West Scioto Area Commission

Open application's

Z23-092   4398 Trabue Road

BZA23-092   696 & 700 Grandview Avenue

Z23-012 and CV23-019   3451 Trabue Rd.

Step By Step Access
to BZS Zoning Cases

In an effort to provide additional information to the public, BZS has modified its web site to provide better access to our Zoning Case log. The public can now access pending zoning cases through the Citizen's Portal. This will provide greater access to additional information which will include comments from city agencies regarding particular zoning cases. Follow the steps below for greater access to zoning case information:

1. Go to the BZS web page www.Columbus.gov/bzs

2. Click on the "Citizen Access Portal" button
    a. You do not need to create an account unless you plan to purchase permits through the web site.

3. Scroll down until you can click on Zoning / Search Applications

4. This will provide you with a Search for Records criteria sheet.
    a. To increase likelihood of locating your case, use just one search criteria
    b. The most reliable criteria is to input the permit number in the Record Number box
    c. Secondary criteria is to use the parcel number
    d. Third most reliable is to use the address of the property, skipping street direction and street type

5. Once the record comes up you will have access to multiple information.
    a. Work location is the location for the variance / permit
    b. Record details provide you with the applicant's contact info, a project description, and the owner's contact information.

c. More details provides related contacts and the parcel number

d. Fees show date and amount of fees paid

e. Processing status shows comment for city agencies asked to comment. To read comments click on the black triangle next to the green check mark to see who made the comments. Then click on the "+" to expand the comments for your viewing.

f. Attachments / Related Records will provide access to the original scanned application, staff reports and any other documents associated with the application / permit