

# University Area Commission – Zoning Committee

## 2016 ZONING SCHEDULE & GUIDELINES

MEETING DATE	APPLICATION DEADLINE	UAC MEETING
January 4, 2016	December 28, 2015	January 20, 2016
February 1, 2016	January 25, 2016	February 17, 2016
March 7, 2016	February 29, 2016	March 16, 2016
April 4, 2016	March 28, 2016	April 20, 2015
May 2, 2016	April 25, 2016	May 18, 2016
June 6, 2016	May 30, 2016	June 15, 2016
July 5, 2016 (Tues. <i>after Independence Day</i> )	June 27, 2016	July 20, 2016
August 1, 2016	July 25, 2016	August 17, 2016
September 6, 2016 (Tues. <i>after Labor Day</i> )	August 29, 2016	September, 21, 2016
October 3, 2016	September 26, 2016	October 19, 2016
November 7, 2016	October 31, 2016	November 16, 2016
December 5, 2016	November 28, 2016	December 21, 2016

Application deadlines are one week prior to the Zoning Meeting. The Zoning Committee meets the first Monday of each month, *except when a holiday falls on the 1<sup>st</sup> Monday*. Before you submit:

- Contact Zoning Chair – Susan Keeny, (937) 479-0201, [slmkeeny@hotmail.com](mailto:slmkeeny@hotmail.com)
- Contact City of Columbus Zoning staff - Office: (614) 645-7433; Weekdays: 9:00AM to 4:00PM
- Contact the University Area Review Board (UARB) to determine if your project requires a Certificate of Appropriateness. Contact: Dan Ferdelman @ (614) 645-6096; email: [dbferdelman@columbus.gov](mailto:dbferdelman@columbus.gov).
- Work with zoning clearance & city staff to determine all variances needed.
- Fill out application submit copy of Zoning Variance Application to Zoning Chair (<http://columbus.gov/Templates/Detail.aspx?id=67581>)
- *Along with the application* please include:
  - Site plan showing both existing property/building and proposed project.
  - Plans, building elevations, renderings & photos that best explain the scope of work
  - Clear Statement of Hardship explaining why variances are being requested
  - For Council Variances, please be able to explain why changes of use or changes to a CPD text are needed
  - For Graphic Variances, please provide new signage plans/designs/ photos/renderings to explain variances being requested.

The first step in the variance process is to schedule a meeting with the Zoning Committee. Every case that appears before the Zoning Committee is also presented before the full body of the University Area Commission (UAC), which is a recommending body to the City of Columbus. The UAC meets the *third Wednesday* of each month and votes on the requested variances. This vote is communicated to the City (Board of Zoning Adjustment, City Council, and Graphics Commission) which has the final determination on all requests for variance. At least seven (7) days prior to the zoning meeting submit application & materials, either electronically or as hard copies, to Susan Keeny, Zoning Chair. In addition to emailed copies, applicant is responsible for providing hard copies of presentation materials at all meetings. Contact zoning chair with further questions.

**Zoning Committee meets In the Pride Center, 248 E. 11<sup>th</sup> Avenue @ 6:30 PM. University Area Commission meetings are held at the Northwood High Building, 2231 North High Street @ 6:30 PM.**