

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

Application #: _____

Permit #: _____

Date Submitted: _____

Fee Amount: _____

Paid: _____

**TEMPORARY ZONING CERTIFICATE
 APPLICATION**

I. PROPERTY INFORMATION

Property Address: _____

 Business Name/Organization (If Applicable): _____

II. APPLICANT INFORMATION

Applicant Name: _____
 Applicant Address: (Check if Same as Above) _____
 Applicant Phone Number: _____ Applicant Email: _____

**TEMPORARY PORTABLE
 STORAGE UNIT
 (\$20 Residential, \$80 Other)**

Date(s) of Storage: _____ # of days: _____
 _____ to _____
 Location on Property: _____

**TEMPORARY SPECIAL
 LAND USE (\$50)**

Date(s) of Activity: _____ # of days: _____
 _____ to _____
 Description of Use: _____

SIGNAGE

Temporary Sign (\$35) Banner (\$35)
 Total Number of Signs: _____
 Date(s) of Display: _____ # of days: _____
 _____ to _____
 Dimensions of Sign:
 W(ft): _____ H(ft): _____ Area(sf): _____
 Location on Property: _____

 Materials: _____
 System of Anchoring: _____

NOTE: Information regarding time limitations, additional materials, and general regulations are shown on back.

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: _____
 Historic District
 CC Overlay

Additional Requirements
 Building Permit

Total Number of Signs: _____
 Outstanding Fee: _____

P&Z Admin.: _____ Date: _____
 Floodplain Admin.: _____ Date: _____

ADDITIONAL INFORMATION

TIME LIMITATIONS	
Time limitations for temporary portable storage units may be expanded by approval from the Board of Zoning and Building Appeals. [Section 1171.06(d)(1)]	
Use or Structure Type	Maximum Length of Time
Banner	Twenty-one (21) consecutive days, no more than twice per calendar year.
Temporary Sign	<u>Signs for Vacant Land or Buildings</u> : Twelve (12) months (may be renewed if warranted)
Temporary Portable Storage Unit	Two 14-day periods per calendar year
Temporary Special Land Use	<u>Tent or Sidewalk Sales</u> : Three 7-day periods per calendar year <u>Christmas Tree Sales</u> : Thirty (30) days per calendar year <u>Produce, Plants or Firewood Sale</u> : Ninety (90) days once per calendar year

SIGN AREA REQUIREMENTS	
Sign Type	Maximum Sign Area (sq. ft.)
Banner	Thirty-two (32) sq. ft.
Signs for Vacant Land or Buildings	Thirty-two (32) sq. ft.

ADDITIONAL MATERIALS	
Use or Structure Type	Materials to be Included with Application (two copies of each)
Banner	An image of the banner and its dimensions, and an image of the location for installation.
Temporary Sign	An image of the temporary sign and its dimensions, and an image of the location for installation.
Temporary Portable Storage Unit	An image of the storage unit's location on the property (unit must be placed on a hard surface, not grass).
Temporary Special Land Use	<p>A site plan, drawn to scale, with the following:</p> <p>(1) The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.</p> <p>(2) The materials to be utilized, shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.</p> <p>(3) The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.</p>