University Area Review Board

Development Department | Planning Division
50 West Gay Street, Fourth Floor
Columbus, Ohio 43215-9031
(614) 645-6096 (614) 645-1483 fax

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF DEVELOPMENT

UNIVERSITY IMPACT DISTRICT CERTIFICATE OF APPROVAL APPLICATION

Applicant Information *(Please type or print legibly)*

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

Property Address: _____

Applicant Name: _____

Mailing Address: _____ Phone (Day): _____

City: _____ State: _____ Zip: _____ Fax: _____

Mobile: _____ Email: _____

Property Owner: _____

Mailing Address: _____ Phone (Day/Cell/Pager): _____

City: _____ State: _____ Zip: _____ Fax: _____

Property Management: _____

Contact: _____

Mailing Address: _____ Phone (Day/Cell/Pager): _____

City: _____ State: _____ Zip: _____ Fax: _____

Project Classification *(Check all boxes that apply to your project)*

☐ **Conceptual Review:** Discuss with the board preliminary design ideas for a project. The board will address the appropriateness of the proposal and provide helpful advice. See University/High Street Guidelines pages 29-58.

☐ **New Construction:** Construction of a new building, additions or garages, sheds, etc. See Columbus City Code 3372.585 and See University/High Street Guidelines pages 46-49.

☐ **Exterior Building Alteration**: Includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc. See University/High Street Guidelines pages 29-58.

☐ **Landscaping**: Removing or adding landscaping or landscape features (walks, patios, fencing, retaining walls, etc.) that will alter the appearance of the property. See University/High Street Guidelines pages 29-58.

☐ **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. See University/High Street Guidelines pages 50-58.

☐ **Variance or Zoning Change:** Complete this application 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 University Area Review Board staff, the application will be placed on the corresponding commission's agenda for review and formal recommendation. See Columbus City Code 3372.584

☐ **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 University Impact District guidelines and standards Columbus City Code 3372.580 - 3372.599 and University/High Street Guidelines pages 29-58 for additional information.**

Materials to submit with the application (as needed):

- **Drawings for conceptual review, new construction or graphics/signage:** 1 complete set must be submitted, this set will be kept by the UARB staff.
- **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 thoroughly read 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 University Area Review Board.

Signature: _____ Date: _____

Submit by Email

Print Form