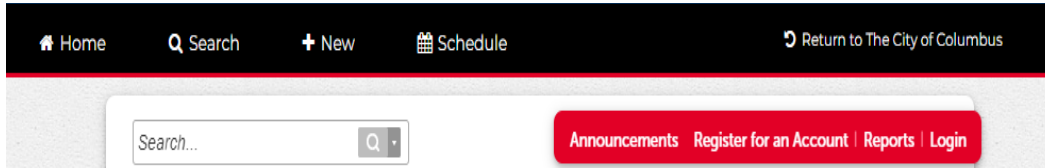
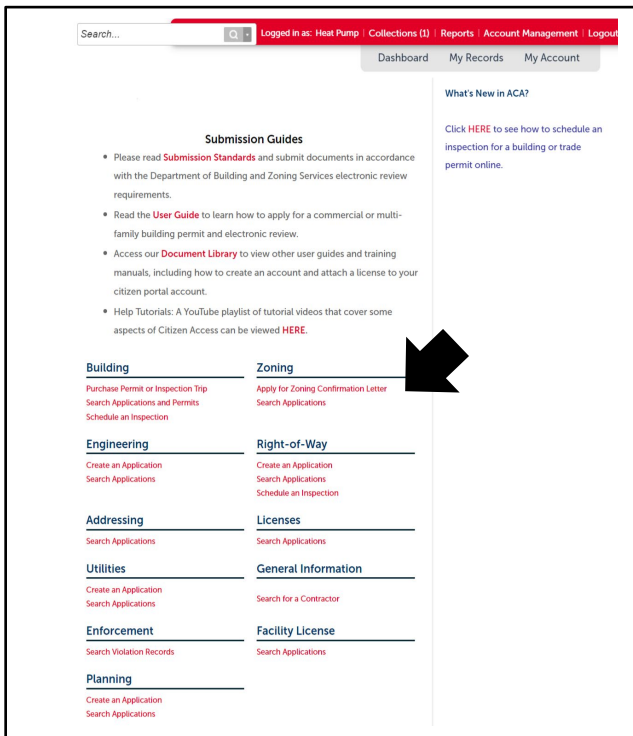


Citizen Access Portal: How to Request a Zoning Confirmation Letter

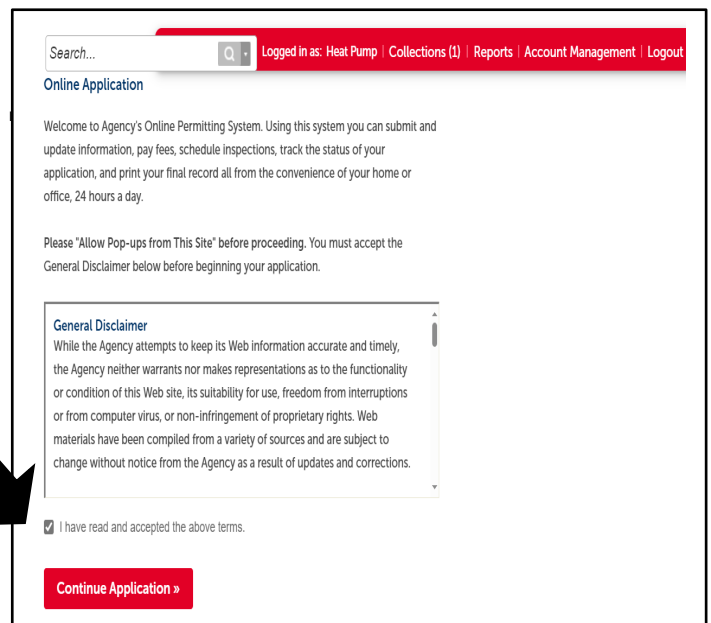
Visit Columbus.gov/BZS in a Microsoft Edge or Chrome and click the Citizen Access Portal button



Register for an Account



- Click Apply for a Zoning Confirmation Letter



- Click Accept Terms

Click the Continue Application button

Search... Q Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

None Applicable ▼


Continue Application »

- Select None Applicable

Click the Continue Application button

- Select Multiple Parcels - **Yes** or **No**
- If **Yes**, parcels must be **contiguous**,
- If parcels are **NOT contiguous**, the Applicant is required to submit an application for each parcel.
- Prepare a written letter request (MS Word or another applicable document type). The document should include the property's parcel identification number(s), street address, and the name, phone number, email, mailing address of the requester and the need-by date. **Also, indicate if the letter is for an affordable housing tax credit application.**
- Click **Add** and pick the Zoning Confirmation Letter Request document you want to upload.
- Click **Save** and your document will upload. The **Save** button will populate after you select **Add**.

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 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Zoning Confirmation Letter

1 Location	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
------------	----------	----------	------------	-------------------

Step 1: Location > Application Info.
Zoning Confirmation Letter Application


A zoning confirmation letter will only confirm the current zoning of a property and provide reference to the applicable controlling zoning code section or city ordinance. A zoning confirmation letter is not a rebuild letter. The City of Columbus cannot issue rebuild letters as these are a matter of legal interpretation of the city code for consideration by private counsel.

* indicates a required field.

Multiple Parcels

Question #1

* Does this request contain multiple contiguous parcels? (Lots or parcels separated only by a public street or alley shall be considered as contiguous to each other.) ?


Yes No 

Attachment

If you answered 'Yes' to question #1, please attach your request listing all contiguous parcels. Please be aware that applications containing noncontiguous parcels will be denied, and you will be requested to submit separate applications.

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mvp;mst;php;pif are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
WORD DOC 2 FOR ZONING VERIFICATION PROCESS.pdf	Zoning Application	34.94 KB	02/26/2024	Actions ▼

Add 

Continue Application » **Save and resume later**

Click the continue the Application button

Search... Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Log

Zoning Confirmation Letter

1 Location 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Location > Location Info.
Addresses/parcels can be verified to be in the City of Columbus using our online Zoning Map at <http://gis.columbus.gov/zoning/>

Parcel

If your request includes multiple contiguous parcels, please note you can only enter one.
Do not include dashes "-" in parcel search.

*Parcel Number:

Address

*Street No.: Street # (end): Direction:

Street Type: City: State: *Zip:

Unit Type: Unit No.:

Enter the parcel number **OR** the street number and street name:

- Only use 'Street Number' and 'Street Name' fields. Do not use Direction or Street Type.
- In the 'Street Name' field, % can be used as a wildcard if you are unsure of the street spelling
- If the street name is numerical (i.e. Fourth Street), then enter 4 or 4TH.

Click the Search button

Click the Search button

Click the Continue Application button

- Select the correct address or parcel number via the circular button.

Click the Select button

Parcel Search Result List x

<input type="radio"/>	1250 FAIRWOOD AVE, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206
<input type="radio"/>	1250 FAIRWOOD AVE, 47, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206
<input type="radio"/>	1250 FAIRWOOD AVE, DWTR, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206
<input type="radio"/>	1250 FAIRWOOD AVE, GRDH, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206
<input checked="" type="radio"/>	1250 FAIRWOOD AVE, VWSH, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206
<input type="radio"/>	1266 FAIRWOOD AVE, 010104054, COLUMBUS FRANKLIN OH 43206	COLUMBUS	O H	43206

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CITY OF COLUMBUS	90 W BROAD ST RM 425 90 W BROAD ST RM 425 COLUMBUS OH 43206

Search... Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Zoning Confirmation Letter

1 Location	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Step 2 > Applicant Info. * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Click Add New contacts or Select from Account if you already have one
- To edit a contact, click the Edit link.

Click the Continue Application button

Search... Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Zoning Confirmation Letter

1 Location	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Step 2 > Applicant Info. * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ **Contact added successfully.**

Heat Pump
heatpump
 datagroup@columbus.gov
 Home phone:
 Mobile Phone:
 Work Phone: 6146457433
 Fax:
[Edit](#) [Remove](#)

- The contact information will be reflected here

Click the Continue Application button

Search... Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Zoning Confirmation Letter

1 Location 2 Step 2 **3 Review** 4 Pay Fees 5 Record Issuance

Step 3: Review **Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.


Record Type


Zoning Confirmation Letter

Multiple Parcels

Question #1

Does this request contain multiple contiguous parcels? (Lots or parcels separated only by a public street or alley shall be considered as contiguous to each other.):


No  **Edit**

Attachment  **Edit**

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;piif are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
WORD DOC 2 FOR ZONING VERIFICATION PROCESS.pdf	Zoning Application	34.94 KB	02/26/2024	Actions ▾


Add

Parcel  **Edit**

Parcel Number: 010104054

Address **Edit**


1250 FAIRWOOD AVE
COLUMBUS 43207

Applicant  **Edit**

Heat Pump
heatpump
757 Carolyn Ave
columbus, OH, 43224

Work Phone: 6146457433
E-mail: datagroup@columbus.gov

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.



By checking this box, I agree to the above certification. Date: 02/26/2024

Continue Application » **Save and resume later**

Review the application and/or make edits in any of the following:


- Parcel, Address
- Add document
- Update contact information
- Check off certification button


Click the Continue Application button

Search... Q Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Zoning Confirmation Letter

1 Location 2 Step 2 3 Review 4 Record Issuance

 **Your application has been successfully submitted for review.**

Thank you for using our online services.
Your Record Number is ZLTR2400035. 


You will need this number to check the status of your application.



Your record requires review before it can be accepted. Once approved, a link for payment will be sent to the applicant's email.

[View Record Details](#) (You must post the record in the work area.)

- Application is successfully submitted
- Assigned a Zoning Verification Number **ZLTR2300035**

Search... Q Logged in as: Heat Pump | Collections (1) | Reports | Account Management | Logout

Recc **ZLTR2400035**  Add to collection

Zoning Confirmation Letter  

Record Status: Active

Record Info ▼ Payments ▼

To view additional information - such as attachments, click the drop down menu labeled "Record Info"

Fees

- Zoning Verification Letter Confirmed

A planner will contact you via email with a payment link. Once the payment is received, the Zoning Verification Letter will be sent to the applicant's email address. Please note, the record is tied to the applicants email address and cannot be viewed by another party via the Citizen Access Portal. Please allow **three business days** for processing your request.

Congratulations, you have now completed a Zoning Verification Letter through the Citizen Access Portal!