

## APPLICATION

### INTRODUCTION

The East Franklinton Creative Community District Plan was adopted by City Council on November 12, 2012. It establishes a vision for revitalization as an urban mixed use neighborhood.

### WHAT IS THE EAST FRANKLINTON MIXED USE DISTRICT?

The East Franklinton (EF) District is a new zoning district recommended in the East Franklinton Creative Community District Plan. EF District establishes the East Franklinton Review Board (EFRB), which reviews and approves site plans, architecture, graphics, and demolitions.

### APPLICATION PROCEDURES

All new development, expansions to existing development, graphics, and other site improvements within the EF District boundary are required to obtain a *Certificate of Approval* before initiating any redevelopment or new development. A completed East Franklinton Review Board application must be received by the city's Planning Division staff at least ten (10) business days prior to the scheduled Board meeting in order to be placed on the corresponding monthly meeting agenda. A Certificate of Approval is required prior to obtaining zoning clearance, and building or graphics permits.

### STANDARDS AND GUIDELINES

The EFRB uses the standards specified in Columbus City Code Chapter 3323, and other guidelines listed in the East Franklinton Creative Community District Plan to determine the appropriateness of proposed development within the District boundary. A copy of the City Code and/or the district guidelines can be obtained by going to the EFRB web page at <http://columbus.gov/planning/efrb/> and clicking on the appropriate links.

### WHERE TO BEGIN

- 1) Navigate to the EFRB website for application instruction and applicable forms at <http://columbus.gov/planning/efrb/>
- 2) Contact the staff in the City of Columbus Development Department, Planning Division, at [jeveoman@columbus.gov](mailto:jeveoman@columbus.gov) or call 614-645-0663.
- 3) The Planning Division staff can answer questions regarding the EFRB procedures and the application, as well as provide technical assistance. Applicants may make an appointment to meet with the Planning Division staff weekdays from 8:00 a.m. to 5:00 p.m. to discuss projects and applications prior to application submittal. It is strongly recommended that appointments be scheduled well in advance of the application deadline.
- 4) Complete all sections of the application which pertain to your proposed project and sign the application.

### FOLLOWING BOARD REVIEW

A *Certificate of Approval* is **not** a permit for work. The Certificate and approved drawings, stamped by the Planning Division, must be taken to the Department of Building and Zoning Services at 757 Carolyn Avenue (614-645-6090) in order to obtain the proper permits and fees for building, signage, demolition, etc.

### WHERE TO SEND COMPLETED APPLICATIONS

Fill out the Application form and email to:

[jeveoman@columbus.gov](mailto:jeveoman@columbus.gov)

Or mail the paper form to:

The City of Columbus  
Planning Division  
50 W Gay St, Columbus, Ohio 43215-9032

## APPLICANT INFORMATION (PLEASE TYPE OR PRINT LEGIBLY)

PROPERTY ADDRESS:

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PARCEL ID:

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APPLICANT NAME\*:

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

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MAILING ADDRESS:

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DAY PHONE:

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EMAIL:

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PROPERTY OWNER:

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PROPERTY OWNER ADDRESS:

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PROPERTY OWNER EMAIL  
AND OTHER INFORMATION:

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## PROJECT CLASSIFICATION (check all boxes that apply to your project)

- Conceptual Review:** Discuss with the Board preliminary design ideas for a project. The EFRB will address the appropriateness of the proposal and provide direction.
- Exterior Construction:** New construction, reconstruction, expansion, alteration or rehabilitation of buildings or structures.
- Exterior Building Alteration:** Facade renovations or exterior renovations.
- Graphics:** All graphics subject to the EF District.
- Development Plan:** Development Plan for a parcel or parcels that are proposed for a mix of uses, buildings or tax parcels that require master planning as a single development site.
- Change in use:** The establishment, change, modification or expansion of a use.
- Public Art Review**
- Public Plan Review**
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must submit in writing: reason for the demolition, proposed reuse of the site, and time frame for project initiation.
- Other:** \_\_\_\_\_



## REQUIRED MATERIALS TO SUBMIT WITH THE APPLICATION:

Note: Please submit electronically to the email listed on the application form ([jejeoman@columbus.gov](mailto:jejeoman@columbus.gov)) or submit one (1) application and eight (8) collated, stapled copies of your submission packet to the city's Planning Division (50 W Gay St, Columbus, Ohio 43215-9032). Drawings are required to be 11" x 17". Drawing specifications should not be less than 11 point font.

- Site Plan:** A site plan drawn to scale that reflects existing conditions and changes thereto, including all new improvements and landscaping sufficient to demonstrate compliance with C.C.3323 and all other applicable zoning code provisions.
- Building Plans and Materials:** Exterior elevations and drawings of all buildings and structures, drawn to scale, and exterior material samples sufficient to demonstrate compliance with C.C.3323.
- Graphics:** Full color design of individual graphics with a building elevation or site plan indicating location, drawn to scale, and material samples sufficient to demonstrate compliance with C.C.3323 and all other applicable graphics code provisions.
- Photos:** Current color photos printed on standard paper or photo paper. Include photos of each side of the building and/or site and detail views of the specific areas to be repaired or altered.

## 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 to commit to changes proposed by the commission.

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Signature of Owner or Applicant

Date