

City of Columbus - Bartholomew County Planning Department
Zoning Compliance Certificate / Site Development Plan Application

Submit applications and materials by e-mail to planning@columbus.in.gov. If questions, please call: 812.376.2550.
Submittal instructions available at <https://www.columbus.in.gov/planning/applications-forms/>.

To be Completed by the Planning Department

Application Received on (date): _____ by (initials): _____

Jurisdiction: Columbus Bartholomew County Joint District

Application Type: Zoning Compliance Certificate Initial Site Development Plan Minor Modification Major Modification

Case Reference No.: _____ Zoning District: _____

Site Development Plan Project / Facility Title: _____

Property Owner Name(s) (from GIS): _____

To be Completed by the Applicant

Development Activity / Change Proposed:

Please select all that apply.

- Sign(s) Change of Use New Structure(s) Expansion of an Existing Structure and/or Use
 Site Feature Change (Landscaping, Parking, Etc.) Mineral Extraction Floodplain Alteration
 Telecommunications Facility Temporary Use: from (start date) _____ to (end date) _____

Total Number of New Signs Requested (if any): _____ (Please attach a separate sign worksheet for each sign.)

Property / Location Information:

Property Address (if an address has been assigned): _____
(number) (street) (city)

or Parcel Number(s): _____

or General Location: _____
(a street corner, subdivision lot number(s), etc.)

Property Size: _____ acres or _____ square feet (if less than 1 acre)

Representative Information (if other than the applicant):

Complete this section if a contractor, surveyor, owner's representative, or other person will act on behalf of the applicant and all correspondence regarding the application should be directed to them (if not, please indicate "none" for the Representative Person's Name below).

Representative Person's Name: _____

Representative's Company Name: _____

Mailing Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ E-mail Address: _____

All correspondence will be by e-mail unless another method has been agreed upon by the Planning Department.

Applicant Information:

Please identify the business, institution, apartment complex, land development company, or other entity that is seeking the approval. Do **NOT** list here a contractor, surveyor, or other representative (see Representative Information section on page 1).

Applicant Name: _____

Applicant Type: Individual(s) Partnership Corporation LLC Estate Trust Other

Applicant Contact Person Name: _____

Please include a contact person name if the applicant is a land development company, institution, business, or other type of entity.

Mailing Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ E-mail Address: _____

All correspondence will be by e-mail unless another method has been agreed upon by the Planning Department.

Use / Structure Information (if applicable):

Proposed New or Expanded Building Area: _____ square feet

Most Recent Use: _____ Proposed Use: _____

Supporting Information for all Applications

Please note the following which must be provided with the application.

Site Plan (if applicable, see attached checklist)

Sign Information (if new signs are proposed): A separate completed sign worksheet and supporting materials for each sign proposed (see attached form). If a freestanding or interstate oriented sign is proposed, the proposed sign location on the property and property lines must either be shown on the site plan noted above or on a separate drawing.

For Site Development Plans Only (please ask a Planning Department staff member if this applies):

Modification Worksheet: A completed worksheet for any proposed modification of the development standards mandated by the Zoning Ordinance (see attached form).

Representative or Applicant Signature / Acknowledgement:

If a representative has been designated on page 1, that representative must sign below. If no representative is designated, the applicant, as indicated above, must sign below. Acceptable signatures include traditional "wet" by hand signatures, electronically verified signatures, or digital signatures using a script font or signature stamp.

The undersigned acknowledges that the information included in and with this application is completely true and correct to the best of his/her knowledge and belief.

(Representative or Applicant Signature)

(Date)

(Representative or Applicant Printed Name)

(Title / Position, if Applicable)

Property Owner Signature(s):

Applications submitted without all property owner(s) or their legally authorized representative(s) signatures will NOT be processed. Acceptable signatures include traditional "wet" by hand signatures, electronically verified signatures, or digital signatures using a script font or signature stamp. The property owner does NOT include a tenant or contract buyer.

The Planning Department is NOT responsible for verifying the authenticity of signatures, confirming the signer's authority, or for any misrepresentation by those signing.

Those who have signed below acknowledge that the information included in and with this application is completely true and correct to the best of his/her knowledge and belief. The undersigned authorize(s) the filing of this application and allows the Planning Department staff to enter this property to analyze this request. Further, the undersigned understand that a public notice sign may be placed and remain on the property until the processing of the request is complete.

For Property Owned by an Individual or Individuals:

If the property is titled/owned individually or jointly held by multiple individuals (such as a married couple, tenants-in-common, or jointly with rights of survivorship, for example), each living individual must sign below. Those signing below due to power of attorney for an owner must attach documentation of that power of attorney.

(Property Owner #1 Signature) (Printed Name) (Date)

(Property Owner #2 Signature) (Printed Name) (Date)

(Property Owner #3 Signature) (Printed Name) (Date)

(Property Owner #4 Signature) (Printed Name) (Date)

For Property Owned by a Partnership, Corporation, LLC, Estate, Trust, or other Entity:

If the property is titled/owned by a trust, corporation, estate, institution, business, or other entity, an appropriate representative of that entity must sign below and indicate his/her title, position, role, or other legally authorized capacity in which they are signing on behalf of that entity.

Description of Signer's Ownership Role or Representation: _____

(Signature) (Printed Name) (Date)