

903.01 Director's approval required.

- (a) All persons wishing to dig into or open holes, ditches or trenches in the sidewalk, bikeway or roadway or to occupy the right-of-way of any streets, alleys or public ways of the city in order to place, extend or repair therein any pipes, conduits or wires, or for any other reason, shall at least ten (10) working days before proposing or preceding to do so, obtain a permit from the Director. All such permit requests shall be submitted, reviewed, and approved, and all appropriate fees and deposits paid to the city, before such permit shall become effective. All such fees shall be credited to the Street Construction Maintenance and Repair Fund and submitted by the Director to the City Treasurer. All deposits shall be returned upon completion and acceptance of the work. A record of permits issued shall be maintained by the Department.
- (b) All persons wishing to occupy the public right-of-way of any street, alley, sidewalk, bikeway, public way or paving of the city in order to repair, replace, renovate, extend, refurbish, alter, mark, decorate, install, or maintain any building, structure, surface, pole, conduit, pipe, wires, sign or graphic, cable, sewer or drain structure or building connection of any kind above, near or adjacent to said right-of-way shall, at least five (5) working days before proposing or preceding to do so, obtain a permit from the Director. All such permit requests shall be submitted, reviewed and approved, and all appropriate fees paid to the city, before such permit shall become effective. All such fees shall be deposited by the Director designee with the City Treasurer to the credit of the Street Construction Maintenance and Repair Fund. A record of permits issued shall be maintained by the Department.
- (c) Nothing in this Title shall be construed as requiring the City, its officials, agents, contractors, or any person acting under the direction or authorization of the Director or City to obtain a certificate of appropriateness when performing construction, reconstruction, demolition, or alteration of any kind in any right-of-way.

904.04 Criteria for granting or renewing a lease or executing an agreement.

- A. The city shall grant or renew a lease for the use of public sidewalk or shared-use path or other real property within the public right-of-way upon determination that:
1. The public health, safety or welfare will not be negatively impacted upon the granting or renewal of such a lease;
 2. The granting or renewal of the lease will be consistent with the policy of the city as set forth in Section 904.01 and any rules or regulations promulgated by the Director pursuant to Section 904.01 or 904.02(C);
 3. The applicant is not delinquent on any taxes or other obligations to the city or county; and
 4. For any proposed location within the boundaries of the downtown zoning district, as established in Columbus City Code Chapter 3359.03, or within the boundaries of any architectural review commission, as provided for in Title 31 of the Columbus City Codes, or for any location falling under the review authority of the historic resources commission, as established in Chapter 3117, or any location within the boundaries of any recognized area commission established in Chapter 3111 of Columbus City Codes, the applicant has received a certificate of appropriateness from the appropriate commission or commission staff. Nothing in this Chapter shall be construed to require the city, its officials, agents, contractors, or any person acting under the direction or authorization of the city to obtain a certificate of appropriateness when performing construction, reconstruction, demolition, or alteration of any kind in any right-of-way.
- B. An agreement allowing the installation of banners and/or flags shall be granted upon determination that:
1. The public health, safety or welfare will not be negatively impacted upon the execution of such an agreement;
 2. The execution of an agreement will be consistent with the policy of the city as set forth in Section 904.01;
 3. The applicant is not delinquent on any taxes or other obligations to the city or county;
 4. The applicant has followed and conformed to the rules and regulations established by the Greater Columbus Convention and Visitor's Bureau or their successor for the installation of banners and/or flags for any proposed location within that area bounded on the south by Interstate Route 70, the east by Interstate 71, the north by Goodale Boulevard and the west by Grubb Street, and known as the downtown banner/flag program area;

EXHIBIT A

5. The applicant has followed and conformed to the rules and regulations established by the Columbus Neighborhood Design Assistance Center or their successor for the installation of banners and/or flags for any proposed location within the boundaries of an officially recognized neighborhood commercial revitalization area; and
6. The applicant has followed and conformed to the rules and regulations established pursuant to Section 904.02 of this chapter for the installation of banners and/or flags for any proposed location not within the boundaries of the downtown banner/flag program or an officially recognized neighborhood commercial revitalization area.

912.03 Administration and Enforcement.

- (A) The Director shall have authority, custody, and control for the care, planting, and removal of trees and shrubs planted or to be planted in or on public streets, parks, and public places.
- (B) The Director may issue permits and promulgate rules and regulations, including the establishment of fees, for public tree care, planting, removal, protection, and mitigation, and the issuance of notices of violation, as necessary to administer the provisions of this chapter.
- (C) The Director shall have authority to plant, prune, spray, remove, and otherwise maintain such trees and shrubs in the public streets, public places, and parks. Nothing in this chapter shall be construed as requiring a certificate of appropriateness or approval under Title 31, Title 33, or Title 34 for such activity when done at the direction or authorization of the Director.
- (D) The Director may declare any vertebrate or invertebrate animal, plant pathogen, or plant that threatens to cause significant damage to Columbus' trees and urban forest a tree pest and prescribe control measures to eradicate, control, or manage the tree pest, including necessary timelines for action.
- (E) The provisions of this chapter shall be administered and enforced by the Director. It shall be the duty of the Director to inspect or examine any street, park, or public place and order the remedy of any conditions found in violation of this chapter.
- (F) Policies, rules, and regulations may be established, amended, and revised by the Director to control tree planting, pruning, cabling, spraying, root cutting, and other work on or near public trees by contractors, abutting property owners, and/or others. The Director may promulgate rules and regulations, as they deem appropriate from time to time, to carry out the express purposes and intent of this chapter. The Director shall promulgate rules and regulations by filing the same with the city clerk for publication in the City Bulletin pursuant to section 121.05 of the Columbus City Codes.
- (G) Departmental use of city resources to plant and maintain trees on private property, in reasonable furtherance of city goals to prioritize, preserve, and grow tree canopy in Columbus, constitutes a proper public purpose and is hereby authorized subject to the provisions of chapter 329 of the Columbus City Codes.
- (H) The Director shall have the authority to establish criteria and processes for the selection of a hearing officer and for consideration of requests for variance from this code or rules and regulations promulgated hereunder.

1103.03 Tapping mains.

No person other than the properly authorized employees of the Division of Water acting under the direction of the Director of Public Utilities or a person or firm authorized by the Director of Public Utilities shall be permitted to tap or make any connections with the main or distributing pipes of the Division of Water. No person acting

under the direction or authorization of the Director of Public Utilities shall be required to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34.

1103.04 Street opening permit.

Before permits for extending connections are issued the plumber, water contractor, or sewer/water contractor must present a permit from the director of public service authorizing the Director to open the street in which the connection is to be made. No certificate of appropriateness or approval under Title 31, Title 33, or Title 34 shall be required prior to the opening of such street in which the connection is to be made. No licensed plumber, water contractor, or sewer water contractor shall be granted a permit for work to be done by a person not in the employ of such plumber, water contractor, or sewer/water contractor.

1105.038 Water metering systems.

- A. The Director of Public Utilities is hereby authorized to install, read, maintain, and replace metering systems to any and all properties served with water by the Division of Water. No person acting under the direction or authorization of the Director of Public Utilities shall be required to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34 for the installation, maintenance, or replacement of such metering systems.
- B. The Director of Public Utilities or the director's appointed agents are authorized to enter all properties served with water by the Division of Water for the purpose of installing, reading, maintaining, and replacing the metering system.
- C. Water service may be terminated for failure of a customer to provide access to the property for the purpose of installing, reading, maintaining, or replacing the metering systems pursuant to the provisions of city code Section 1101.03. Service charges will continue to be charged during the period water service is terminated pursuant to Section 1105.23.
- D. The property owner shall pay the appropriate service termination and resumption charges as specified in Section 1105.09 for denying access to the Director of Public Utilities or the director's agents for the purpose of installing, reading, maintaining, and replacing the metering system.
- E. The customer is responsible for damage to the metering system resulting from negligence, vandalism, freezing or hot water and shall be charged for said damages to the meter according to Section 1105.09, Part E, except that said charge shall not be imposed when to the satisfaction of the director it is shown that the damage is the result of conditions beyond the control of the customer.
- F. If the customer causes the obstruction of the metering system after its installation, or requests that the metering system be relocated, and the Division of Water agrees to perform such relocation, the customer shall be responsible for the relocation trip charge as specified in Section 1105.09, plus the actual costs of relocating any part of the metering system.
- G. The Director of Public Utilities will determine the type of metering system to be installed for each customer and that if in the director's opinion an existing system is inadequate to meet the intent of Section 1105.038, the director shall cause it to be replaced with a system meeting said intent.

1119.07 Powers of the Director.

The Director of the Department of Public Utilities may promulgate rules and regulations and adopt policies as necessary to enforce or implement the provisions of chapter 1119. Rules or Regulations promulgated pursuant to this chapter shall be published in the City Bulletin, with copies made available for public review at the Director's office and other locations which may be designated by the Director. Nothing in this chapter shall be construed to

require the Director or any person acting under the direction or authorization of the Director in carrying out the provisions of this chapter to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34.

1133.07 Permits.

No person shall open any public right of way, easement, or private property for the purpose of constructing, reconstructing, repairing, locating or cleaning any sewer or service lateral without obtaining a permit from the Division of Water Reclamation, before the work is started. Failure to do so will result in a penalty as described in Section 1133.99. Each permit application shall be accompanied by a non-refundable fee of eighty-five (\$85.00) dollars and shall be paid to the Division of Water Reclamation, and deposited with the City Treasurer to the credit of the Sewer Operating Fund. All permits shall expire ninety (90) days from the date of issuance. Permits may not be transferred. No person acting under the direction or authorization of the Director of Public Utilities shall be required to obtain a certificate of appropriateness under Title 31, Title 33, or Title 34.

1143.01 Agreements for construction.

The director of public service is authorized to enter into agreements whereby the right and privilege of constructing new pavements on public streets, avenues, boulevards or alleys, and the repavement or reconstruction of pavements over trenches or over openings in such public ways under private contract at no cost to the city, is granted to responsible applicants. No person acting under the direction or authorization of the director of public service shall be required to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34. Such agreements shall contain the following provisions and conditions.

1163.025 Electricity metering systems.

- A. The Director of Public Utilities is hereby authorized to install, read and maintain metering systems to any and all properties served with electricity by the Division of Power. No person acting under the direction or authorization of the Director of Public Utilities shall be required to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34 for the installation, maintenance, or replacement of such metering systems.
- B. The Director of Public Utilities or the director's appointed agents are authorized to enter all properties served with electricity by the Division of Power for the purpose of installing, reading and maintaining the metering system.
- C. Electricity service may be terminated for failure of a customer to provide access to the property for the purpose of installing, reading or maintaining the metering systems pursuant to the provisions of City Code Section 1160.03.
- D. The property owner shall pay the appropriate service termination and resumption charges as specified in Section 1163.19 for denying access to the Director of Public Utilities or the director's agents for the purpose of installing, reading and maintaining the metering system.
- E. The customer is responsible for damage to the metering system resulting from negligence or vandalism and shall be charged for said damages to the meter according to Section 1163.19, except that said charge shall not be imposed when to the satisfaction of the director it is shown that the damage is the result of conditions beyond the control of the customer.
- F. If the customer causes the obstruction of the metering system after its installation, or requests that the metering system be relocated, and the Division of Power agrees to perform such relocation, the customer

shall be responsible for the relocation trip charge as specified in Section 1163.19, plus the actual costs of relocating any part of the metering system. The customer shall be responsible for removing or relocating equipment not owned by the Division of Power.

- G. The Director of Public Utilities will determine the type of metering system to be installed for each customer and that if in the director's opinion an existing system is inadequate to meet the intent of Section 1163.025, the director shall cause it to be replaced with a system meeting said intent.

1165.01 Street lights required.

Any developer of commercial and residential development within the City of Columbus shall install street lights along public right of ways at locations to be determined by the Division of Power. No person acting under the direction or authorization of the Director of Public Utilities shall be required to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34.

2106.02 Duties.

The department of public service shall be responsible for the design, construction, installation and maintenance of all traffic control devices including but not limited to signs, signals, markings, parking meters, and devices for the purpose of regulating, warning or guiding traffic. Nothing in this Title shall be construed to require the City, its officials, agents, contractors, or any person acting under the authorization or permission of the City to obtain a certificate of appropriateness under Title 31, Title 33, or Title 34 for the construction, installation and maintenance of any traffic control device.

The department of public service shall be responsible for conducting traffic and accident studies related to the design, construction, installation, and maintenance of all traffic control devices, and the movement of traffic. The department of public service shall review and approve all construction and building plans for conformance to city codes and standards relating to parking, and the safe and efficient movement of pedestrians and vehicles. The department of public service shall be responsible for the operation and development of off-street parking facilities owned by the city. The department of public service shall have other powers and duties as assigned by ordinance of city council, Columbus City Codes and all general laws not in conflict with this or other sections of the administrative code.

2509.01 Scope.

This chapter of the Columbus Fire Prevention Code shall include in its entirety, and as changed from time to time, the OFC Rule 09, OAC 1301:7-7-09, Fire Protection System. The following revisions and additions, if any apply to this Article. Nothing in this chapter shall be construed as requiring a certificate of appropriateness under Title 31, Title 33, or Title 34 for the installation of fire protection systems, including fire hydrants, in the right-of-way.

3116.017 Letters P, Q and R.

"Person" means a natural person, the person's beneficiaries, executors, administrators, or assigns, and also includes a corporation, partnership, an unincorporated society or association, or any other type of business or association, including respective successors or assigns, recognized now or in the future under the laws of the state or the city. For purpose of Chapters 3116 and 3119, "person" does not include the City of Columbus when the City or its officials, agents, contractors, or any individual acting under the direction or authorization of the City are performing construction, reconstruction, alteration, or demolition in the right-of-way.

"Property" means any structure, group, district or site subject to the provisions of Chapter 3117 or Chapter 3319. A contributing property is at least forty (40) years of age or contributes to the architectural character or historical and architectural significance of a group or district. A noncontributing property is less than forty (40) years of age or does not make such a contribution.

"Register" when used without qualification means the Columbus Register of Historic Properties, the city's record of listed properties.

"Rehabilitation" means the act or process of returning a building, object, site, or structure to a state of utility through repair, remodeling or alteration that enables an efficient contemporary use while preserving those portions or features of the building, object, site or structure that are significant to its historical, architectural and cultural values.

"Relocation" means any change in the location of a structure or object from one setting to another.

"Restoration" means the act or process of accurately recovering the form and details of a building, object, site or structure and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

"Right-of-way" has the same meaning as defined in Section 900.06.

3116.04 Certificate required.

Except in cases excluded by C.C. 3116.23, no person shall construct, reconstruct, alter, change the exterior color of or demolish any listed property or architectural feature thereof or any structure or architectural feature now or hereafter in a district or make site improvements thereon without first applying for a certificate of appropriateness therefor and obtaining either such certificate of appropriateness or a clearance. Nothing in this chapter shall be construed as requiring the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of appropriateness when performing construction, reconstruction, demolition, or alteration of any kind in any right-of-way.

The applicant shall deposit the applicant's application with the historic preservation officer in the manner and form provided by C.C. 3116.06 and 3116.07.

3116.23 Exclusions.

A. The City, its officials, agents, and contractors are exempt from obtaining a certificate of appropriateness under Section 3116.04 when performing any construction, reconstruction, alteration, or demolition of any right-of-way as defined in Section 900.06. Nothing in this chapter shall be construed as requiring the City, its officials, agents, contractors or any person acting under the direction or authorization of the City to obtain a certificate of appropriateness or approval under Title 31, Title 33, or Title 34 when performing any construction, reconstruction, alteration, or demolition of any right-of-way as defined in Section 900.06.

B. Nothing in this chapter shall be construed to prevent the construction, reconstruction, alteration or demolition of any structure or architectural feature in an historic district which the building inspector or housing inspector has designated as being in an unsafe or dangerous condition and required for the public safety pursuant to Chapter 4109 or 4709, C.C., respectively.

3119.05 Duties.

The duties of the following established commissions shall:

- A. To preserve, protect and enhance the unique architectural and the designated historical district;
- B. To consider applications pursuant to regulations and standards of Chapters 3116 and 3119, C.C., and the respective commission's guidelines and issue certificates therefor if appropriate;

C. To study the problems and determine the needs of the city in furthering the purpose of preserving and redeveloping the designated historic district;

D. To determine what legislation or policy, if any, is necessary to preserve and redevelop the respective historic district and to recommend the same to the mayor or council, whichever is appropriate;

E. To prepare, adopt and publish guidelines consistent with the adopted plans and standards for the respective district pursuant to Chapter 3116, C.C., as applicable;

F. To work with other preservation and architectural review commissions, the Columbus Landmarks Foundation, the Ohio Historic Preservation Office, city departments, business organizations, neighborhood groups and other interested organizations to advance the preservation and redevelopment of the respective historic district and other historic resources in the city;

G. To advise the mayor and make recommendations on the conservation of city-owned structures and sites in the designated historic district and on any alteration or demolition of a city-owned property, right-of-way or park in the designated historic district. No commission shall have jurisdiction to require the City of Columbus or its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of appropriateness for any construction, reconstruction, alteration, or demolition of or within any right-of-way, nor are the City, its officials, agents, contractors, or any person acting under the direction or authorization of the City required to obtain a certificate of appropriateness for such work;

H. To assist the city in compliance with federal preservation regulations;

I. To receive for review, comment and recommendation from the building services division copies of applications and notices of all public hearings related to rezonings, special permits, variances, demolitions and zoning appeals regarding property located wholly or partially within the designated historic district; and

J. To provide for regular and special meetings to accomplish the purposes of paragraphs A. through I. herein.

3119.47 Certificate required.

Except in cases excluded by C.C. 3116.23, no person shall construct, reconstruct, alter, change the exterior color of or demolish any structure or architectural feature now or hereafter in of these districts without first applying for a certificate of appropriateness therefor and obtaining either such certificate of appropriateness or a certificate that no architectural feature is involved. Nothing in this chapter shall be construed as requiring the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of appropriateness when performing construction, reconstruction, demolition, or alteration of any kind in any right-of-way.

The applicant shall deposit the permit application with the secretary of the commission in the manner and form provided by Chapter 3116, C.C.

3303.18 Letter R.

"Rear of a building", "Rear line of a building" and "rear yard line", respectively mean that portion, building line or yard line opposite to the front line of a building, whether or not affording service access to the building.

"Reconstruction" means the replacement or rebuilding of a building, premises or structure.

"Recreational vehicle" means a vehicle manufactured or modified to contain temporary living quarters for travel, recreation, or vacation purposes including, but not necessarily limited to, camper, travel trailer, truck camper, and motor home.

"Religious facility" means a building or structure in which worship, ceremonies, rituals and education pertaining to a particular system of beliefs are held.

"Residence" is the general term implying place exclusively used for human habitation and embracing both residential and apartment residential district classifications.

"Residential care facility" means a use of a dwelling unit or dwelling units within a building primarily for providing supervised room, board and care in a residential setting to residents thereof whose disabilities or status limit their ability to live independently, and secondarily for training, rehabilitation and nonclinical services. The term excludes use as a clinic, institution, hospital, nursing home, convalescent home, school, child day care center, nursery school, dormitory or other similar use. The term shall not be applied to owner-occupied premises with one or two roomers. However, for the purpose of licensing, the term is included within "rooming house" as defined in Section 4501.32.

"Residential complex" means a residential development with 15 or more dwelling units situated on the same tax parcel.

"Residential district" means a zoning district permitting dwelling units as a principal use.

Residential Use. See "Use, residential."

"Restaurant" means an establishment that involves the preparation of food and drink, served to and consumed by patrons primarily within the building.

"Rest home" means a home that provides personal assistance for three or more individuals who are dependent on the services of others by reason of age or physical or intellectual disability but who do not require skilled nursing care. A rest home shall be licensed under Chapter 3721 of the Revised Code to provide only accommodations and personal assistance and may not admit individuals requiring skilled nursing care.

"Retail filling station" means a use involving the supplying to individual vehicles for their use only, of oil, grease, gasoline, or other fuel or power source, with other optional customary incidental service.

"Right-of-way" has the same meaning as defined in Section 900.06.

"Right-of-way line" means the limit of publicly owned land or easement encompassing a street or alley.

"Roof line" means in the case of a flat roof, the uppermost line of the roof of a building; in the case of a pitched roof, the lower edge of the eave; or in the case of an extended facade or parapet, the uppermost height of said facade or parapet.

Roof Sign. See "Sign."

"Rooming house" means a residential building, other than a hotel, in which part or parts are kept, used or held out to be a place where sleeping accommodations are offered for hire for three or more persons.

"Row" is a group of attached residences, separated by vertical fire walls, in which each residence has its own front and rear yards, and has appropriated to it the entire building between the fire walls.

3323.11 Certificate of approval—Required.

- A. General. The following activities require a Certificate of Approval as defined in section 3323.09(C)(1), Design review:
1. Any exterior construction activity requiring a building permit, including new construction, reconstruction, expansion, alteration or rehabilitation of buildings or structures;
 2. Site work requiring a permit, such as installation of parking lots, landscaping, plaza or similar improvements;
 3. Any alteration to a building requiring a Demolition Permit;
 4. Any graphics requiring a permit as provided by the Graphics Code and all graphics plans;

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5. Any activity requiring a Certificate of Zoning Clearance;
 6. Any activity requiring a Special Permit;
 7. Encroachment into the public right-of-way (Approval by the Department of Public Service is required for encroachments and access points into the public right-of-way. A Certificate of Approval for these actions does not constitute City approval.); and
 8. Location and design of public parks.

The Department of Building and Zoning Services shall not issue a Certificate of Zoning Clearance, any permit for construction, graphics permit, demolition permit or other permit for projects requiring a Certificate of Approval in the District or Overlay, unless:

1. The Review Board or its designee has issued a Certificate of Approval; or
2. On appeal, as provided herein, the Review Board's denial of a certificate has been reversed; or
3. Demolition is necessary in order to comply with an emergency order issued pursuant to Title 41, Columbus Building Code.

The Department of Building and Zoning Services shall void any permit or approval issued prior to a required Certificate of Approval.

Any construction, alteration, work, action, or site improvement not in compliance with, or contrary to that specifically approved in the Certificate of Approval or Certificate of Zoning Clearance shall be a violation of this code.

- B. Development Plan. The Review Board may consider a Development Plan for a parcel or parcels that are proposed for a mix of uses, buildings or tax parcels that require master planning as a single development site. The Development Plan may delineate permitted uses, site plan, configuration of buildings and development sites, phasing, development standards, circulation and parking, landscaping and buffering, graphics and related site improvements. The Review Board may approve a single Certificate of Approval for the Development Plan and the individual components of the development or may require the submittal of subsequent COAs as deemed approved by the Board.
- C. Change in Use. The establishment, change, modification or expansion of a use requires a Certificate of Zoning Clearance and a Certificate of Approval.
- D. Interior Changes. The Review Board does not have review authority over interior improvements or alterations to buildings and structures that are not establishing, changing or expanding a use.
- E. Single- and Two-Family Buildings and Accessory Buildings. Exterior changes to existing single- and two-family units and accessory buildings do not require a Certificate of Approval unless such change is an expansion or addition that extends the front elevation. Such expansions require a COA from the Review Board. The construction of a new single- or two-family building shall require a COA from the Review Board. The construction of a new accessory building shall require a COA from the city staff.
- F. Routine Maintenance. Nothing in this chapter shall preclude a property owner from conducting routine maintenance, which shall include replacement of roofs and siding, as well as HVAC units provided that required setbacks are met. Such maintenance does not require a COA.
- G. Exterior Colors. A change of exterior colors of any existing building or structure does not require a COA.
- H. Demolition Permits. Except in cases of public emergency as determined by the Chief Building Official or by court order, no permit for the demolition of a building or structure within the East Franklinton District shall be granted without the approval of the Review Board through issuance of a Certificate of Approval. No certificate shall be issued unless:

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1. A replacement use has been reviewed and approved by the board, and Historic Resources Commission (HRC) approval has been issued, if applicable, or
 2. If no replacement structure or use is proposed, a plan detailing how the property will be maintained has been reviewed and approved by the board, and HRC if applicable.

In instances where buildings proposed for demolition are of historic significance the Review Board may condition issuance of a Certificate of Approval for demolition upon the filing of a building permit application for a replacement use or structure consistent with an approved COA issued by the board. Historic significance is demonstrated by listing on the Columbus or National Registers of Historic Places or eligibility for such listing, following an evaluation by the Columbus Historic Preservation Office or a historic preservation professional.

In cases where the Review Board has issued a COA for demolition of a historically or architecturally contributing building, the board may require the applicant to document the building prior to its demolition. Such documentation standards should be established in consultation with the Historic Preservation Officer. Copies of the documentation should be delivered by to the Historic Preservation Office, Columbus Landmarks Foundation and the Columbus Metropolitan Library.

- I. Nothing in this chapter shall be construed to require the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of approval for work being performed in the right-of-way by the City, its agents, contractors, officials, or any person acting under the direction or authorization of the City.

3325.111 Certificate of Approval

- A. When Required. Within the University Impact District (UID), no person shall undertake any work, including the construction or exterior alteration of a building or structure, a change on or to the site, and the installation of a graphic or curb cut, that requires a certificate of zoning clearance, registration certificate, building permit, or installation permit without first obtaining a certificate of approval from the Review Board. A certificate of approval is not required for the razing of a building or for normal exterior maintenance or repair work that does not result in a change in material, design, dimensions, shape, or arrangement.

Note: Approval by the department of public service is required for encroachments and access points into the public right-of-way. A certificate of approval for these actions does not constitute city approval.

- B. Application Procedures.

1. Any person seeking a certificate of approval in the University Impact District (UID) shall file an application with Review Board staff using the City's application form prepared for such use. Applications must be accompanied by required support materials, such as site plans, elevations and other information intended to describe the proposal. Review board staff will maintain submission requirements, including deadlines, prepared in consultation with the Review Board.
2. Applications shall include explanation of any variances necessitated by the proposed design.
3. The Review Board shall consider complete applications submitted by the established deadline at the next regularly scheduled meeting.
4. Applicants may request that the Review Board consider a conceptual proposal for which no certificate of approval is sought and no official action is taken.
5. At the public meeting, the Review Board shall approve, approve with conditions or deny the application. Applicants may also request that the application be tabled until a future meeting.
6. A certificate of approval is valid for one year from the date of issuance, unless other limits are stated as a condition of the certificate.

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- C. Basis of Review and Issuance. The Review Board shall hear and decide applications for certificate of approval. A certificate of approval is issued by the Review Board stating that the proposal is in compliance with the standards of this code and consistent with the design guidelines as outlined in this chapter and approved by city council. Project review may include preliminary consideration or conceptual or interim proposals. Design review shall be based on the following considerations:
1. Provisions and standards of this code.
 2. Design guidelines as referenced in C.C. section 3325.121.
 3. Other code and regulatory requirements as may be applicable.
- D. Administrative Approvals. The Review Board may vote to delegate authority to review and approve certain actions or types of applications to staff. A certificate of approval shall be issued to the applicant upon such an administrative approval. Staff and/or the applicant shall have the option of referring any application to the Review Board. The Review Board shall adopt a list of the general categories for which administrative review is available. Staff shall report such approvals to the Review Board at its regularly scheduled meetings.
- E. Nothing in this chapter shall be construed to require the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of approval for work being performed in the right-of-way by the City, its officials, agents, contractors, or any person acting under the direction or authorization of the City.

3359.07 Certificate of appropriateness—Required.

The following activities within the downtown district require a certificate of appropriateness as defined in Subsection 3359.05(C)(1), Design Review.

- A) Any exterior construction activity requiring a building permit, including new construction, reconstruction, expansion, alteration and rehabilitation of structures.
- B) Site work requiring a permit, such as installation of parking lots, plazas and similar improvements.
- C) Any activity requiring a demolition permit (see also Section 3359.23, Demolitions).
- D) Any activity requiring a graphics permit (see also Section 3359.25, Graphics).
- E) Any activity requiring a certificate of zoning clearance.
- F) Encroachments into the public right-of-way.
- G) Location and design of public parks.
- H) Uses permitted only by certificate of appropriateness as outlined in Subsection 3359.17(C), Uses Permitted only by Certificate of Appropriateness.

Approval by the department of public service is required for encroachments and access points into the public right-of-way. A certificate of appropriateness for these actions does not constitute city approval.

Building activity that is exclusively interior to a building does not require a certificate of appropriateness. In such cases all other regulatory requirements remain in place, including review and approval by the building and zoning services department.

Nothing in this chapter shall be construed to require the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a certificate of appropriateness for work being performed in the right-of-way by the City, its officials, agents, contractors, or any person acting under the direction or authorization of the City.

34.A.10.040 Applicability of Title 31 – Planning and Historic Preservation Code (2024 Zoning Code)

Certain parcels with 2024 Zoning Code district designations fall under the design review authority of commissions charged with historic preservation and architectural review as defined in Chapter 3116 (Historic Preservation and Architectural Review), Chapter 3117 (Historic Resources Commission), and Chapter 3119 (Historic Architectural Review Districts Purpose and Organization). These commissions include the German Village Commission, Historic Resources Commission, Italian Village Commission, and Victorian Village Commission. The process for obtaining a Certificate of Appropriateness (COA) for parcels located within the jurisdictional authority of these commissions remains as provided for in Title 31. Additionally, these commissions will maintain their authority to review proposals for demolition of existing structures located within their respective jurisdictions. Design features regarding building scale and design elements including building height and setback are subject to the application of Council-adopted design guidelines, as outlined in Title 31. Parcels with a 2024 Zoning Code district designation which are located within the jurisdiction of one of these commissions are also exempt from certain design standards of this 2024 Zoning Code as provided in Article E (District Regulations); Article F (Supplemental District Standards); and Article G (Citywide Standards).

Nothing in this Article, nor in the 2024 Zoning Code, shall be construed as requiring the City of Columbus, its officials, agents, contractors, or any person acting under the direction or authorization of the City to obtain a COA when the City, its officials, agents, contractors, or any person acting under the direction or authorization of the City are performing construction, reconstruction, alteration, or demolition in the right-of-way as that term is defined in Section 900.06.