



CITY OF GROVE CITY
 4035 Broadway
 Grove City, Ohio 43123
 (614) 277-3000
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www.ci.grove-city.oh.us

**CERTIFICATE OF APPROPRIATENESS
 APPLICATION
 FEE \$50.00**

Date Submitted _____

PROJECT INFORMATION	
BUSINESS NAME	BUSINESS ADDRESS
PARCEL TAX ID #	CURRENT ZONING
PROPERTY OWNER(S)	DAYTIME TELEPHONE #
MAILING ADDRESS	
NAME OF APPLICANT (IF DIFFERENT FROM OWNER)	DAYTIME TELEPHONE #
MAILING ADDRESS	

TYPE OF REQUEST			
EXTERIOR BUILDING ALTERATIONS OR MODIFICATIONS APPEAL _____ (SEE PAGE 2 OF 5)	HPA CERTIFICATE OF APPROPRIATENESS _____ (SEE PAGE 3 OF 5)	HPA SIGN APPROVAL _____ (SEE PAGE 4 OF 5)	HPA PORTABLE SIGN APPROVAL _____ (SEE PAGE 5 OF 5)

I, _____, the applicant or the applicant's duly authorized agent, have read and understand the contents of this submittal. The information contained, including attached exhibits, is complete and true/correct, to the best of my knowledge. Site visits to the property may be necessary by City representatives. The Owner/Applicant hereby authorizes representatives to visit and/or photograph the property described in this application.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

FOR OFFICE USE ONLY		
DATE RECEIVED	PAYMENT RECEIVED/AMOUNT	CHECK NUMBER
RECEIVED BY	PROJECT ID#	
DATE SCHEDULED FOR PLANNING COMMISSION	PLANNING COMMISSION ACTION APPROVED _____ DISAPPROVED _____	

EXTERIOR BUILDING ALTERATIONS OR MODIFICATIONS **CERTIFICATE OF APPROPRIATENESS (COA)**

A Certificate of Appropriateness is required from the City of Grove City prior to any exterior change, modification, remodeling, reconstruction or demolition and is governed by Chapter 1143 of the Codified Ordinances for all zoning classifications except for 1, 2 and 3 family Residential and the Historical Preservation Area (HPA).

The purpose is to maintain a high character of community development to protect the stability of property values and for the general community welfare by regulating the exterior characteristics of non-residential structures and preservation of buildings.

This requirement is not to be construed to prevent the ordinary maintenance or repair of any property, provided such work involves no change in materials, design, texture, color or outer appearance.

Applications for certificate of appropriateness shall be filed with the Building Department. The Chief Building Official (CBO) shall determine whether the proposed changes are "significant". If the CBO determines that the proposed changes are not significant, a Certificate of Appropriateness shall not be required. If the CBO determines that the proposed changes are significant, he shall review the application for compliance with the provisions of this Chapter, and either issue or deny the request for the Certificate of Appropriateness.

Any applicant whose application for a Certificate of Appropriateness has been denied by the CBO may appeal the decision to the Planning Commission within 30 days of such denial, and at least 14 days prior to the Planning Commission meeting date.

To request an appeal be entertained by Planning Commission and City Council, please submit eighteen (18) copies of this information in addition to the \$50.00 fee two (2) weeks prior to the Planning Commission meeting you wish this application to be considered. Please be advised that the plans shall be folded and no application shall be considered complete without the proper fee.

The following information shall be required, as applicable, with the application for a Certificate of Appropriateness:

- Site Plan
- Floor Elevations.
- Elevation of existing building(s) and elevation of the proposed changes.
- Color photographs of all 4 sides of the structure(s) and photographs taken from the main structure toward the property line and adjacent buildings.
- Materials samples/manufacture's literature.
- Points of ingress and egress.
- Lighting detail.
- Building setback lines and easements.
- Additions or deletions to parking.
- Landscape additions or deletions.
- Zoning restrictions for the property.
- A descriptive narrative at least a paragraph long discussing the extent of the project.

HISTORICAL PRESERVATION AREA (HPA)
CERTIFICATE OF APPROPRIATENESS (COA)

Per Section 1138.05(a), a certificate of appropriateness is required from the Planning Commission prior to any new construction, remodeling, reconstruction or demolition. A certificate of appropriateness is required from the Building Inspector prior to the onset of maintenance or repair such as set forth in subsection 11358.05(c).

This requirement is not to be construed to prevent the ordinary maintenance or repair of any property within the historical area, provided such work involves no change in material, design, texture, color or outer appearance; nor shall anything in this chapter be construed to prevent any change, including the construction, reconstruction, alteration or demolition of any feature which in the view of the Building Inspector is required for the public safety because of an unsafe, insecure or dangerous condition.

Applications for a certificate of appropriateness shall be filed at least fifteen days before a meeting of the Planning Commission. The applicant shall submit with his application:

1. Drawings
2. Materials and color samples
3. Sketches
4. Other material which indicates or identifies the proposed exterior

Please submit eighteen (18) copies of this application along with the \$50.00 fee to the Development Department. Applications will not be considered complete unless the \$50.00 fee accompanies request.

HISTORICAL PRESERVATION AREA (HPA)
CERTIFICATE OF APPROPRIATENESS (COA) SIGNS

Per Section 1138.20 of the Codified Ordinances, *“The purpose of this chapter is to establish standards for the development of planned graphic signing systems which are consistent with the preservation of the historic character of the Historical Preservation Area. To protect the general health, safety and welfare, and to protect and encourage a more attractive economic and business image and improved overall physical appearance of the Historical Preservation Area, all signs and signing systems within the Historical Preservation Area are subject to regulations contained in this Chapter.”*

(Ordinance C-49-01, Passed 8-6-01)

Per Section 1138.05(b), *“a certificate of appropriateness is required from the Commission prior to the erection of any sign which requires a permit pursuant to Chapter 1322 of the Codified Ordinances. The Commission may grant a variance to the requirements of Chapter 1322. The application fee for such a variance shall be fifty dollars (\$50.00).”* (Ordinance C-49-01, Passed 8-6-01)

Applications for a certificate of appropriateness shall be filed at least fifteen days before a meeting of the Planning Commission. The applicant shall submit with his application:

1. Drawings
2. Materials and color samples
3. Sketches
4. Other material which indicates or identifies the proposed exterior
5. Proposed landscaping

Please submit eighteen (18) copies of this application along with the \$50.00 fee to the Development Department. Applications will not be considered complete unless the \$50.00 fee accompanies request.

HPACERTIFICATE OF APPROPRIATENESS (COA)
PORTABLE SIGNS

Section 1145.02 (n) of the Codified Ordinances defines a portable sign as “a sign with fixed type or that which is to allow for adding and removing letters and numbers to the sign face and which can be moved from one location to another without any change to its structure or components. This includes trailer signs, A-frame signs, self supporting signs, streamers, and air activated devices”. (Ord. C-84-94; Passed 11-21-94)

Furthermore, Section 1145.14 (c) of the Codified Ordinances allows businesses in the Central Business District one (1) portable sign provided they make application to the Planning Commission and upon approval of City Council they may locate their sign within their property boundaries or the public right-of-way, with the following stipulations:

- (1) The sign must be constructed of wood or metal. No cardboard or paper-based materials are permitted.
- (2) No signs will be permitted with movable parts, lights, banners, balloons, flags or streamers.
- (3) Signs shall be a maximum of 36 inches high from ground level and no wider than 24 inches from outside edges of the frame. Messages may be placed on both sides of the sign.
- (4) No more than half the sign may consist of a changeable writing board or chalk board. Individual changeable letters are not permitted and the area outside the writing surface must be permanent.
- (5) Signs may be constructed to have two separate panels hinged at the top, opening at the bottom to form the base. Signs constructed with one panel must incorporate a base which does not enlarge the sign above the maximum permitted height and width dimensions, or extend support braces or feet perpendicular from the base which may cause pedestrians to trip. Signs must be self supporting without assistance from external cables, brackets, wires or props. Signs must be stable to withstand inclement weather, or removed during periods of inclement weather.
- (6) Colors of the sign frame, sign surface and permanent lettering must be from the approved historical preservation color palette.
- (7) The placement of the portable sign must be directly in front of its corresponding business, at least three feet from the roadway, but shall not impede sidewalk traffic or line-of-sight of vehicular traffic. Signs which are at least three feet from the roadway, but interfere with sidewalk usage or vehicular line of sight, will not be allowed.
- (8) After application is made to the Planning Commission and approval received by Council, a sign permit to construct must be obtained from the Building Department, at no charge.
- (9) The sign must be replaced when it becomes defaced or tattered in whole or part, at the determination of the City Code Enforcement Official. A new sign application is not necessary for the exact replacement of an existing sign by the current permit holder. However, before changes to an existing portable sign occurs, or replacement of an existing sign with another design occurs, application must be made to Planning Commission and approved by Council. A sign permit and the rights granted under the Code are non-transferable to new owners or operators of a business or building.
- (10) A sign that is deemed as a threat to the health, safety or welfare of the community, or is placed on the public right-of-way and does not conform to this chapter will be removed by the City Code Enforcement Official.
- (11) A portable sign may only be displayed when an establishment is open for business. (Ord. C42-97. Passed 7-7-97.)

Please submit eighteen (18) copies of this application along with the \$50.00 fee to the Development Department and please provide dimensions, colors, location, text and any other supplementary information to support the request. Applications will not be considered complete unless the \$50.00 fee accompanies request.