

## **Columbus Downtown Commission**

### **SUBMITTAL GUIDELINES**

What is required for submittal to the Downtown Commission in anticipation of a Certificate of Appropriateness? It may vary, somewhat, depending upon the size and complexity of the project (applicants should confer with the Commission's staff prior to making a submittal), however, in general, the following list represents the minimum requirement for submittal:

1. A completed and signed Application
2. Photographs of the existing site and context
3. Site Plan(s), drawn to scale, with ALL materials indicated
  - a. Structures
  - b. Grading Plan
  - c. Paving, parking, hardscape, lighting, furniture, etc.
  - d. Landscaping Plan and plant specification
  - e. Signage
4. Demolition Site Plan, drawn to scale (if any structures are to be removed)
  - a. Photographs of the Site, including any structures to be removed
5. Floor Plan(s), drawn to scale (unless it is a façade-only project)
  - a. Ground Floor, indicating entrances, exits, lobbies, accessibility, etc.
  - b. Below Grade Floor(s)
  - c. Additional Floor Plans (or typical floor if appropriate)
  - d. Roof Plan (unless indicated on site plan)
6. Elevations, drawn to scale, with ALL materials indicated
  - a. All elevations of the building should be included (unless it is a façade only project)
  - b. All proposed signage (sometimes this is submitted later for a separate approval)
7. Sections, drawn to scale
  - a. Building and Wall
8. Renderings, photographs, models, etc., as appropriate to the scale and complexity of the project

The drawings submitted for final approval to the Commission should be final drawings that represent the design that is to be built upon approval. We do not need (or want) complete construction documents or specifications, but schematic design drawings are not sufficient. We assume that the neexxt step after receipt of a Certificate of Appropriateness will be the Building Department. Keep in mind that the drawings submitted for plan approval (and for the Certificate of Appropriateness) must match EXACTLY the designs approved by the Commission. If the design is not complete, the Commission will be happy to provide comments during a Conceptual Review.

We do not need (or want) "full sized" architectural drawings. Half-sized of 11"x 17" drawings are preferable. All notes and lettering must be readable at the reduced scale.

In addition to the drawing submittal, applicants are requested to provide – at the Commission's public meeting – samples of actual materials, material specifications and color schemes. Additional materials, at the Applicant's discretion, may be presented at the Commission meeting. However, the purpose of the submittal is for the Commission to be able to review the project and prepare questions in advance, so the submittal package needs to be complete. The Commission Staff will review submittals for completeness and advise applicants of deficiencies. Incomplete submittals will not be presented to the Commission for consideration.