



City of Worthington
ARCHITECTURAL REVIEW BOARD
Certificate of Appropriateness
Application

Case # _____
Date Received _____
Fee _____
Meeting Date _____
Filing Deadline _____
Receipt # _____

1. **Property Location** _____

2. **Present/Proposed Use** _____

3. **Zoning District** _____

4. **Applicant** _____

Address _____

Phone Number(s) _____

Email _____

5. **Property Owner** _____

Address _____

Phone Number(s) _____

Email _____

6. **Project Description** _____

7. **Project Details:**

a) **Design** _____

b) **Color** _____

c) **Size** _____

d) **Approximate Cost** _____ **Expected Completion Date** _____

PLEASE READ THE FOLLOWING STATEMENT AND SIGN YOUR NAME:

The information contained in this application and in all attachments is true and correct to the best of my knowledge. I further acknowledge that I have familiarized myself with all applicable sections of the Worthington Codified Ordinances and will comply with all applicable regulations.

Applicant (Signature)

Date

Property Owner (Signature)

Date

INSTRUCTIONS FOR FILING

- ◆ Please fill in information as completely as possible. Include zip codes, phone numbers, the project description and project details. The owner of the lot on which the structure is or will be located must sign on the Property Owner signature line.
- ◆ Only one copy of the application and supporting materials needs to be filed. However, if drawings are larger than 11"x17", 11 copies of the drawings must be submitted.
- ◆ Fee: \$1.00 for every \$1000.00 of project cost -- \$2.00 minimum, \$200.00 maximum.

Please complete the following items on separate paper:

1. Please write a brief **Supporting Statement** describing the project in as much detail as possible.
2. Include a **Site Plan** drawn to scale. The site plan must show all lot lines with dimensions and building footprints (including sheds, garages and additions) with the size, shape, orientation and dimensions clearly depicted.
 - Site plans for new structures and additions must show the dimensions of all structures on the lot and distances from lot lines.
 - Site plans for fences must show the fence location on the lot and distances from lot lines.
 - Site plans for signs must show where all freestanding signs are located and distances from lot lines.
3. **Elevations** must be included for construction of a building, building addition, fence, shed, garage, sign or any change to a structure such as roof, shutters, doors and windows. An elevation is a scaled drawing showing all sides, features and dimensions of a structure. Sign elevations must also include size of lettering and logos and all other dimensions of the sign(s).
4. **Lighting Cuts** are required for any non-residential project that contains exterior lighting and must show all lights proposed. Wall mounted lights must be shown on elevations and freestanding lights must be shown on the site plan. Cuts of all lighting fixtures must be submitted. A photometric plan must be submitted for site lighting. All external and internal sign illumination must be detailed.
5. A **Floor Plan** and/or **Landscape Plan** may be required if determined by staff to be a necessary part of your request.
6. **Samples** of all **materials and colors** must be submitted. Colors must be shown on chips or on the actual material rather than on paper.
7. Please discuss your plans with neighboring property owners or residents if possible before the meeting. All property owners and renters adjacent to and across from your property will be notified of the public hearing.

Submit to: City of Worthington, 374 Highland Ave., Worthington, OH 43085. Please contact Lynda Bitar at 614-431-2424, or lynda.bitar@worthington.org with any questions.