

Important Note:

On a temporary basis, the Planning Division will continue to require that 10 hardcopies of applications for Certificates of Appropriateness (COA) be submitted, by the given commission deadline, for the following commissions:

- Brewery District Commission
- German Village Commission
- Historic Resources Commission
- Italian Village Commission
- Victorian Village Commission

The application form found on the following pages is to be submitted digitally to the appropriate email intake address (email addresses provided on page 2 of the application form).

The hardcopies are to be mailed to:

Planning Division
111 N. Front Street, 3rd Floor
Columbus, OH, 43215

Or dropped off at the Building and Zoning Services Customer Service Counter at 111 N. Front Street, Columbus, OH, 43215 (Hours, Monday through Friday, 9 am to 4 pm.)

COLUMBUS PLANNING DIVISION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS OR APPROVAL

Introduction

This document is an application for a Certificate of Appropriateness or Certificate of Approval (COA) for properties located within a Columbus historic district, design review area, zoning district with design review, or individually listed properties, as required by city code. Additional information on historic preservation and design review, including a map and list of the historic districts and design review areas may be found at www.columbus.gov/planning.

All owners of properties in Columbus historic districts, design review areas, and individually listed properties are required to obtain a COA before making exterior changes to their property as described in City Code sections 3359.09, 3352.111, 3323.11, and 3116.04. A recommendation by a historic district or design review commission is also required for any variance or zoning change. Additionally, in East Franklinton a change of use requires a COA (CC:3323.11), and in Downtown certain change of uses require a COA (CC:3359.17)

Deadlines for completed applications are generally two weeks in advance of the next scheduled historic district or design review commission meeting. Specific deadlines are provided at www.columbus.gov/planning.

Check the appropriate Board/Commission to which you are applying. If needed, refer to the Historic Preservation and Design Review Areas webmap (www.columbus.gov/planning).

- | | | |
|--|--|--|
| <input type="checkbox"/> Downtown Commission | <input type="checkbox"/> University Impact District Review Board | <input type="checkbox"/> East Franklinton Review Board |
| <input type="checkbox"/> Brewery District Commission | <input type="checkbox"/> German Village Commission | <input type="checkbox"/> Historic Resources Commission |
| <input type="checkbox"/> Italian Village Commission | <input type="checkbox"/> Victorian Village Commission | <input type="checkbox"/> Individual Historic Listing |

Basis for Review

The basis for the review of applications for COAs are standards found in city code, guidelines that have been adopted by City Council, and/or the Secretary of the Interior's Standards for Historic Preservation. Copies of this information may be found at www.columbus.gov/planning.

Instructions for Submitting COA Application

Refer to the website www.columbus.gov/planning for important information and tips on successfully filling out this application. Important highlights include:

- Review the standards and guidelines for the applicable area. This information is available at www.columbus.gov/planning
- Applications must be 100% complete, including this form and the required submission materials to be processed.
- A COA is not a permit for work. The COA and approved drawings, stamped by the Planning Division, must be taken to the Department of Building and Zoning Services (www.columbus.gov/bzs) to obtain permits.
- Materials submitted in the application are considered to be FINAL and will be presented to the Board/Commission for review. The applicant is not permitted to bring new or updated materials to a Board/Commission meeting without prior approval of staff.

For Office Use Only

Case Number: _____ Assigned Staff: _____

Application Type: Staff Approval Commission/Board Review Application Incomplete

Notes:

Submittal Methods

Email all required materials, including the application, drawings, material specifications and photos to the appropriate commission inbox (see below). File names for all attachments should include the property address. For very large files (larger than 20 MB), contact the following email address to make alternative arrangements for filing the COA application form and required materials.

Downtown Commission: dc@columbus.gov

University Impact District Review Board: uidrb@columbus.gov

East Franklinton Review Board: efrb@columbus.gov

Brewery District Commission: bdc@columbus.gov

German Village Commission: gvc@columbus.gov

Historic Resources Commission: hrc@columbus.gov

Italian Village Commission: ivc@columbus.gov

Victorian Village Commission: vvc@columbus.gov

If you are unable to email, call 614-724-4437 to request alternative delivery options

Staff determines if an application is complete and has the authority to request updates or additional information previous to scheduling an application for commission review.

Site and Applicant Information

*If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the Board/Commission.

Property Address _____

***Owner or Applicant:** _____

Mailing Address _____ **Phone** _____

City _____ **State** _____ **Zip** _____

Email _____

Is this in response to a Code Violation? Yes No Code Violation Number

Is this a modification to a previously submitted application? Yes No

Project Request

For this application, I am seeking (check one):

- A conceptual review.** A conceptual review is when the board/commission provides a general review of the proposed project and provides feedback, but does not take action on the proposal.
- Request for action.** A request for action requires staff verification that the application meets all requirements for Board/Commission review.

Project Classification

- New Construction:** Construction of a new building, addition or garage, shed, etc.
- Exterior Building Alteration:** Includes, but is not limited to, exterior changes to an existing building, windows, doors, roofing, etc.
- Landscaping:** Removing or adding landscape features (walks, patios, fencing, retaining walls, plant materials, etc.)
- Signage or Graphics:** Installation of a sign or graphic on a building, on the site, directly behind a window, or on a window or door.
- Demolition:** (East Franklinton/Downtown/Historic District only) Removal of any building feature(s) or the razing of any structure(s).
- Variance or Zoning Change:** The project requires a variance or zoning change, and an application for such request has already been submitted to the Department of Building and Zoning Services.
- Lot split/Combination:** (East Franklinton/Downtown/Historic District only) Splitting a parcel into smaller parcels, or combining multiple into larger parcels.
- Change in Use:** (East Franklinton/Downtown only) the establishment, change, modification, or expansion of a use.

Work Description *(Please type or print legibly)*

Describe the proposed project in detail, including: changes to the building, site, lot or zoning, features to to be removed, altered and/or added, and materials to be used (manufacturer, model, and style). Attach additional sheets, as needed.

- For demolitions in Historic Districts, Downtown, East Franklinton, or individually listed properties, include: reason for demolition, proposed reuse of the site, and time frame for project initiation. Properties in Historic Districts also require evidence of funding (CC:3116.14).
- For change of use in East Franklinton, include the square footage and description of existing, new, and expanded uses. Also include parking calculations per code requirements (CC:3312 and CC:3323)
- For Graphics/Signage, include sign dimensions, font style and size, materials, and lighting information.
- For modifications to a previously submitted applications, accurately describe any and all changes.

Required Materials

- Photos: Include photos of each side of the building and/or site and detailed views of the specific areas to be repaired or altered. See www.columbus.gov/planning for instructions and tips on taking photos and the types required. Google Streetview photos are only acceptable if they are very current.
- Manufacturer's Brochures/Specifications: Brochures and specifications which show and describe the materials to be used (i.e., paint, doors, windows, etc). Material samples may be provided at the hearing as needed or requested by staff.
- Drawings: Electronic drawings are preferred. Hard copy drawings are required to be 11"x17". Drawings are to be dimensioned and notated at no less than 11 point font. Site plans are required to show property lines and existing structures, site features, and landscaping.
 - New construction and exterior building alterations require elevations, floor plans, site plans, and perspectives/renderings.
 - Signage or graphics require elevations, details, perspectives/rendering (when applicable).
 - Demolitions, landscaping, lot splits, and lot combinations require a site plan.
 - Variance or Zoning change require drawings as needed per the variance request.
- Required materials, including photos, site plans, drawings, and material specifications should be emailed along with this application form as additional attachments. File names for all attachments should include the property address.

Owner/Applicant

By typing my name, I certify that I have thoroughly read this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the applicable Commission or Board.

Name of Owner or Applicant: _____ **Date:** _____