
Information for Applicants

This resource is for those interested in learning how to submit an application to be reviewed by a board, commission, or panel.

Boards & Commissions

Step 1: Identify if the property is within a board or commission area. Use this [map](#) and search the address. All art acquired by the city, placed on land owned or leased by the city, or placed anywhere in the public right-of-way is reviewed by the Art Commission.

Step 2: Visit the individual web page for detailed information regarding meeting schedules, agendas, minutes, application materials, contact information, etc.

- [Art Commission](#)
- [Brewery District Commission](#)
- [Downtown Commission](#)
- [East Franklinton Review Board](#)
- [German Village Commission](#)
- [Historic Resources Commission](#)
- [Italian Village Commission](#)
- [University Impact District Review Board](#)
- [Victorian Village Commission](#)

Step 3: Download the blank Certificate of Appropriateness/Approval (COA) form from the individual board or commission web page.

Step 4: Complete the application form and gather required supplemental materials, which include photos, manufactures brochures/specifications for materials, and drawings as detailed on the application form.

Step 5: Submit the application electronically via email in advance of the deadline (~4 weeks before the hearing). Schedules and contact information are listed on the specific board or commission page. All attachments should include the property address in the file name. Hard copies are not required nor distributed at the meetings.

Step 6: Staff reviews the application for completeness, contacts applicant for any clarifications/requests for additional information, and makes a determination as to whether or not the project can be staff approved or needs to go before the board or commission at a monthly hearing. Applicants will be notified either way.

Step 7: Application Review

Step 7a: If the application is deemed staff approvable, staff will review the application for consistency with applicable code and guidelines. If everything is in order, staff will stamp any required drawings and issue the written Certificate of Appropriateness/Approval back to the applicant. The applicant will then take the stamped drawings and COA to the Building & Zoning Services Department for permitting.

Step 7b: If the application needs to go to the monthly hearing, staff will put it on the next monthly agenda. Once an item is placed on the agenda, staff will compile the materials and write a staff report to be presented to the board or commission. Applicants will receive the materials with instructions for attending and participating in the meeting, typically a week in advance. **At least one representative for the project, applicant, owner or their designee, is required to attend the hearing in person.** During the meeting, the board or commission will review the application for consistency with applicable code and guidelines and take action (i.e. approve, conditional approval, continue, deny, etc.). As a part of the review, applicants and/or their representatives will be sworn in to discuss the project on the record. Members of the public that submitted speaker slips will also be given the opportunity to speak during the hearing.

- Meetings are generally held at 111 N. Front Street, Rm 204. Additional details on meeting location and parking can be found on the individual board/commission webpages. Attendees should plan to arrive 15-20 minutes in advance of the start of the meeting OR their scheduled time on the agenda (if applicable). It is recommended only 1-2 participants per application attend the meeting in person, and arrive no earlier than 30 minutes in advance in order to reduce the number of people in the Hearing Room at one time. Other interest parties may watch the livestream via YouTube. Virtual participation is not an option at this time.

Step 8: After the hearing applicants will be contacted by staff with the results of a particular case and instructions on next steps. For projects that need to go back to the Board, applicants from the previous month's hearing will have an extended application deadline to resubmit for the following month, typically 1 week after the meeting in which the application was heard.

Advisory Panels

Step 1: Identify if the property is within an advisory panel area by contacting either planninginfo@columbus.gov or zoninginfo@columbus.gov.

Step 2: Visit the individual web page for detailed information regarding meeting schedules, agendas, minutes, application materials, contact information, etc.

- [Big Darby Accord Advisory Panel](#)

- [Rocky Fork Blacklick-Accord Panel](#)

Advisory Panels (cont.):

Step 3: There is no specific application form for the advisory panels. Those with projects that need to be heard by a panel should contact the assigned staff person directly to identify the materials required for getting on a panel monthly agenda. All case materials should be emailed to the assigned staff person and should include the property address in the file name. Hard copies are not required nor distributed at the meetings.

Step 6: Staff reviews the submission for completeness, contacts applicant for any clarifications/requests for additional information, and places the case on the next monthly agenda.

Step 7: Once an item is placed on the agenda, staff will compile the materials and write a staff report to be presented to the panel. Applicants will receive the materials with instructions for attending and participating in the meeting, typically a week in advance. **At least one representative for the project, applicant, owner or their designee, is required to attend the hearing in person.** During the meeting, the panel will review the submission for consistency with applicable code and guidelines and make a recommendation on the project (support, does not support, continue, etc.). As a part of the review, applicants and/or their representatives may be sworn in to discuss the project on the record. Members of the public that submitted speaker slips will also be given the opportunity to speak during the hearing.

- Meeting location addresses can be found on the individual panel web pages. Attendees should plan to arrive 15-20 minutes in advance of the start of the meeting OR their scheduled time on the agenda (if applicable). It is recommended only 1-2 participants per application attend the meeting in person, and arrive no earlier than 30 minutes in advance in order to reduce the number of people in the meeting room at one time. Panel meetings are not live streamed to the City of Columbus YouTube channel.

Step 8: After the hearing applicants will be contacted by staff with the results of a particular case and instructions on next steps. For projects that need to go back to the panel, applicants from the previous month's hearing will have an extended application deadline to resubmit for the following month, typically 1 week after the meeting in which the application was heard.