



Columbus South Side Area Commission

Zoning Policy

The following is the steps to follow in order to complete the process for variances within the Columbus South Side Area Commission (CSSAC) boundaries.

Council Variances or BZA Applications:

1. File application for demolition or variance with the City Buildings Department.
2. Contact the CSSAC Zoning Chair, by email at cdavis@team-icsc.com to alert him that application has been filed.
3. Receipt of application from the city is necessary for the process to continue. No requests for variance will be considered until the application has been received by the CSSAC Zoning Chair from the city buildings department.
4. Once the application has been received, an email and/or phone call will be sent/made to the applicant and area Civic Association representative informing them of the application and explanation of the request. Zoning Chair will forward application to each of the committee members and civic presidents affected.
5. The applicant must attend the next scheduled Civic Association meeting to present the reasons for the request.
6. Upon hearing the request, the civic association will then vote and send an email to the CSSAC Zoning Chair cdavis@team-icsc.com within 45 days containing the completed zoning form with the outcome of the vote and additional reasons or concerns of the Civic Association concerning the application. In the event a Civic Association fails to respond within 45 days or request additional time, the Commission will proceed as if the Civic Association has no objections to the request.
7. The CSSAC Zoning Chair will put the request on the next Site Hearing Meeting Date. Site hearings are held the second Saturday of the month at 10 am. The Zoning Committee will meet and determine a recommendation of the request to be presented at the upcoming CSSAC meeting, with consideration of the civic association's recommendation.
8. The applicant must attend the CSSAC meeting which are scheduled the fourth Tuesday of each month. Location of the meeting is the Parsons Avenue Library, 1113 Parsons Avenue, Columbus, Ohio 43206. The meeting starts at 6:30 pm. Failure to attend the meeting will delay the application and/or receive a non-approval vote by the CSSAC.
9. Final decision will be made at the meeting unless the CSSAC asks for additional information regarding the request. The Commission will then table the request and bring it up for consideration at the next regularly scheduled commission meeting.
10. Follow the Commission vote, paperwork will be signed and sent to the appropriate City official for final submission of CSSAC recommendation on the request.

Demolition Permits are handled as follows:

1. Submit application and Payment to City Buildings Dept.

2. Once received the Zoning Chair will notify all Zoning Committee members and Civic President of said demolition request.
3. Any party has 10 business days to request information or to ask for a site hearing in the matter.
4. After the 10 days the Zoning Chair will visit the site to confirm the site address and give signature to party applying for the permit.
5. The Zoning Chair shall visually inspect the site 30 days later to ensure said demolition is complete.

Although your request may be of an urgent nature to you, the CSSAC has put this process into place to protect the development and demolition of buildings in the area. Please understand that all commissioners are volunteers and want to work with you to get things accomplished but at the same time want to maintain the integrity of the South Side of Columbus. It is important that you plan for this process in your time lines. The CSSAC highly recommends applicants engage the appropriate civic association early in the process, possibly before a formal application is submitted to the City, to ensure the process runs smoothly and as quickly as possible.

CSSAC Bylaws

ARTICLE VII, Section 6. Standing Committees.

Any and all developers, planners, lawyers, public advocates or representatives, or any other such persons, making an application or request to the City for any zoning, building or housing related issue will be required to address the Commission. The applicant must be prepared to allow at least one full meeting cycle, or longer as the Commission in its sole discretion shall determine, before the Commission shall deliver a decision thereon. Applications and requests will only be placed on the agenda of the Commission after the Civic Association within whose jurisdiction such application or request relates has been notified of such application or request in accordance with its respective bylaws, rules or regulations, and has been provided a reasonable opportunity to approve or disapprove thereof.