

Historic Commission Review Application

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

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: _____

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, repaired, and/or added. Indicate all materials to be used and the manufacturer's specifications.

- Consult the Standards (C.C.: 3116.11 – 3116.14) and the applicable code for each Architectural Review Commission (C.C.: 3117 – 3119) at <http://columbus.gov/historicpreservation>.
- Is this application in response to an exterior Code Violation Order: YES NO

Required materials to submit with the application:

NOTE: Submit one (1) application and ten (10) collated, stapled copies of your submission packet. Drawings are required to be 11" x 17". Drawing specifications to be no less than 11 point font.

- 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.
- Drawings:** For conceptual review, a basic site plan and elevations should be submitted. For new construction or graphics/signage, measured drawings of the sign and/or all elevations of the building are required.
- Material Samples/Manufacturer's Brochures:** Material samples and brochures that illustrate and provide specifications for the proposed materials (i.e., paint chips, pavers, window/door specifications, 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 street location, north arrow, property lines, and all existing structures and/or landscape features in question.

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.
