



**COMMERCIAL DESIGN GUIDELINES  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Current Use and Address:** \_\_\_\_\_

**Proposed Change or Improvement:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Area of Parcel:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Please submit the following with this application:**

1. Submit 25 copies (10 copies at 24x36 and 15 copies at 11x17) for the subject Certificate of Appropriateness (COA). **Plans must be folded to 8½ x 11 or 11 x 17; rolled plans will not be accepted.** Please check each of the following COAs for which you are applying:
  - Site Plan COA: A site plan drawn to an appropriate scale which includes existing and proposed property lines, easements, buildings and other structures, vehicular use areas including parking stalls and dimensions, driveways, service areas, building square footage, location of utilities and other pertinent information. Also identify adjacent buildings, curb cuts, etc. Furthermore submit a color rendering of the site plan (digital copy preferred).
  - Architecture COA: Exterior building elevations depicting massing, material type and colors; include a material board. One copy of the COA plans, the material board and all consultant fees associated with the architectural review of the project must be paid to the City of Pickerington's architectural consultants, Gavin Feher Architects, Inc. Please contact Ryan Gruebmeier at 614-573-3331 to coordinate the submittal of materials and payment of the retainer.
  - Landscape COA: Landscape plan including botanical and common name of plantings, installation size, on center planting dimensions and quantities for all plantings used. Also, locate and identify all existing trees and landscaping. The landscape plan should also include a grading plan and a color rendered plan view.
  - Lighting COA: Lighting plan showing building location, vehicular use layout, building entrances, pedestrian pathways, location of all luminaries, controls, electrical transformers, cut sheets (catalogue information including styles) and lighting calculations showing iso-footcandle plots and/or point footcandle layouts for all luminaries and light poles.
2. The appropriate fee payable to the City of Pickerington.

---

**Important things to remember:**

- Plans must be folded to 8½ x 11 or 11 x 17; rolled plans will not be accepted
- The signature of both the applicant and the owner must be present if the applicant does not own the property.
- Impact fees will be required for all new commercial development or the expansion of existing commercial development in accordance with city code.
- By signing this document you agree to the submittal requirements of the Certificate of Appropriateness for which you are applying.

*Revised: 2/29/12*

Progress and Tradition in our Community

51 East Columbus Street • Pickerington, Ohio 43147 • (614) 833-2204 • Fax (614) 833-2273

[www.pickerington.net](http://www.pickerington.net)