



THE REVIEW PROCESS

Where Do The Guidelines Apply?

The *Guidelines* apply to all properties within the University/High Street corridor, generally bounded by Glen Echo Ravine on the north, Pearl Street on the east, Fifth Avenue on the south, and Wall Street on the west, except between 11th Avenue and Lane Avenue west of High Street; and including all other nonresidentially-zoned properties within the Impact District.

Additional standards, administered by the Historic Resources Commission, apply to those portions of the city's Northwood Park Historic District within the corridor (see the Impact District map on page 76).

When Do The Guidelines Apply?

Any property owner, business owner, developer, or others seeking a permit or zoning clearance for new construction, rehabilitation or other alteration that affects a building's exterior, changes in the site, a curb cut, or a graphic are subject to applicable *Guidelines*. Normal maintenance or repair—not involving a change in material, design, dimensions, shape, or arrangement—does not require a Certificate of Approval. Though a Certificate of Approval is not required for a demolition permit, it is required for the

resultant changes in the property; therefore, it is prudent to consult the *Plan*, the *Guidelines*, and consult with the University Area Review Board prior to making a demolition decision.

When a zoning change or variance request falls under a stated guideline, the University Area Review Board shall review such request and forward a recommendation to the appropriate decision-making body. A zoning change that does not affect the goals or principles herein, or does not fall under a guideline that applies to the change, is not subject to review by the University Area Review Board. The University Area Commission will continue to review and recommend on all rezonings, variances, and demolitions, in accordance with its statutory functions and duties. All public bodies hearing matters regarding zoning changes or variances are urged to refer to this document for applicable guidance.

Who Administers The Guidelines?

The University Area Review Board (hereafter referred to as “Review Board”) comprises members with professional and neighborhood expertise who are appointed by the Mayor to administer the *Guidelines* through a review and approval process. The establishment and duties of the Review Board are set out in the Zoning

Code. Prior to the issuance of any zoning clearance, building permit, or graphic permit, all applicable projects within the University/High Street corridor must be reviewed and approved by the Review Board. Upon determination that a project is consistent with the intent and purposes of these *Guidelines*, the Review Board will issue a Certificate of Approval. Such approval is needed before a permit can be obtained.

In order for the Review Board to conduct design review in a manner that reflects the unique urban design challenges and opportunities inherent in each site and proposal along this highly diverse street, no review findings are intended to set a precedent. Each proposal will be viewed as a unique and important contribution to High Street's quality and character.

Even if improvements do not require review by the Review Board, other public groups, such as the City Council, the Development Commission, the Graphics Commission, the Building Commission, the Board of Zoning Adjustment, and the various city departments, should use these *Guidelines* and the Plan when deciding on matters that effect the character and quality of the public environment along High Street.

Applying for a Certificate of Approval

To obtain a permit or other final clearance from the city, a Certificate of Approval must first be obtained from the University Area Review Board. To have a project reviewed by the Review Board, a completed application conveying all the necessary information about the proposed work must

be submitted to the Review Board staff of the city's Planning Office. The applicant then presents the proposal to the Review Board and requests that a certificate be issued.

Additionally, it is the intent that the established procedures of Columbus City Code sections 3116.04 through 3116.09 governing the application and issuance of a certificate be followed. Consult the city's *Columbus Development Guide* for information about submission materials, permits, and other processes. Though materials requested by the Review Board may vary somewhat from those required for a building permit, the site plan requirements are the same.

To initiate the approval process, follow these steps:

Step 1

Consult the *Guidelines* and the *Plan* before planning a building activity. While not mandatory, applicants may find it beneficial to consult with the Neighborhood Design Assistance Center before beginning planning and design.

Step 2

Complete the Certificate of Approval application as early as possible in your process and include:

- *for new construction or addition*—a site plan showing abutting streets and footprints of adjacent buildings, a service plan, floor plans, sections and fully detailed elevations showing heights of adjacent buildings, details of critical architectural elements, samples of materials and colors, and photographs of the existing building and adjacent buildings.
- *for an exterior alteration*—sections and fully detailed elevations, details of critical architec-

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tural elements, samples of materials and colors, and photographs of the existing building and adjacent buildings.

- *for a site improvement*—a site plan showing topography, plantings, fencing, walls, pavement, and other landscape architectural features; and, if applicable, construction drawings and material samples of the improvement.
- *for a curb cut*—a site plan showing the circulation pattern, neighboring structures, dimensions, details, and materials; a service plan; and an evaluation of the proposal by the city’s Traffic Engineer.
- *for a graphic*—photographs of the existing building and signage, elevation and section showing the size and location of the proposed graphic, a drawing of the proposed graphic with dimensions, colors, materials, and method of illumination.

Step 3

Submit a complete application, conveying all the necessary information about the proposed work to the Review Board staff no later than ten days prior to a scheduled meeting. All relevant items on the application checklist must be submitted with the application. A proposal will not be placed on the agenda if the application is not complete. Applicants are encouraged to submit early and discuss their application needs with staff.

Step 4

Attend a regularly scheduled meeting of the Review Board and present your proposal. After reviewing the application, the Review Board will either:

- approve the application as submitted or with approved changes;
- continue the application to another meeting; or
- deny the application.

Appeals Process

If the Review Board determines that an application is inconsistent with the intent of these *Guidelines*, it may table or deny the Certificate of Approval. The reasons for denial will be conveyed to the applicant. Within ten days of receipt of the denial, the applicant may choose to submit an alternative plan, request a rehearing based solely on substantial economic hardship, enter mediation, or file an appeal with the Board of Commission Appeals.

The alternative plan must be a new or revised proposal that addresses the issues of contention. Procedures for a rehearing are pursuant to Columbus City Code section 3116.19. Procedures for mediation are pursuant to Columbus City Code section 3116.10 (C), (D) and (E). An appeal of a finding or determination of the Review Board based on a claim of substantial economic hardship may be taken to the Board of Commission Appeals in accordance with the provisions of Columbus City Code chapters 3116 and 3118. An appeal of the Board of Commission Appeals’s decision or for any reason other than substantial economic hardship may be made to the courts.

