

Part 5 - Procedures

Updated: 7.28.2026

Purpose: To establish permitting procedures and requirements that are customized to the type and complexity of development activity proposed and reflect the broad availability of information.

Most Notable Revisions:

- The permitting process recognizes multiple project types – single or two-family residential, new three or small-scale multi-family residential, new neighborhood or community-scale multi-family residential, new commercial or industrial, and minor site changes or building additions – and customizes the requirements to each.
- The permitting process recognizes phased permitting for certain large residential, commercial, and industrial projects and provides for the issuance of an initial foundation-only permit with minimal requirements.
- The permitting process recognizes the broad availability of property information through GIS and other resources and excludes from permit submittal requirements information that is otherwise available to the staff. For example, zoning, names of adjacent property owners, etc.

New Text: Red Underline

Deletions: ~~Strikethrough~~

Site Development Plans

Chapter 12.8 – Site Development Plan Applications

This Chapter shall apply to all zoning districts designated as site development plan districts by Articles 3 and 4 of this Ordinance. No construction, change of use, or other activity regulated by this Ordinance within these districts shall occur on an included property prior to approval as required by this Chapter.

- For the initial development of a property or redevelopment as described by Section 11.4(B)(2), an approved site development plan is required.
- For the additional development or a change of use of a property with a previously approved site development plan, approval of a major or minor modification, as described below, is required.
- For the additional development or a change of use of a property without a previously approved site development plan, the legally-established, pre-existing development and use shall serve as the basis for a required site development plan major or minor modification, as described below.

~~An approved site development plan meeting the requirements of this Chapter, shall be required prior to development in all zoning districts designated as site development plan districts by Articles 3 and 4 of this Ordinance. No structure shall be erected, moved, occupied, or added to, and no land shall be used or occupied without an approved site development plan.~~ Site development plans and major and minor modifications shall be subject to the review and approval of the Plan Commission, a Hearing Examiner, or the Planning Director as described below. The Hearing Examiner shall be an appointee of the Plan Commission as provided for by Indiana Code Section 36-7-4-402(d) and the Indiana Code 36-7-4-1400 Series. The procedure for applications considered by the Plan Commission and Hearing Examiner shall also be consistent with the Commission's Rules of Procedure.

- A. **Approval Documentation:** ~~Site development plan approval documentation provided by the Planning Department shall serve as the~~ All approvals issued under this Chapter shall be in the form of a Zoning Compliance Certificate for the proposed development also consistent with the provisions of Chapter 12.9. An additional, separate Zoning Compliance Certificate application shall not be required.

- B. **Application Requirements:** The applicant shall submit ~~the required a site development plan~~ application, the required filing fee, a site plan containing the information specified by Section 12.9(D) of this Ordinance, building exterior elevation drawings (if the site is in a zoning district for which architectural standards or design guidelines are provided by this Ordinance), and any other necessary supporting information to the Planning Director. The Planning Director shall determine if the application is to be processed as a new site development plan or a major or minor modification ~~of a previously approved plan~~.
- C. **New Site Development Plans and Major Modifications of Previously Approved Plans:** New site development plans and major modifications ~~of previously approved plans~~ shall be subject to the review and approval of either a Hearing Examiner or the Plan Commission, as specified below. Major Modifications are those that exceed the thresholds listed for Minor Modifications by Section 12.8(D)(1).
- D. **Minor Modifications of Previously Approved Plans:** The Planning Director may approve minor modifications ~~of previously approved site development plans~~. A public hearing shall not be required.
1. **Limitations:** Minor modifications are those that do not:
 - a. ~~result in a change of use that would~~ alter the basic relationship of the site to adjacent property ~~through significantly increased or altered vehicle traffic, expected noise, outdoor storage, or other similar characteristics;~~
 - b. ~~involve a waiver of~~ conflict with any development standard ~~established by this Ordinance;~~
 - c. ~~add or alter lighting, landscaping, or other site features in a way that is inconsistent with the clear intent of a previously approved site development plan or major modification;~~
 - d. ~~add an additional freestanding sign, add an additional electronic sign, or increase the total area of wall signs by more than 20%;~~
 - e. increase the originally approved height or ~~parking area size~~ lot coverage by more than ~~45~~20%;
 - f. ~~reduce any originally provided setback by more than 15%, and/or~~
 - g. ~~result in any new structure or increase the size and/or height of any existing structure by more than 20%;~~
 - h. ~~result in significant alterations or additions to a building that are not clearly consistent with any applicable building design guidelines; and/or~~
 - i. alter vehicle ingress or egress or substantially change on-site circulation.
 2. **Appeals:** The decision of the Planning Director may be appealed to the Plan Commission ~~as provided by Chapter 12.5 of this Ordinance~~. All appeals shall state the reason for the appeal in writing and shall otherwise be consistent with the Plan Commission Rules of Procedure. All appeals shall be filed with the Planning Director within 5 days of the decision that is subject to the appeal (per Indiana Code Section 36-7-4-402(d)). In considering the appeal, the Plan Commission shall hold a public hearing and may consider all aspects of the site development plan, with its consideration not limited to the stated reason for the appeal.

Chapter 12.8 Margin Notes:

See Also: Section 1.5(A)(2), Transition Rules; [Chapter 3.16, Commercial: Downtown Center Zoning District](#); [Chapter 3.18, Commercial: Neighborhood Center Zoning District](#); Chapter 3.21, Public / Semi-Public Facilities Zoning District; [Chapter 4.5, Joint District Plan Review Overlay Zoning Districts](#); [Chapter 4.6, Columbus Front Door Overlay Zoning District](#); Indiana Code 36-7-4-402(d), Hearing Examiner; Indiana Code 36-7-4-1400, Development Plans; Indiana Code 36-7-4-643 [1015](#), Written Commitments

Section 12.8(E)&(F) – Development Requirements & Written Commitments

- E. **Development Requirements (Standards and Design Guidelines):** The review and approval of all site development plans [and major modifications](#) by the Hearing Examiner or Plan Commission shall be consistent with the following:
1. **Development Standards:** All site development plans [and major modifications](#) shall be subject to the development standards specified by this Ordinance for the zoning district in which the property is located. Any development standard may be waived or modified by the Hearing Examiner (to the extent allowed by Section 12.8(C)(1)) or Plan Commission, as applicable, based on findings that the altered standard will better serve (a) the intent of that standard, (b) the intent of the zoning district, and/or (c) the general standards listed in Section 12.8(E)(2) below.

2. General Standards: In the review of a site development plan or major modification, the Hearing Examiner and Plan Commission shall consider the general standards listed below. This consideration shall include the application of design guidelines, if provided by this Ordinance for the zoning district in which the site development plan is proposed. Those design guidelines shall be interpreted as describing the conditions generally necessary for the site development plan to comply with subsections 12.8(E)(2)(c, d, and e) below.
 - a. The proposed development will be consistent with the comprehensive plan.
 - b. The proposed development will not be detrimental to or endanger the public health, safety, convenience, or general welfare.
 - c. The proposed development will not be injurious to the use and enjoyment of the surrounding property.
 - d. The proposed development will not impede the efficient, orderly, and normal development of the surrounding property.
 - e. The proposed development provides adequate access, utilities, landscaping, buffering, and other improvements.
 - f. The proposed development provides pedestrian and vehicle ingress, egress, and circulation in a manner that maintains adequate public safety and efficient movement.
- F. Written Commitments: The applicant in any site development plan or major modification application may make written commitments regarding the characteristics of the proposed future use of, or the resolution of outstanding issues in existence on the subject property, consistent with Indiana Code Section 36-7-4-1015.
 1. Documentation of Commitments: The site development plan or major modification Zoning Compliance Certificate ~~final approval documentation~~ shall not be issued by the Planning Department until the written commitments are recorded. The written commitments shall be recorded in the office of the Bartholomew County Recorder within 90 days of the site development plan or major modification Plan Commission approval. A recorded copy of the commitments shall be provided to the Planning Director for inclusion in the application file within that 90 day time period.
 2. Enforcement of Commitments: The written commitments shall be considered part of this Ordinance binding on the subject property. The written commitments shall be binding on the owner of the subject property, any subsequent owners of the subject property, and any person or entity that acquires an interest in the subject property or portion thereof.
 - a. The written commitments shall be enforceable by the Plan Commission consistent with the adopted provisions for the enforcement of any other aspect of this Ordinance, as described in Article 13, Enforcement and Penalties.
 - b. The written commitments may be modified only through the site development plan approval process described by this Chapter.

Improvement Location Permits

Chapter 12.9 – Improvement Location Permits

The following procedure applies to Improvement Location Permit (ILP) applications:

- A. **General Requirements**: Construction, property use, and property site features regulated by this Ordinance shall be subject to the permitting requirements described in this Chapter, with the resulting building permit or zoning compliance certificate being considered the Improvement Location Permit (ILP). No construction, change of use, or alteration of property site features (referred to in this Chapter as the "activity") shall occur without prior issuance of a required ILP unless specified below. This includes the erecting, moving, placement, adding to, or installation of any structure; any change or expansion to the use of land or any structure; and the installation, alteration, or removal of any landscaping, parking, or other regulated property site features. No ILP shall be issued unless the activity is in conformity with the provisions of this Ordinance and the applicable City of Columbus or Bartholomew County Subdivision Control Ordinance. The ILP shall take the form of either a building permit, issued by the Chief Code Enforcement Officer, or a Zoning Compliance Certificate (ZCC), issued by the Planning Director, as

further detailed in this Chapter. No construction, use or other activity regulated by this Ordinance shall begin on any property prior to the issuance of an Improvement Location Permit, as required by this Ordinance. Construction includes the erecting, moving, adding to, occupying, and/or use of any structure; the installation of any other built features (such as parking lot pavement); and the initiation or expansion of any use of land. Construction does not include the clearing and preparation of the land for construction or the demolition of structures. No Improvement Location Permit shall be issued unless the project is in conformity with the provisions of this Ordinance, the Subdivision Control Ordinance, and other applicable regulations of the City of Columbus or Bartholomew County, as applicable. Specific activities and ILP requirements are described below:

B. Neither ZCC nor Building Permit Required: An ILP shall not be required for the activities listed below (neither a ZCC nor a building permit). However, any such activity shall comply with the applicable requirements of this Ordinance and the Subdivision Control Ordinance, as well as other regulations and/or permitting requirements of the City of Columbus or Bartholomew County, as applicable.

1. installing fences, walls, and hedges;
2. installing residential driveways and sidewalks;
3. operating child day-care homes;
4. installing incidental structures as provided by Section 6.1(C)(5), specifically including those of less than 120 square feet in area and not having a permanent foundation;
5. clearing of land and other similar preparation for construction;
6. demolition of a structure (but not including removal of any property site feature required by this Ordinance).

C. Building Permit Only Required - Properties with Agricultural Use or Single- or Two-Family Residential Use: For all properties where (1) the primary existing or proposed use is agriculture or single- or two-family residential, (2) the activity is associated with that use, and (3) the activity is not exempt from the ILP requirement by Section 12.9(B), a zoning compliance certificate shall not be required and any required building permit shall also verify compliance with this Ordinance and the applicable Subdivision Control Ordinance and shall serve as the ILP. Building permits shall comply with all application requirements established by the Chief Code Enforcement Officer.

D. ZCC Required - Properties with Other Residential, Public / Semi-Public, Communications / Utility, Park, Commercial, or Industrial Use: For all properties where (1) the primary existing or proposed use is other than those addressed by Section 12.9(C) above, (2) the activity is associated with that use, and (3) the activity is not exempt from the ILP requirement by Section 12.9(B), a zoning compliance certificate shall be required to verify compliance with this Ordinance and the applicable Subdivision Control Ordinance and shall serve as the ILP.

1. Application Requirements: Applicants shall submit a completed application form, as provided by the Planning Director, as well as the following:
 - a. Certified Site Plan or Zoning Exhibit: A drawing of the subject property that includes the information specified by Table 12.1.
 - c. Waste Deposal Verification (if a septic system is proposed): A septic system approval from the Bartholomew County or Indiana Department of Health.
 - d. Other Information: Any other information requested by the Planning Director to demonstrate compliance with the requirements of this Ordinance. Also, any other information required by the City or County Engineer or Fire Inspector and/or sewer or water utility provider necessary to verify compliance with applicable standards.
2. Alternate Requirements: For the purposes of Table 12.1, the listed alternate requirements shall be applicable to the following:
 - a. Minimal Activity: The activity shall be considered minimal if it is a temporary use, an addition of 5,000 square feet or less to an existing building, a parking lot addition or alternation of 25 spaces or less, or any change to site features only.
 - b. Foundation-Only Release: The activity is limited to the structure(s) foundation.

E. Exceptions for Specific Uses: The provisions of Sections 12.9(C) and (D) shall not apply where this Ordinance specifically provides the requirements for specific uses, such as for confined feeding operation

facilities per Chapter 6.3, telecommunication facilities per Chapter 6.8, mineral extraction per Chapter 6.9, and solar energy system facilities per Chapter 6.10, for example.

- B. ~~Permit Requirements:~~** An Improvement Location Permit shall be obtained for any of the following actions. A single Improvement Location Permit may be issued for a combination of these actions, if they occur together.
- ~~1. **Zoning Compliance Certificate Required:** A Zoning Compliance Certificate (ZCC), issued by the Planning Director, shall be obtained prior to the issuance of any required building permit for the following actions:~~
 - ~~a. **New Construction:** construction, removal, additions to, or placement of any structure that exceeds 120 square feet in area and/or has a permanent foundation; including structures other than buildings such as towers and antennas but excluding agricultural structures (other than those associated with a CFO facility in the Bartholomew County jurisdiction) and single and two-family residential structures.~~
 - ~~b. **Temporary Use(s):** any temporary use of land or a temporary structure.~~
 - ~~c. **Alteration of Required Landscaping:** areas removal of required trees and plants within buffer yards and landscaping areas required by this Ordinance.~~
 - ~~d. **Alteration of Off-Street Parking:** construction and/or redesign of an off-street parking area, excluding agricultural uses and single and two-family residential uses.~~
 - ~~e. **Change of Use:** change of use from one category of land use to another (for example, office use to restaurant).~~
 - ~~f. **Increase in Use Intensity:** the increase in the intensity of a use (for example adding seats at a restaurant or converting storage areas to office space).~~
 - ~~g. **Mineral Extraction:** mineral extraction.~~
 - ~~h. **Telecommunications Facilities:** new and substantially modified telecommunications facilities as described by Chapter 6.8 of this Ordinance.~~
 - ~~i. **Park & Recreation Facilities:** construction of new or expanded park and recreation facilities, including athletic fields, parks, performance venues, etc.~~
 - ~~j. **Non-residential Outdoor Storage, Display and/or Sales Areas:** the addition, enlargement, relocation, or alteration of any area of outdoor storage, display and/or sales.~~
 - ~~k. **Confined Feeding Operation (CFO) Facilities:** the construction, additional to, placement or installation of any CFO Facility structure(s) (including any animal waste storage).~~
 - ~~l. **Solar Energy System Facilities:** the construction, additions to, installation, or placement of any CSES or neighbor hood scale solar energy system structure(s), storage area, equipment, or access drives.~~
 - ~~2. **Zoning Compliance Certificate Not Required:** A Zoning Compliance Certificate shall not be required for the following actions, however a Building Permit shall be obtained from the Chief Code Enforcement Officer.~~
 - ~~a. construction, removal, additions to, or placement of any single and two-family residential structures; and~~
 - ~~b. demolition.~~
- C. ~~Exemptions:~~** No ILP shall be required for the following types of improvements. However, any such improvement shall comply with any applicable requirements of this Ordinance, the Subdivision Control Ordinance, and other applicable regulations of the City of Columbus or Bartholomew County, as applicable.
- ~~1. fences, walls, and hedges;~~
 - ~~2. residential driveways and sidewalks that are located entirely on private property; and~~
 - ~~3. cosmetic (non-structural) changes to any structure.~~
- D. ~~Application Requirements:~~** All applications for ILPs which require a Zoning Compliance Certificate, as described by Section 12.9(B)(1) of this Ordinance, shall be accompanied by the material listed below. All other ILPs shall comply with the requirements of the Chief Code Enforcement Officer:
- ~~1. **Site Location Map:** A site location map showing the subject property, adjacent streets, and the nearest intersection.~~
 - ~~2. **Site Plan (if applicable):** A detailed site plan, drawn to scale with the dimensions indicated showing the following (as applicable):~~

- a. ~~the address of the parcel;~~
 - b. ~~all property boundaries, including dimensions;~~
 - c. ~~the drawing scale and a north arrow;~~
 - d. ~~all rights-of-way (with street name and classification labeled), easements, and required buffer yards and set-backs;~~
 - e. ~~all existing and proposed structures or other site improvements with the dimensions of such improvements;~~
 - f. ~~the height of all structures (in feet from ground level);~~
 - g. ~~the distances from all proposed structures to the property lines;~~
 - h. ~~the location of any existing or proposed septic field;~~
 - i. ~~the location of any existing or proposed driveway and/or parking areas (including 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);~~
 - j. ~~the location of any drive-through facilities, including vehicle stacking spaces and point of service;~~
 - k. ~~the location of any loading areas;~~
 - l. ~~all sidewalks (public and private) including construction details and accessible ramp details;~~
 - m. ~~the location of any required landscaping, with plant materials labeled according to size at planting and species;~~
 - n. ~~any areas proposed for permanent or occasional outdoor storage, sales, and/or display;~~
 - o. ~~any fences or walls;~~
 - p. ~~a photometric plan and/or detailed specifications for all exterior lighting fixtures;~~
 - q. ~~the location of any required intersection sight visibility triangles;~~
 - r. ~~the location of any waste containers and a detail demonstrating how they are to be enclosed;~~
 - s. ~~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;~~
 - t. ~~all sanitary sewer, storm sewer, and water utility connections and infrastructure located on or immediately adjacent to the subject property;~~
 - u. ~~any flood hazard areas and information, including the finished floor elevation, base flood elevation, flood protection grade, and spot elevations at 10 feet from the foundation in each direction for all structures;~~
 - v. ~~general grades on-site sufficient to determine positive drainage; and~~
 - w. ~~any other information requested by the Planning Director, Chief Code Enforcement Officer, City/County Engineer of jurisdiction, Board of Zoning Appeals, or Plan Commission to demonstrate compliance with the requirements of this Ordinance.~~
3. ~~Waste Disposal Verification (if using a septic system): A septic system permit from the Bartholomew County Health Department.~~
 4. ~~Use Description: A description of the existing or proposed uses of the property.~~
 5. ~~Dwelling Units/Tenant Spaces (if applicable): An indication of the number of dwelling units, or tenant spaces, the building is designed to accommodate.~~
 6. ~~Design Professional Seal: The seal of the licensed design professional (land surveyor, civil engineer, architect, or landscape architect) that is primarily responsible for the contents of all drawings.~~
 7. ~~Property Boundaries (if applicable): A drawing, statement, or other evidence sufficient to demonstrate that the location of property lines, easements, etc. (used as the basis of all plan drawings) has been completed by a land surveyor licensed in the State of Indiana. This evidence is only required for property that has not been previously platted in its current configuration.~~

F. Building Permits and Occupancy: No building permit shall be issued by the Chief Code Enforcement Officer prior to the issuance of a required ZCC by the Planning Director. No occupancy resulting from any such building permit shall be allowed by the Chief Code Enforcement Officer prior to the issuance of a ZCC project completion certification as provided by Chapter 12.11 of this Ordinance.

G. Application Abandoned: Any ZCC application that has been submitted and reviewed by the Planning Director, but for which there has been no follow-up response by the applicant may be deemed to have been abandoned 6 months following its most recent review. A new application shall be required for the activity proposed by any previously abandoned application.

- H. **Expiration of Permits:** If the work described in any Improvement Location Permit has not begun within 3 years from the date a complete application is filed and not been completed within 710 years from the date ~~a complete application is filed~~ the development activity commences, the permit shall expire (per IC 36-7-4-1109). Written notice to the permit holder affected shall not be required.
- F. **Construction According to Permits and Permit Application:** Improvement Location Permits issued on the basis of plans and applications only authorize the use, arrangement, and construction set forth in such approved plans and applications. Any other use, arrangement, or construction not authorized shall be deemed a violation of this Ordinance and subject to the provisions of Article 13, Enforcement and Penalties.

Sign Permits

Chapter 12.10 – Sign Permits

The following procedure applies to Improvement Location Permits for Signs (Sign Permits). Sign permit application procedures shall be as established by the Chief Code Enforcement Officer and shall include ZCC approval as described below.

- A. **Sign Permit Review for Permanent Signs:** The following procedure applies to Permanent Sign Permit review.
1. Zoning Compliance Certificate Application: Any sign regulated by this Ordinance shall be approved as part of a ZCC prior to a sign permit being issued. ZCC approval for signs may be applied for (a) separately for each individual sign, (b) as a combined sign package for a property, or (c) as part of any related ZCC application (such as a site plan or change of use ~~approval~~). Application for a ZCC shall be accompanied by any information the Planning Director deems is necessary to assure compliance with this Ordinance, including but not limited to:
 - a. Clear and legible drawings with descriptions showing the proposed location of the sign on the property ~~(including property lines, the sign's setback, and sight visibility triangles)~~.
 - b. An indication of all existing and currently anticipated signs on the same property and for the same business use.
 - c. A dimensioned drawing showing the size of the sign face area and the height of the sign.
 - d. An indication of how the sign will be illuminated, including ~~light fixture specifications for exterior illuminated signs or~~ daytime and nighttime brightness specifications and controls for electronic signs.
 2. Expiration: A sign permit shall become null and void if work has not begun within 3 years from the date a complete application is filed and not been completed within 710 years from the date ~~a complete application is filed~~ the sign installation or related development activity commences (per IC 36-7-4-1109). Written notice to the permit holder shall not be required.
- B. **Sign Permit Review for Temporary Signs:** The following procedure applies to Sign Permit Review for Temporary Signs.
1. Application: Application for a permit shall be filed with the Planning Director and shall be accompanied by any information the Planning Director determines is necessary to assure compliance with this Ordinance, including but not limited to:
 - a. the type of temporary sign to be used.
 - b. the period of time the temporary sign is to be used.
 - c. the location at which the temporary sign is to be used, and the location on the property where the sign is to be placed.
 2. Nullification: A temporary sign permit shall become null and void if the sign has not been placed for the dates for which the permit is issued.

Certificates of Project Completion and Occupancy

Chapter 12.11 – Certificates of Project Completion and Occupancy

Intent: ~~The intent of the Certificate of project completion and Occupancy procedure is to coordinate the building, planning, and engineering related issues and approvals into a single process and to better ensure the public safety and general welfare.~~ The intent of these project completion and occupancy provisions is to make clear the process and requirements for concluding project activities and verifying their final compliance with the Improvement Location Permit (the applicable building permit and/or Zoning Compliance Certificate (ZCC)).

The following procedure applies to Zoning Compliance Certificate Project Completion Certifications and Certificates of Occupancy:

- A. **Certificate Requirements:** It shall be unlawful and in violation of this Ordinance for any property owner to allow any activity ~~improvement~~ that requires an Improvement Location Permit (a ZCC or building permit) to become occupied or utilized prior to:
1. legally obtaining an Improvement Location Permit (the ZCC or building permit consistent with Chapter 12.9 or this Ordinance);
 2. successfully completing all required inspections, ~~including the final site and building inspections~~; and
 3. obtaining a ZCC Project Completion Certificate from the Planning Director (for all instances where a ZCC is required) and/or obtaining a Certificate of Occupancy from the Chief Code Enforcement Officer (for all instances where a building permit is required).
- B. **Zoning Compliance Inspection:** Upon the completion of ~~the any activity~~ work approved through a Zoning Compliance Certificate, the permit holder shall contact the Planning Director and schedule a final site inspection to verify the installation of improvements consistent with the requirements of this Ordinance. ~~The permit holder shall also contact the Chief Code Enforcement Officer, consistent with his/her established procedures to schedule a final building inspection.~~ The City/County Engineer of jurisdiction, any other official, and any other person requested by the Planning Director ~~and/or Chief Code Enforcement Officer~~ may also take part in the inspection. Zoning compliance inspections of any activity approved through a building permit alone shall follow the procedures established by the Chief Code Enforcement Officer.
- C. **ZCCs and Building Permits in Combination / Certificate of Occupancy Issuance:** For all projects where a ZCC serves as the ILP and a building permit is also required, the Chief Code Enforcement Officer shall not issue the Certificate of Occupancy associated with the building permit until the Planning Director has issued the ZCC Project Completion Certificate ~~if the improvements comply with all applicable requirements of this Ordinance, the Subdivision Control Ordinance, the Building Code, and other applicable requirements.~~ The Chief Code Enforcement Officer may also issue a limited or temporary Certificate of Occupancy at his/her discretion.

Zoning Compliance Certificate Requirements Table (Table 12.1)

Requirements The Planning Director may allow the omission of any Site Plan Information listed below or allow only a portion of the property to be shown as best suited to most effectively and efficiently portray the proposed activity. This includes, but is not limited to, information referred to as "relevant" below. Additional information may be required to verify compliance with the Industrial Standards of Chapter 6.4 and/or the Environmental Standards of Chapter 9.2 . See also Chapter 12.10 for Sign Permits .	Properties with 3 to 12 Unit Multi-Family Residential Use	Properties with Other Residential, Public / Semi-Public, Communications / Utility, Park, Commercial, or Industrial Use		
		Standard Requirements	Alternate Requirements - Foundation Release (See Sec. 12.9(D)(2)(b))	Alternate Requirements - Minimal Activity (See Sec. 12.9(D)(2)(a))
Site Plan Type	Zoning Exhibit	Certified Site Plan	Certified Site Plan	Zoning Exhibit
Certifications				
Land Surveyor Certification: A drawing, statement, or other evidence with the seal of an Indiana-licensed land surveyor verifying the location of property lines and any easements.	X Only if the property is not a platted lot.		X Only if the property is not a platted lot.	X Only if the property is not a platted lot.
Design Professional Certification: The seal of an Indiana-licensed land surveyor, civil engineer, architect, or landscape architect indicating their responsibility for the site plan.		X	X	
Elevation Certificate: An elevation certificate and/or similar and related documentation as required by the Flood Hazard Area Standards (Chapter 4.7).	X Only for new or altered structures in the floodplain.	X Only for new or altered structures in the floodplain.	X Only for new or altered structures in the floodplain.	X Only for new or altered structures in the floodplain.
Drawing and Property Information				
A north arrow .	X	X	X	X
A commonly used graphic scale (1 inch equals 20 feet, for example) that applies to the drawing.		X	X	
All relevant property lines .	X	X	X	X
All adjacent streets, roads, and/or alleys with street/road names indicated.	X	X	X	X
The location of any existing public sidewalks or paths .	X	X		
All adjacent street, road, and/or alley right-of-way and pavement widths .		X	X	
The location and dimensions of any required intersection sight visibility triangles .		X	X	
The location, dimensions, and purpose of all easements .	X	X	X	X
The location and dimensions of any required buffer yards .	X	X	X	X
The location and dimensions of any relevant existing storm water retention / detention areas .	X	X	X	X
The location of any relevant regulated drains or other streams and their associated right-of-way and/or required setback.	X	X	X	X
The location of any septic field .	X	X	X	X
The locations of any known relevant cemeteries or burial sites .	X	X	X	X
Structure Information				
All proposed or relevant existing structures , with dimensions, height, intended use, and setback from relevant property lines indicated.	X	X	X	X
The living area , listed in square feet, of all proposed dwelling units.	X	X	X	X
Front façade building elevations sufficient to verify compliance with the Residential Standards (Section 6.5(Part 1))	X If for a RE1, RE2, R4, or R5 district in Columbus.	X If for a RE1, RE2, R4, or R5 district in Columbus.		X If for a RE1, RE2, R4, or R5 district in Columbus.
Parking & Circulation Information				
All proposed or relevant existing driveways and parking areas with their setback from relevant property lines.	X	X		X
The design of proposed driveways and parking areas including parking space, drive aisle, and driveway dimensions; the location of spaces for the disabled; the location of curbs and/or wheel stops; the intended surface material; and all pavement markings.	X	X		X
The location and type of any electric vehicle charging stations and any associated equipment.		X		
The location of any drive-through or drive-up facilities , including the point(s) of service and vehicle stacking spaces and their dimensions.		X	X	X
The location of any loading docks or areas .		X	X	
The location and number of any bicycle racks with rack type and a detail showing rack spacing.		X		
The location and width of all proposed sidewalks, paths, and other walkways (public and private) with typical construction specifications for all public sidewalks and accessible ramps.	X	X		
Site Feature Information				
The location of any required landscaping , with all plant species and height at planting labeled and areas and type of any mulching indicated.	X	X		X
The location, height, and general design of any proposed fences .	X	X		X
The location of any new exterior light fixture including the height of any free-standing fixtures with an indication that they shall be 90-degree cut-off fixtures.	X	X		X
The new exterior light fixture manufacturer's specifications .		X		
A photometric plan showing levels of proposed illumination at property lines.		X Only if adjacent zoning is residential.		X Only if adjacent zoning is residential.
The location and dimensions of any permanent or temporary outdoor storage, display, or sales , areas and the design of any required screening.		X		X
The location of any dumpster and the design of any required enclosure.	X	X		X
Flood Hazard Information				
The location and type of any mapped flood hazard area on the property.	X	X	X	X
The base flood elevation, finished floor elevation, flood protection grade, and spot elevations 10-feet from any structure to be located in a flood hazard area.	X	X	X	X
Utility Information				
The location and details of any proposed sanitary sewer and/or water service improvements to the property, including fire hydrant and fire department connection information.	X	X		X
The location and details of any proposed storm water improvements to the property.	X Only if the site is less than 1 acre.	X Only if the site is less than 1 acre.		X Only if the site is less than 1 acre.