

# Historic Commission Review Application

City of Columbus | Department of Development | Historic Preservation Office | 50 W. Gay St., 4th floor | Columbus, Ohio 43215

## Introduction

The Columbus Historic Preservation Office welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of Columbus history. The review process is designed to preserve the distinct character of Columbus' designated historic properties and the integrity of its older neighborhoods.

## What is a Designated Historic Property?

A designated historic property is one that is listed on the Columbus Register of Historic Properties, individually or as part of an historic district, or is located within districts defined by Columbus City Code chapters 3116-3119 inclusive.

## Architectural Review Commissions

There are five architectural review commissions in Columbus: Brewery District Commission, German Village Commission, Historic Resources Commission, Italian Village Commission, and Victorian Village Commission.

## Application Procedures

All owners of designated historic properties in Columbus are required to obtain a Certificate of Appropriateness **before** making any exterior changes to their property. **Completed** Historic Commission Review Applications must be received by the City's Historic Preservation Office Staff at least **two weeks** prior to the scheduled commission meeting in order to be placed on the corresponding monthly meeting agenda. A recommendation by the corresponding architectural review commission to the designated regulatory department is required for any variance or zoning change.

## Standards and Guidelines

The architectural review commissions use the Standards specified in Columbus City Code Chapter 3116, their architectural guidelines, and the Secretary of the Interior's Standards for Historic Preservation to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. A copy

of the City Code and/or your district guidelines can be obtained by going to the Historic Preservation Office web address main page at <http://columbus.gov/historicpreservation> and clicking on the appropriate historic district link.

## Where to Begin

- 1) Contact the Historic Preservation Office staff in the City of Columbus Development Department, Planning Division, at the General Office Number, 614-645-8620, or go to our web page and click on Historic Preservation Office staff for all H.P.O. staff phone numbers. The Historic Preservation Office staff can answer questions regarding commission procedures and the Historic Commission Review Application, as well as provide technical assistance. Applicants may make an appointment to meet with the Historic Preservation Office staff weekdays from 8:00 a.m. to 5:00 p.m. to discuss their projects or applications prior to commission review. **It is strongly recommended that appointments be scheduled well in advance of the application deadline.**
- 2) Obtain a copy of the architectural guidelines for the appropriate district and read them carefully.
- 3) Complete all sections of the application which pertain to your proposed project and sign the application.

## Following Commission Review

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

## Where to Send Completed Applications

The City of Columbus  
Historic Preservation Office  
50 W. Gay St., 4th floor  
Columbus, Ohio 43215-9032

**Please retain this page for your records and reference.**

Please call 614-645-8620 or go to <http://columbus.gov/historicpreservation> for forms and general information.

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## APPLICANT INFORMATION *(please type or print legibly)*

Property Address \_\_\_\_\_

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.*

Mailing Address \_\_\_\_\_ Day/Cell Phone : \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ Day/Cell Phone : \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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

- Conceptual Review:** Discuss with the commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide direction.
- New Construction:** Construction of a new building, additions, garages, sheds, etc. (C.C.: 3116.12).
- Exterior Building Alteration:** Includes all exterior changes to an existing building, including, but not limited to: roofing, painting, masonry cleaning/repair, and repair/replacement of architectural features such as windows, doors, siding, porches, gutters, and trim, etc. (C.C.: 3116.11).
- Landscaping:** Removing or adding landscaping or landscape features such as driveways, walkways, patios, fencing, retaining walls, etc. (C.C.: 3116.13).
- Signage or Graphics:** Installation of a sign or graphic on the site, on a building, or on a window.
- Variance or Zoning Change:** All variance requests for parking, change of use, lot splits, etc. require the recommendation of the corresponding architectural review commission to the designated regulatory department. In addition to this application, Applicant must submit to the H.P.O. a copy of the Variance or Rezoning Application filed with and stamped by the Department of Building & Zoning Services.
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must submit in writing:
  - 1) reason for the demolition,
  - 2) proposed reuse of the site,
  - 3) evidence of funding, and
  - 4) time frame for project initiation. (C.C.: 3116.14).

**Other:** \_\_\_\_\_

