Columbus – Bartholomew County Planning Department Zoning Compliance Certificate Application

Planning Department U	Jse Only:				
Jurisdiction: □ Columbus □ Bartholomew County □ Joint District ZCC No.:					
Zoning Compliance	e Certificate Application	on:			
Total Number of Signs Requested		(please attach a sep	arate worksheet for each	sign)	
Type of Activity:					
☐ New Structure	☐ Change of Use	Expansion of an Existing Structure and/or Use			
☐ Mineral Extraction	raction Floodplain Alteration Site Feature Modification (Landscaping, Parking, Etc.)				
☐ New Telecommunic	ations Facility	☐ Temporary Use: from _	to	(end date)	
			,	(end date)	
Applicant Informatio	n (the person or entity that wil	Il own and/or execute what is p	roposed):		
Name:					
Address:(number)	(street)	(city)	(state)	(zip)	
,	Fax No.:		,		
Property Owner Info	rmation (the "owner" does n	ot include tenants or contract	buyers):		
Name:					
Address:	(street)				
(number)	(street)	(city)	(state)	(zip)	
Phone No.:	Fax No.:	E-mail Add	dress:		
Tanant / Lagge Info					
Tenant / Lessee Info	rmation (if applicable and dif	terent from the applicant):			
Name:					
Address:	(street)	(city)	(state)	(zip)	
,	,	, ,,	, ,	(ΔΙΡ)	
Phone No.:		E-mail Add	aress:		

Notification information (the person to whom all correspondence re	egarding this applicati	ion should be directed)):
Name:			
Address:			
(number) (street)	(city)	(state)	(zip)
Phone No.: Fax No.:	_ E-mail Address: _		
How would you prefer to receive information? (please check one)): E-mail	_ Phone Fax	Mail
Property Information:			
Property Size: acres or square feet			
Zoning:			
Address:(number) (street)	(city)	(state)	(zip)
	,	,	(17
or General Location (if no address has been assigned provide a street corne	er, subdivision lot numb	er, etc):	
Use & Structure Information (if applicable):			
Proposed Building Area: square feet			
Current Use: Proposed Use	(if different):		
For multiple use buildings, please indicate the square footage of	each use (attach an ac	dditional sheet if necessa	ary):
Use: square feet:			- ,,
Use: square feet:			
Use: square feet:			
Use: square feet:			
Supporting Information (please note the following which must be p	rovided with the appli	cation):	
5 initial copies of a site plan (required based on the type of ZCC ralso show the location of any types of freestanding signs propose from all rights-of-way, the landscaping at the base of the propose	d (including the sign	location, the propose	
☐ A completed sign worksheet for each sign proposed (see attache	d form).		
A dimensioned drawing showing the size of each sign face and in of a structure, or elsewhere on the property).	dicating each sign's	proposed location (ei	ther on the face
Applicant's Signature:			
The information included in and with this application is completely true	and correct to the b	est of my knowledge	and belief.
(Applicant's Signature)	(Date)		

Property Owner's Signature (the "owner" does not include tenants or contract buyers): I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request. (Owner's Signature) (Date)

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Sign Worksheet (Attach a separate sign worksheet for each sign to the ZCC or Sign Application)

Use of the Sign (check of	only one):	
Permanent	Temporary: from to (start date) (end date)	
Type of Sign (check only	/ one):	
☐ Wall Sign☐ Awning Sign☐ Directory Sign☐ Banner Sign	□ Development Entry Sign □ Freestanding Sign □ Interstate Oriented Sign □ Projecting Sign □ Pedestrian Entry Sign □ Directional Sign □ Window Sign □ Suspended Sign □ Flag Sign (commercial message) □ Inflatable Sign □ Beacon Sign □ Other:	
Sign Features (check all	I that apply):	
Changeable Copy:	umber of Secondary Elements (ie. tenant signs): square feet square feet	
Sign Area:		
Sign Area (total):	square feet (feet tall X feet wide)	
Freestanding Sign Info	ormation (complete as applicable):	
Sign Height (from ground I	level):feet	
Sign Area (primary elemen	nt): square feet (feet tall X feet wide)	
Sign Area (secondary elen	nent #1): square feet (feet tall X feet wide)	
Sign Area (secondary element #2): square feet (feet tall X feet wide)		
Sign Area (secondary elen	nent #3): square feet (feet tall X feet wide)	
Wall Sign Information	(complete as applicable):	
Area of Structure Front Wa	alls: square feet	
Front Wall #1:	square feet (feet tall X feet wide)	
Front Wall #2:	square feet (feet tall X feet wide)	
Window Sign Informat	tion (complete as applicable):	
Area of Windows:	square feet	
Windows on Wall #1:	square feet (feet tall X feet wide)	
Windows on Wall #2:	square feet (feet tall X feet wide)	

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Zoning Compliance Certificate Site Plan Checklist

(Columbus & Bartholomew County Zoning Ordinance Section 12.9(D))

All Zoning Compliance Certificate applications that involve alterations to the site (such as new construction, expansions of existing buildings, mineral extraction, change of use, etc.) shall be accompanied by 5 copies of a site plan.

Some items listed below may not apply to certain applications. The applicant is responsible for contacting the Planning Department to mutually identify any information that is not applicable. The applicant is also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, or City/County Engineer of jurisdiction to demonstrate compliance with the requirements of the Zoning Ordinance.

1	a site location map showing the subject property, adjacent streets, and the nearest intersection.
2	the address of the parcel;
3	all property boundaries, including dimensions;
4	the drawing scale and a north arrow;
5	all rights-of-way (with street name and classification labeled), easements, and required buffer yards and setbacks;
6	all existing and proposed structures or other site improvements with the dimensions of such improvements;
7	the height of all structures (in feet from ground level);
8	the distances from all proposed structures to the property lines;
9	any known cemeteries or burial sites;
10	the location of any existing or proposed septic field;
11	the location of any existing or proposed driveway and/or parking areas (including parking space dimensions, driving aisle widths, intersection radii, pavement materials, curb locations, driveway widths at the property line, and distances to the nearest drives on the same and opposite side of the street);
12	the location of any drive-through facilities, including vehicle stacking spaces and point of service;
13	the location of any loading areas;
14	all sidewalks (public and private) including construction details and accessible ramp details;
15	the location of any required landscaping, with plant materials labeled according to size at planting and species;
16	any areas proposed for permanent or occasional outdoor storage, sales, and/or display;
17	any fences or walls;
18	a photometric plan and/or detailed specifications for all exterior lighting fixtures;
19	the location of any required intersection sight visibility triangles;
20	the location of any waste containers and a detail demonstrating how they are to be enclosed;
21	the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds that are located on, cross, or adjoin the subject property;
22	all sanitary sewer, storm sewer, and water utility connections and infrastructure located on or immediately adjacent to the subject property;

23	any flood hazard areas, including the finished floor elevation, base flood elevation, and flood protection grade for all structures;
24	general grades on-site sufficient to determine positive drainage
25	a septic system permit from the Bartholomew County Health Department (if a septic system is to be used).
26	a description of the existing or proposed uses of the property.
27	an indication of the number of dwelling units, or tenant spaces, the building is designed to accommodate.
28	the seal of a design professional (land surveyor, civil engineer, architect, or landscape architect licensed in the State of Indiana) who is primarily responsible for the site plan drawing.
29	evidence that the property lines and other property information serving as the basis for the site plan has been developed by a land surveyor licensed in the State of Indiana (if the site involves the development of <u>unplatted</u> property).