



CITY OF PICKERINGTON

COMMERCIAL DESIGN GUIDELINES APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Project Address: _____

Current Use: _____ Current Zoning: _____ Area of Parcel: _____

Proposed Change or Improvement: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____ Email: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please submit the following items with this application:

1. 25 copies (10 copies at 24x36 and 15 copies at 11x17) of plans for the subject Certificate of Appropriateness (COA). Please check each of the following items 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, TRIAD Architects. Please contact Trevor Swanson, RA at 614-746-9585 to coordinate the submittal of materials. TRIAD charges a \$500 Administrative Review Fee, as well as \$2,500 for project reviews under 20,000 Sqft and \$3,500 for project reviews over 20,000 Sqft.
 - ☐ 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. \$150.00 **per item** fee payable to the City of Pickerington.

Important things to remember:

- **Plans must be folded; 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 the city code.



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- By signing this document, you agree to the submittal requirements of the Certificate of Appropriateness for which you are applying.

2025 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC MEETINGS FOR CERTIFICATES OF APPROPRIATENESS

Submission Deadline (one month prior to P&Z meeting)	P&Z Meeting (2 nd Tuesday of the month)
December 10, 2024	January 14, 2025
January 14	February 11
February 11	March 11
March 11	April 8
April 8	May 13
May 13	June 10
June 10	July 8
July 8	August 12
August 12	September 9
September 9	October 8
October 8	November 11
November 11	December 9
December 9, 2025	January 13, 2026