

**Planning Division**  
50 W. Gay St.  
Columbus, Ohio 43215-9040  
(614) 645-8664

QUESTIONS or CONCERNS?  
**Downtown Commission**  
Daniel J. Thomas (Staff)  
Urban Design Manager  
(614) 645-8404  
[djthomas@columbus.gov](mailto:djthomas@columbus.gov)

## *Downtown Commission* **Certificate of Appropriateness Application Form**

### INTRODUCTION / INSTRUCTIONS

The Downtown District was adopted by City Council on June 1, 1997 establishing the Downtown Commission, a design review body appointed by the Mayor to foster a better downtown through excellence in urban design. The Commission encourages investment in the downtown by in providing a high level of development flexibility consistent with the eclectic nature of the City's, mixed-use, high-density center. The regulatory framework for new development is augmented by Design Guidelines and related development plans.

### CERTIFICATE OF APPROPRIATENESS REVIEW PROCESS

All new development, expansions, exterior alteration, demolitions, graphics, and other site improvements within the Downtown District boundary must have a *Certificate of Appropriateness* before zoning clearance or the issuance of a permit.

**Conceptual Review** – it is advisable, particularly for larger scale or complicated projects, to submit for conceptual, or preliminary, review. Get feedback from the commission before investing too much.

**Final Review** - precedes the issuance of the Certificate of Appropriateness – Expect to bring a higher level of illustrative information, including samples – colors and material boards such as bricks. (see submission requirements on web)

**Staff Review** - staff of the Downtown Commission has been enabled to issue Certificates of Appropriateness for minor projects as a means of insuring that commission agendas are manageable and to shorten the waiting time on minor projects. Examples include some signage, and minor alterations to buildings, and replacement in kind or repair. Staff often makes the determination of where a case should be directed but will seek Administrative and Commission Chair guidance when there is need for clarification. The website has a list of staff approvable items.

### SUBMITTAL REQUIREMENTS AND WEB LINKS

Requirements vary according to type of review. Of particular emphasis are submissions for final review, which must give the Commission a clear indication of the final built product. See: <https://www.columbus.gov/development/public-meetings/Columbus-Downtown-Commission/> for Code, Meeting Dates, Guidelines and final review Submission Requirements.

### DEADLINES, QUANTITY OF DRAWINGS

A completed Downtown Commission application must be received by the city's Planning Division staff at least two weeks prior to the scheduled Commission meeting in order to be placed on the corresponding monthly meeting agenda. **12 SETS OF DRAWINGS ARE REQUIRED FOR DISTRIBUTION TO COMMISSIONERS, PERTINENT CITY DEPARTMENTS AND STAFF.**

### WHERE TO SEND COMPLETED APPLICATIONS

Send application and material to:

Daniel Thomas, Urban Design Manager  
The City of Columbus  
Department of Development / Planning Division  
4<sup>th</sup> Floor / 50 W Gay St, Columbus, Ohio 43215-9032

APPLICATION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

STAFF USE ONLY ABOVE LINE

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**APPLICANT INFORMATION -**

**Certified Property Address -**

- Applicant -**
- Mailing Address -
- City, State, zip -
- Daytime Telephone -
- email -

*List only if applicable and/or different from applicant*

- Property Owner -**
- Mailing Address -
- City, State, zip -
- Daytime Telephone -
- email -

- Attorney -**
- Mailing Address -
- City, State, zip -
- Daytime Telephone -
- email -

- Design Professional(s) -**
- Mailing Address -
- City, State, zip -
- Daytime Telephone -
- email -

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**OWNER/APPLICANT  
SIGNATURE**

I certify that I have read the Introduction to this application and that the information I have included, and all 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 for this submission.

\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Date

**APPLICATION CLASSIFICATION**  
Check as applicable

- Conceptual - Commission**
- Final - Commission**
- Demolition of building– Commission only -**
- Staff** (Requires administrative / Commission concurrence)

**INDICATORS**

These have been used throughout the history of the Commission. Fill out as best you can, with particular emphasis on major projects.

*Estimated:*

Number of construction jobs involved in this project \_\_\_\_\_

Number of employees working on premises after completion \_\_\_\_\_

Total cost of project: \_\_\_\_\_

**PROJECT DESCRIPTION**

Use additional pages if necessary