

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

_____ (Property Owner #3 Signature)	_____ (Printed Name)	_____ (Date)
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_____ (Property Owner #4 Signature)	_____ (Printed Name)	_____ (Date)
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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)
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City of Columbus – Bartholomew County Planning Department

Site Plan Checklist

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

All Zoning Compliance Certificate and Site Development Plan applications that involve physical alterations to the site (such as new construction, expansion of existing buildings, mineral extraction, etc.) shall be accompanied by a site plan that includes the following information, as applicable.

The applicants are responsible for contacting the Planning Department to mutually identify any information that is not applicable. This checklist is intended as a guide; for complete requirements please see Zoning Ordinance Section 12.9(D). The applicants are also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, City/County Engineer of jurisdiction, and/or Plan Commission (in the case of site development plans) 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 proposed 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 area (including, for new driveways and parking areas, 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 proposed drive-through facilities, including vehicle stacking spaces and point of service;
13. _____ the location of any proposed loading areas;
14. _____ all existing and proposed sidewalks (public and private) including, for proposed sidewalks, construction details and accessible ramp details;
15. _____ the location of any required landscaping, with proposed 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 proposed fences or walls;
18. _____ a photometric plan and/or detailed specifications for all proposed exterior lighting fixtures;
19. _____ the location of any required intersection sight visibility triangles;
20. _____ the location of any proposed 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, and 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, if applicable; and
- 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 unplatted property).

**Site Development Plan
Development Standards Waiver / Modification Worksheet**

(please use a separate worksheet for each waiver / modification requested)

To be Completed by the Applicant

Waiver or Modification Requested:

I am requesting a waiver or modification from Section _____ of the Zoning Ordinance to allow the following:

Waiver or Modification Request Justification:

The Columbus & Bartholomew County Zoning Ordinance [Section 12.8(E)] establishes specific criteria that must be met in order for a waiver or modification to be approved with a site development plan. Please describe how the waiver or modification request meets at least one of the following criteria.

The requested waiver or modification will better serve the intent of the development requirement.

The requested waiver or modification will better serve the intent of the zoning district in which the property is located.

The requested waiver or modification will better serve the general standards listed by Zoning Ordinance Section 12.8(E)(2) and repeated as follows: The proposed development (1) will be consistent with the comprehensive plan; (2) will not be detrimental to or endanger the public health, safety, convenience, or general welfare; (3) will not be injurious to the use and enjoyment of the surrounding property; (4) will not impede the efficient, orderly, and normal development of the surrounding property; (5) provides adequate access, utilities, landscaping, buffering, and other improvements; (6) provides pedestrian and vehicle ingress, egress, and circulation in a manner that maintains adequate public safety and efficient movement.

City of Columbus - Bartholomew County Planning Department

Permanent Sign Worksheet

(please use a separate worksheet for each sign requested)

To be Completed by the Applicant

Type of Permanent Sign

Please select one of the four sign types below. See Zoning Ordinance Section 10(I) for more information, if needed.

- ☐ Freestanding Sign ☐ Interstate Oriented Sign ☐ Suspended Sign
☐ Wall Sign (includes Window, Awning, and Projecting Signs)

The following information has been provided per Zoning Ordinance Sections 12.10(A)(1) and 8.1(C)(5):

- ☐ A list of all existing signs on the property, indicating those to remain and to be removed if the proposed sign is approved.
☐ A dimensioned drawing of the proposed sign showing face area and height (please see examples on the back page).
☐ If a freestanding or interstate oriented sign is proposed, a site plan drawing or image showing its proposed location on the property.
☐ If a freestanding or interstate oriented sign is proposed that exceeds 6 feet in height, a description of the landscaping to be provided at its base as required by Zoning Ordinance Section 8.1(C)(5). The landscaping information may be provided separately by the project or property owner, but is required prior to the sign's zoning compliance certificate being issued.

Sign Illumination / Electronic Display

Please indicate how the sign will be illuminated or if it will be an electronic display. See Zoning Ordinance Section 9.4(D) for requirements.

- ☐ No Illumination ☐ External Illumination
☐ Internal Illumination (please note illumination requirement and acknowledgment below)

By submitting an application for an internally illuminated sign, the applicants (the project owner and their representative) understand that the maximum brightness (luminance) permitted by Columbus & Bartholomew County Zoning Ordinance Section 9.4(D) is 10,000 candela per square meter (cd/m^2) in the daytime and 250 cd/m^2 in the nighttime (1 cd/m^2 = 1 nit). Further, any installed sign suspected by the Planning Department to exceed these limits shall be required to either (1) be demonstrated by the property owner to be in compliance or (2) be removed.

- ☐ Electronic Display

Maximum Possible Sign Brightness: _____ nits (Maximum Brightness Permitted: 10,000 nits (daytime), 250 nits (nighttime))

Brightness Control Mechanism: ☐ Yes ☐ No (required if the maximum possible brightness exceeds the brightness permitted)

To be Completed by the Planning Department

For a Wall or Suspended Sign:

Total Building / Use Front Wall Area: _____ square feet
Total Permitted Wall Sign Area: _____ square feet
Sign Area (Total): _____ square feet (____ feet tall x ____ feet wide)
Changeable Copy Portion (if any): _____ square feet

For a Freestanding or Interstate Oriented Sign (as applicable):

Sign Height (from ground level): _____ feet
Sign Area (Total): _____ square feet (____ feet tall x ____ feet wide)
Sign Changeable Copy Area (if any): _____ square feet
Primary Element Area: _____ square feet (____ feet tall x ____ feet wide)
Secondary Element #1 Area: _____ square feet (____ feet tall x ____ feet wide)
Secondary Element #2 Area: _____ square feet (____ feet tall x ____ feet wide)
Secondary Element #3 Area: _____ square feet (____ feet tall x ____ feet wide)

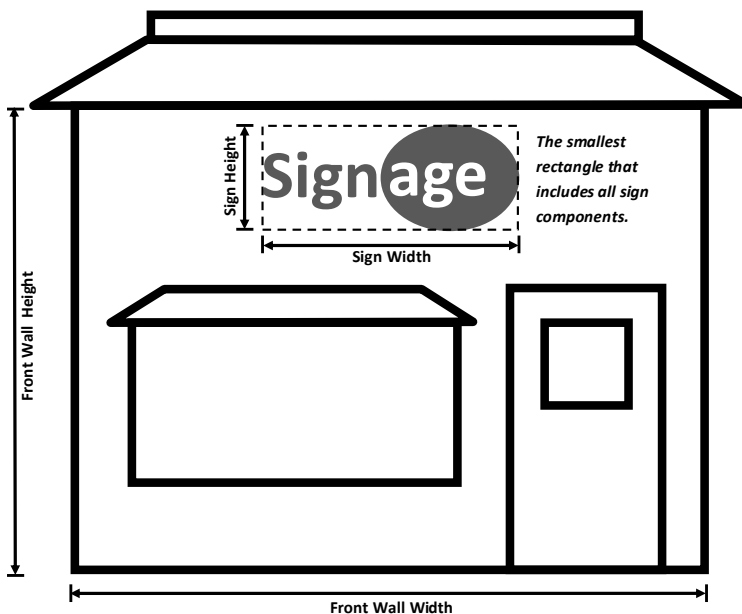
Other Considerations:

- ☐ This sign is a supplemental sign per Zoning Ordinance Section 10(D)...
(1) (2) (3) (4)
Circle the applicable sub-section.
- ☐ Any proposed electronic display is not within 300 feet of a residential property. If so the hours of use may be restricted (see Zoning Ordinance Section 9.4(D)(2)(b)).
- ☐ Any proposed electronic display is not in the CD zoning district. If so, it is prohibited. (Zoning Ordinance Section 9.4(D)(2)(d)).
- ☐ This is a freestanding or interstate-oriented sign over 6 feet in height and landscaping is required (see Zoning Ordinance Section 8.1(C)(5)).

Recommended Dimensioned Drawing Sign Measurements

Those applying for sign approval are required to provide all dimensions and other information necessary for the Planning Department to determine compliance with the requirements of the Zoning Ordinance, specifically the Sign Standards of Article 10. Below are examples of the minimum dimension requirements.

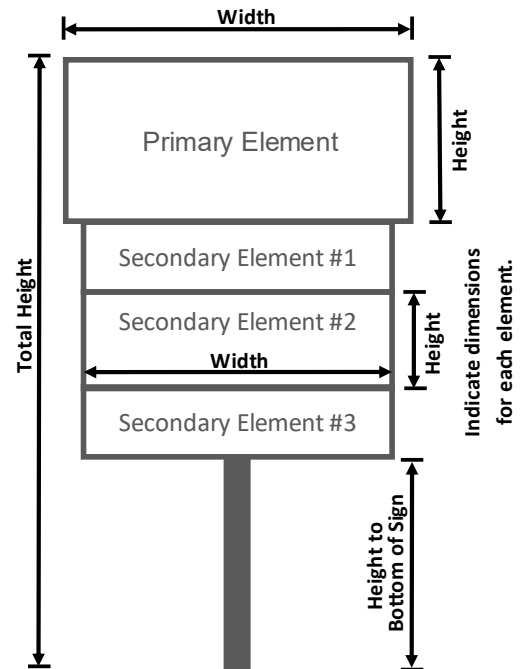
Wall or Suspended Sign Area



For shopping centers and other multi-tenant buildings, only the area of the front wall of the tenant space with which the sign is associated is to be used. The sign must be placed on a wall of that tenant space.

See also Zoning Ordinance Section 10(I)(1).

Freestanding or Interstate Oriented Sign Measurement



How is Sign Face Area Measured? The face area of a sign is the smallest single rectangle that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the display or used to differentiate the sign from any backdrop or structure against which it is placed, including the frame of any cabinet (Zoning Ordinance Section 10(H)(2)).

How is Sign Height Measured? The height of a sign is the vertical distance from the highest point of the sign, including any functional or decorative supports, framework, or cabinets, to the finished grade of the ground immediately beneath the sign, including the height of any artificially constructed earthen berms (Zoning Ordinance Section 10(H)(2)).

When is a Display Considered more than one Sign? Each portion of a sign display that is physically and/or visually separated from other portions is considered to be a separate sign. Spaces between lines of type, letters, logo elements, etc. are not considered separations where if they form a single composition intended to be viewed as a whole. To be considered as a single sign, the different components of a freestanding sign shall not be separated from each other by more than 6 inches (Zoning Ordinance Section 10(H)(2)(b)).

City of Columbus - Bartholomew County Planning Department

Temporary Sign Worksheet

(Please use a separate worksheet for each sign requested)

To be Completed by the Applicant

Type of Temporary Sign

Please select one of the three sign types below and complete the information for that choice.

☐ **Banner Sign:** _____ square feet (_____ feet tall x _____ feet wide)

Maximum of 32 square feet for a total of 90 days per calendar year [Zoning Ordinance Section 10 (Table 10.1) & Section 10(I)(6)]

☐ **Inflatable Sign:** _____ feet in height

Maximum of 25 feet in height for a total of 12 days per calendar year [Zoning Ordinance Section 10 (Table 10.1) & Section 10(I)(7)]

☐ **Beacon Sign:**

Maximum of 12 days per calendar year [Zoning Ordinance Section 10 (Table 10.1) & Section 10(I)(8)]

Dates Requested: From _____ to _____

Or, if the sign use will not be continuous, such as every Friday in May and June (for example), describe that use below:

I have provided the following information in accordance with Zoning Ordinance Section 12.10(B)(1):

☐ A drawing showing the proposed sign location on the property, including property lines.