



City of Columbus Certificate of Appropriateness Application

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 Certificate of Appropriateness 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 3317-3331 inclusive.

Architectural Review Commissions

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

Certificate of Appropriateness Application

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* Certificate of Appropriateness Applications must be received by the city's Historic Preservation Office at least *two weeks* prior to the scheduled commission meeting in order to be placed on the agendas.

Standards and Guidelines

The architectural review commissions use the Standards specified in Columbus City Code Chapter 3116, as well as their architectural guidelines, to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. The specific architectural guidelines are consistent with the City Code to provide additional recommendations for appropriate exterior changes to historic properties. A copy of the city Code and/or your district guidelines can be obtained by calling the City's Historic Preservation Office at 645-8620.

Where to Begin

- 1) Contact the Historic Preservation Office staff in the City of Columbus Development Department, Neighborhood Services Division 645-8620. The Historic Preservation Office staff can answer questions regarding commission procedures and the Certificate of Appropriateness Application, as well as provide technical assistance. Applicants can make an appointment to meet with the Historic Preservation Office staff weekdays from 8 am to 5 pm 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 your district and read them carefully.
- 3) For new construction, additions, and garages complete the ***Historic Zoning Review Worksheet***. Complete instructions are located on the worksheet.
- 4) *Complete* all sections of the application which pertain to your proposed project and sign the application.

Where to Send Completed Applications

The City of Columbus
Development Department/Neighborhood Services Division
Historic Preservation Office
109 N. Front Street/Ground Floor
Columbus, Ohio 43215

Or, if there is no additional documentation required for the application, fax the application to 614-645-2487.

Certificate of Appropriateness

When the architectural review commission approves your proposal, a Certificate of Appropriateness will be issued. The Certificate is ***not*** a permit for work. The Certificate and stamped drawings must be taken to the Building and Development Services at 757 Carolyn Avenue (645-7433) in order to obtain the proper permits and fees for building, signage, demolition, etc.



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FOR STAFF USE ONLY		<input type="checkbox"/> BDC
DR	_____	<input type="checkbox"/> GVC
APP #	_____	<input type="checkbox"/> HRC
_____	_____	<input type="checkbox"/> VC
_____	_____	<input type="checkbox"/> VVC

Applicant Information (please type or print legibly)

Property Address _____

Applicant Name _____

**If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the commission.*

Mailing Address _____ Day/Cell Phone/Pager _____

City _____ State _____ Zip _____ Fax _____

Property Owner _____

Mailing Address _____ Day/Cell Phone/Pager _____

City _____ State _____ Zip _____ Fax _____

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 helpful advice.
- New Construction:** Construction of a new building, additions or garages, sheds, etc. See attached Columbus City Code Standard 3116.12 for guidance.
- Exterior Building Alteration:** Includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc. See Columbus City Code Standard 3116.11 for guidance.
- Landscaping:** Removing or adding landscaping or landscape features (walks, patios, fencing, retaining walls, etc.) that will alter the appearance of the property. See Columbus City Code Standard 3116.13 for guidance.
- Signage or Graphics:** Installation of a sign or graphic on a building, or on the site, or directly behind the window or on a window.
- Variance or Zoning Change:** Complete this application, the Historic Zoning Review Worksheet and submit a stamped copy of the variance or rezoning application filed with the city's Building Services Division for the requested variances. Only when all applications have been received by the Historic Preservation Office staff, the application will be placed on the corresponding commission's agenda for review and formal recommendation.
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding and a time frame for project initiation. See Columbus City Code Standard 3116.14 for guidance.
- Lot Split**
- Other:** _____

Work Description (please type or print legibly)

- Describe the proposed project in detail, including all changes to the building, site, lot or zoning. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets as needed.
- ***Consult the historic district's architectural guidelines and Standards 3116.11 – 3116.14 for additional information.***

Materials to submit with the application (as needed):

- **Color Photos:** 35mm or digital only. Polaroids will not be accepted. Include photos of each side of the building; the site to be altered and close ups of the specific areas to be changed.
- **Drawings for conceptual review, new construction or graphics/signage:** 3 complete sets must be submitted. *One set of drawings must be 11" x 17" size or smaller.* This set will be kept by the Preservation Office.
- **Material Samples/Manufacturer's Brochures:** Material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, etc).
- **Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structure(s).

Owner/Applicant Signature

I certify that I have read the Introduction to this application and that the information I have included, and any 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.

Signature of Owner or Applicant _____

Date _____