CITY OF PICKERINGTON

COMMERCIAL DEVELOPMENT PROCESS

Pre Application Meeting
- Developer
- P&Z Department
- City Engineer
- Other staff and agencies as required

Zone Amendment *
- See Chapter 1272.08 or Chapter 1282 for Planned Districts

P&Z Commission
- Public Hearing
- Approval

Service Committee
- Public Hearing
- Approval

City Council
- Public Hearing
- Approval

Certificates of Appropriateness (COA)
* (Required for all Commercial Zoned Land)
- Approved by P&Z Commission
  - Building Material/Site Plan
  - Landscaping
  - Lighting
  - Signage

Zoning Certificate*
- Submit Application and Drawings to Planning & Zoning Dept.
- Compliance with P&Z Commission COA Approval requirements
- Assign address
- Approved Zoning Certificate by Staff

Site Construction Plans Review
- Staff recommends that the Zoning Certificate be approved before submitting construction drawings. Construction drawings can be submitted without Zoning Certificate approval but will be required to be in compliance with Zoning Certification.
- Submit application and drawings to City Engineer
- Zoning Compliance
- Review by City Engineer and Staff
- Drawings signed by City Engineer / Service Manager / City Manager

Building Plans Review
- Staff recommends that the Zoning Certificate be approved before submitting construction drawings. Building plans can be submitted without Zoning Certificate approval but will be required to be in compliance with Zoning Certification
- Submit Application and Drawings
- Plans Examiner Review
- RFI of Adjudication order (if applicable)
- Building Plan Approval
- Impact fees shall be paid in full prior to issuance of a Building Permit

Building Permit
- Building Plan Approval
- Zoning Compliance
- Construction Drawing Compliance
- Compliance with all other City Development Standards
- Appropriate paperwork, bonding, contractor registration, income tax info, etc, compliance
- Impact fees paid in full

Site Construction
- Pre- Construction Meeting
  - City Fees / Bonding Requirements
  - City Development standards
- Inspections
- Punch List
- Letter of Acceptance

Building Construction
- Pre- Construction Meeting
  - City Fees / Bonding Requirements
  - City Development standards
- Inspection process

Certificate of Occupancy
- Building Code Compliance
- Zoning Compliance
- Construction Drawing Compliance
- Compliance with all other City Development Standards

*See zoning application and submission deadline forms on City web page at www. Pickerington.net or contact the Planning and Zoning Department at 614-833-2204

Revised: 8/24/15