
FOR MORE INFORMATION

Application forms for Certificates of Appropriateness are available from the City Planning and Development Department, 64 E. Walnut Street, Westerville, Ohio 43081, (614) 901-6650. The Zoning Officer serves as Secretary to the Uptown Review Board and maintains a library of information about the district. Information available from the Zoning Officer includes a book of approved Uptown Westerville Design Guidelines, as well as individual building histories, Board approved paint color samples, awning samples, sign code requirements and other helpful project planning materials. Individuals planning exterior building changes or businesses moving into the Uptown District are encouraged to contact this office early in their planning. The Zoning Officer can provide information and advice which can save time and money.

Both the forms and guidelines can be found on the City's website located at www.westerville.org.



ARCHITECTURAL REVIEW DISTRICT MAP



64 E. Walnut Street
Westerville, Ohio 43081
Planning and Development Department
(614) 901- 6650
www.westerville.org



A GUIDE TO CITY REGULATIONS IN
THE ARCHITECTURAL
REVIEW DISTRICT

Uptown
Westerville



UPTOWN WESTERVILLE

The Uptown District is the historical heart of Westerville. Today it is the center of commerce and local government within the City. Uptown Westerville has been designated as an Architectural Review District with its own unique set of zoning standards and regulations. This designation safeguards the architectural integrity of the structures within the district and prevents intrusions and alterations which would be incompatible with the established and distinctive character of Uptown. A design review board (The Uptown Review Board), established as part of the zoning regulations, meets monthly to review plans of proposed improvements presented by businesses and residential property owners.

CHANGES IN THE DISTRICT

Changes to the exterior of any building in the district need to be reviewed and approved by the Uptown Review Board.

Construction projects involving exterior changes must obtain Uptown Review Board approval before a building permit can be issued. Projects involving only interior changes follow standard City building permit procedures.

Projects involving exterior changes which do not require a building permit, such as painting, siding, or roof shingles must still be approved by the Uptown Review Board.

New businesses in the Uptown District, as in any location in the City of Westerville, are required to obtain a Zoning Certificate from the City Zoning Officer prior to occupancy.

THE UPTOWN REVIEW BOARD

The Uptown Review Board has, since its creation by the City Council in 1973, been responsible for reviewing any proposed changes to the exterior of property in the Uptown District. The Board meets regularly on the first Thursday of each month at 6:30 p.m. in the City Council Chambers at the Municipal Building, 21 South State Street, Westerville, Ohio 43081. There are no meetings in January.



REVIEW PROCEDURE

A Certificate of Appropriateness is required from the Uptown Review Board prior to the commencement of any exterior projects. Applications should be filed with the Zoning Officer at least twenty days before a meeting of the Uptown Review Board. The applicant should also provide plans or drawings, material and color samples, sketches/photos and other pertinent information that further illustrate the proposed changes.

PROJECTS REQUIRING REVIEW BY THE UPTOWN REVIEW BOARD

- New Construction
- Building Additions
- Facade renovations and changes to exterior materials
- Window and Door Replacements
- Signage
- Awnings
- Paint color changes
- Building Demolitions
- Landscaping elements: fences, walls, walk ways, light fixtures, etc.

These are only examples and are in no way the complete list

PROJECTS WHICH MAY BE AUTHORIZED BY THE ZONING OFFICER WITHOUT UPTOWN REVIEW BOARD APPROVAL

Routine maintenance projects with no changes in color or material.