences shall be permitted in up to fifty (50) percent of the required setback of the secondary front yard.
- All fences must be constructed so that the finished side faces out and the unfinished side faces the property on which the fence is built.
- Fences shall be a maximum of six (6) feet in height. The height of a fence shall be measured from the established grade line to the highest point of the fence including posts and finials.
- Permitted fence materials are wood, stone, wrought iron, brick, vinyl and PVC (polyvinyl chloride).
- Fences may be located on property lot lines.

If the fence is greater than six (6) feet in height, a building permit must be obtained from the Building Department prior to construction.

See Chapter 1276.16 of the Zoning Code Regulations.

**SWIMMING POOL**

The Planning and Zoning Department will review swimming pools for compliance with the following criteria:

- All swimming pools must be located at least 10 feet from the side and/or rear property line. For in-ground swimming pools, the concrete apron around the swimming pool must be at least 6 feet from the side and/or rear property line.
- No lights, diving boards, or other accessories can project more than 10 feet above the average grade of the pool site.
- The swimming pool must be completely enclosed by a fence at least four (4) feet in height.
- All lights used for illuminating the pool shall be designed, located, and installed so as to not constitute a nuisance to neighboring properties.

After receiving approval from the Planning and Zoning Department, pools must be permitted by the Building Department. Please see the pool packet or contact the Building Department at 614.833.2221 for more information.

See Chapter 1480 of the Zoning Code

**SHED**

The Planning and Zoning Department will review sheds for compliance with the following criteria:

- Sheds 200 square feet or larger require conditional use approval from the Planning and Zoning Commission and a building permit.
- No storage building shall be used as a dwelling unit or home business.
- Overhead doors are not permitted.
- There must be at least a five foot setback from all property lines.
- The maximum height allowance is fifteen feet.

See Chapter 1276.11 of the Zoning Code

**TEMPORARY BANNER**

Banners identifying, promoting, or advertising grand openings, special sales and/or special occasions are permitted within the City of Pickerington on a temporary basis. A zoning certificate is required before the temporary banner is installed.

The Planning and Zoning Department will review temporary banners for compliance with the following criteria:

- Only one banner is permitted per establishment and must be displayed on site.
- The banner must be located in a commercial or industrial zoning district.
- The banner must be attached to the building or a permanent structure; no freestanding banners are permitted.
- The size of the banner should not exceed 32 square feet.
- The duration of a temporary banner shall be no more than 90 days per calendar year. These days can be broken up into specific increments.

See Chapter 1292.03 (6) of the Zoning Code

**LOT SPLIT**

Minor subdivision approval may be granted only under the following conditions:

- The proposed subdivision is fronted by an existing public road and involves no opening, widening, or extension of any street.
- No more than five (5) lots are involved after the original parcel (from the base year 1972) has been completely subdivided.
- The proposed use is not contrary to applicable subdivision or zoning regulations.
- The property has been surveyed by a registered surveyor and a drawing and legal descriptions of the property are submitted with the application.
- Plans for utility improvements, if any, have been approved by the City Engineer.
- If City sanitary sewer and/or water is not provided, a letter from Fairfield County Health Department verifying septic and/or water service is required.

See Chapter 1262 of the Zoning Code

**HOME OCCUPATION**

Permitted home occupations shall be clearly incidental to the residential use of the unit and operate with the following limitations:

- The occupation shall take up less than 20% of the total area of the dwelling.
- Only commodities produced on the premises and items accessory thereto shall be sold on the premises.
- There shall not be any exterior, interior, structural, or aesthetic alterations to the dwelling unit to accommodate the home occupation that changes the residential character of the dwelling unit.
- No business practice, function, equipment, or process used in any home occupation shall create offensive odors, noise, vibration, light, heat, humidity, radiation, glare, electronic interference, smoke, or other particular matter, fumes, or anything that constitutes a nuisance or safety hazard beyond the property lines of the dwelling unit.
- Only family members residing in the home and one non-family may be employed.
- There shall not be any exterior storage or display of products, equipment, or materials used in connection with the home occupation.
- No evidence of any home occupation shall be visible from off the lot where it is conducted except for single identification sign of not more than two square feet (Chapter 1292, Sign Code)
- The occupation shall not generate traffic greater in volume than normal for a residential neighborhood.
- The occupation shall not demand increasing or enhancing the size, capacity, or flow of the water, gas, septic, sewer, or electrical systems beyond what is standard for a residence.

See Chapter 1276.18 of the Zoning Code

**DECK**

The Planning and Zoning Department will review decks for compliance with the following criteria:

- Maximum setbacks – 10 feet from rear and side property lines
- Minimum lot coverage

After receiving approval from the Planning and Zoning Department, decks must be permitted by the Building Department. Please see the deck packet or contact the Building Department at 614.833.2221 for more information.

See Chapter 1276.11 of the Zoning Code

**PATIO**

The Planning and Zoning Department will review residential patios for compliance with the following criteria:

- Patios and open porches may be located in side and rear yards provided they are not closer than six feet to any adjacent property line.
- If located closer than eight feet, they shall be screened by an evergreen hedge or fence not less than four feet in height and maintained in good condition.
- In case of a corner lot, no patios or porches shall be closer to the side street lot line than the least depth required for such side yard.

See Chapter 1296.02 of the Zoning Code