



CASE NO. URB \_\_\_\_\_

Planning & Development

**CITY OF WESTERVILLE  
UPTOWN REVIEW BOARD**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

1. ADDRESS OF PROPOSED PROJECT \_\_\_\_\_

2. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_

3. PROPERTY OWNER: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

4. APPLICANT: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

5. PROPOSED USE OF PROPERTY: \_\_\_\_\_

6. LIST PROPOSED CHANGES TO THE PROPERTY (USE ADDITIONAL SHEETS IF NECESSARY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

**Additional information required for processing this application include:**

1. On an application for **SIGN APPROVAL** you must submit:
  - (1) Two (2) copies of the sign plans, which show size, color, lettering style, materials and location. Wall or window signs must be shown on building elevation.
  - (2) One copy of a colored rendering.
  - (3) Photographs and material samples are suggested for submission with all applications.
  - (4) **Digital versions of all application materials.**
  
2. On an application for **ARCHITECTURAL REVIEW** of renovations or modifications to exterior elements of existing structures or sites, you must submit:
  - (1) Two (2) copies of scale drawings showing the exact nature and extent of the proposed changes.
  - (2) Two (2) copies of scale drawings showing the relation of the proposed changes to the rest of the building.
  - (3) Material and color samples of proposed new elements.
  - (4) A colored rendering or photograph(s) are suggested for submission with all applications.
  - (5) **Digital versions of all application materials.**
  
3. On an application for **DESIGN REVIEW** of site and building plans, you must submit:
  - (1) Two (2) copies of a location plan or vicinity map which show all adjoining properties.
  - (2) Two (2) copies of a detailed site plan.
  - (3) Two (2) copies of elevation drawings.
  - (4) Two (2) copies of a landscape plan showing size and location of all proposed materials.
  - (5) Two (2) copies of an exterior lighting plan, when applicable.
  - (6) Material samples for exterior portions of the building.
  - (7) A colored rendering or photograph(s) is suggested for submission with all applications.
  - (8) **Digital versions of all application materials.**
  
4. Provide a one paragraph summary which highlights the purpose and details of the proposal and indicates its relation to the Uptown Westerville Design Guidelines.

**NOTE:** The deadline for filing an application is twenty (20) days prior to the Uptown Review Board meeting at which the application is to be considered. Regular Uptown Review Board meetings are held on the first Thursday of each month at 6:30 P.M. at City Council Chambers, 21 S. State Street unless otherwise noted.