

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

App./Cert.#: \_\_\_\_\_

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

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

**TEMPORARY ZONING CERTIFICATE  
 APPLICATION**

Paid: \_\_\_\_\_

**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><b>A site plan, drawn to scale, with the following:</b></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>