



Historic Preservation Commission  
Rome-Floyd County Planning Department  
607 Broad Street, Rome, GA 30161  
Community Planner : 706.236.5025

### Certificate of Appropriateness : Application Process

The following procedures should be followed whenever a property owner proposes exterior work to a property located in Rome's local historic districts. Application forms, maps, and other information are available at <https://www.romefloyd.com/departments/historic-preservation-commission> or from the Associate Planner located within the Rome-Floyd County Planning Department.

1. **CONFIRM** that the property is located within a local historic districts and that the proposed work will require review.
2. **CONSULT** with a Planner before filing an application. This will help ensure that a COA Application is as complete as possible. It is recommended that applicants make an appointment by calling 706.236.5025 at least two [2] weeks prior to submitting an application.
3. **COMPLETE** and file your COA Application. The deadline for submission is the 25 th day of the month, two months prior to the scheduled meeting; however, applications should be submitted to the Community Planner as much in advance of the deadline as possible. A detailed meeting deadline schedule can be found on-line. Applications may be prepared by property owners or their legally authorized representatives; however, the property owner must always sign the application. If the applicant is not the property owner, as listed on the Property Deed, then a letter from the property owner authorizing the proposed work must be included with the application. Incomplete or illegible applications will be returned to the applicant within seven [7] days of receipt by the Community Planner. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete.
4. **COME TO THE MEETING:** HPC meetings are held on the third Wednesday of each month at 2:30pm in the Commission Chambers of City Hall at 601 Broad Street. Regularly scheduled HPC meetings are publicly posted and legally advertised no less than fifteen [15] days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, are required to attend the HPC meeting to represent their application.
5. **CERTIFICATE OF APPROPRIATENESS:** If an COA application in approved: a Certificate of Appropriateness [COA] is issued to the property owner in the form of a letter with an included window plaque to be displayed during work. Applicants who receive HPC approval must follow approved plans. Failure to follow approved plans may delay or prevent the issuance of other permits. Without substantial changes, a denied application may not be resubmitted to the HPC for six [6] months from the date of the original HPC denial/decision.

**APPLICATION MUST BE SIGNED BY APPLICANT AND PROPERTY OWNER TO BE CONSIDERED COMPLETE.  
APPLICATIONS NOT SIGNED BY THE PROPERTY OWNER WILL NOT BE ACCEPTED.**

**IF THE HPC APPROVED THE COA APPLICATION, IT IS UP TO THE APPLICANT TO PROVIDE 2 COPIES OF THE FINAL APPROVED PLANS TO THE ROME-FLOYD PLANNING DEPARTMENT FOR STAMPING. A COPY OF THE APPROVED COA AND THE STAMPED PLANS ARE TO BE PRESENTED TO BUILDING INSPECTION OFFICIALS IN ORDER TO OBTAIN A BUILDING PERMIT.**

COA's are only valid for the work that was specifically approved by the HPC. A COA will become void if construction does not begin after six (6) months. Any changes to a project, including alterations required by other reviews such as zoning, or unanticipated circumstances during construction, must be brought back to the Community Planner for further review prior to commencing or continuing any work. In some instances, COA's may be extended upon written request prior to the expiration of a valid certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.



Property Information

Case Number (Staff Only): Local District :

Property Address:

Existing Building Use: Parcel ID: Zoning:

Classification (Staff Only): [ ] Contributing [ ] Non-Contributing [ ] Not listed Reference # (Staff Only):

Tax credit project? [ ] Yes [ ] No Amending a previously approved COA? [ ] Yes [ ] No Date:

Has work already commenced (retroactive)? [ ] Yes [ ] No Is this in response to a code violation? [ ] Yes [ ] No

Will this project require a zoning change? Special Use Permit? Or Variance? [ ] Yes [ ] No

Scope of Work (check all that apply):

- [ ] New Construction (new primary or accessory structure) [ ] Demolition (Accessory structures only)
[ ] Addition (expansion of conditioned area of a structure) [ ] Sign(s)
[ ] Modification(s) (exterior changes to a structure) [ ] Site Work (e.g., paving, plantings, site infrastructure)
[ ] Historic Rehabilitation/ Restoration [ ] Fencing (Height: \_\_\_feet, \_\_\_inches)

General Description of Proposed Work:

Property Owner

Name: Telephone:

Mailing Address: Email:

\*\*A pre-submittal meeting with Planning staff is required prior to submitting a COA application or Demolition request. \*\*

- In consideration for the City of Rome's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

- By signing this application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.

- By signing this application the owner hereby grants authorization to the Commission members, and its professional staff to enter the property in question for inspection purposes.

- I also understand that all the required information must be supplied for this application to be considered complete and valid.

Owner Signature

Date

(Signatures must be original and of current property owner.)

**Applicant / Case Contact (if different than Property Owner)****Name:****Affiliation:****Address:****Telephone:****City/State/ZIP:****Email:****Tracking Information (Staff Only)****Hearing Date:****Date Received:****Sign Placement:****Legal Ad:****Neighbor Notification:****Fee:****Application for a Certificate of Appropriateness (COA)  
APPEARANCE BEFORE COMMISSON BODIES REQUIRED**

To fully process the application for Certificate of Appropriateness, the Historic Preservation Commission strongly suggests the Developer, Owner, Applicant, Agent or a Representative thereof be present to personally request said application before the Historic Preservation Commission. Failure to personally appear before the Commission may result in either finding the application incomplete requiring reapplication and an extended waiting period, or the denial of request. Requests that are denied by the Historic Preservation Commission cannot be re-submitted for consideration for a term not less than 180 days from the date of the denial by the Historic Preservation Commission.

A Historic Preservation Action sign stake shall be placed on the subject property until the Certificate of Appropriateness is either approved or denied. It is the sole responsibility of the owner/applicant to maintain its placement until after the scheduled Historic Preservation Meeting. Owner/applicant shall notify the Planning Development immediately if the sign is removed, defaced, incorrect etc. A staff member of the Planning Department shall place the sign within 15 business days of the meeting.

**Applicant Signature:** \_\_\_\_\_**Owner Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

\* All meetings are held at 2:30 PM in the Commission Chambers in City Hall located at 601 Broad Street, Rome, GA 30161 unless otherwise stated.

**PROPERTY TAX CERTIFICATION - REQUIRED**

All Floyd County and City of Rome Historic Preservation cases require that taxes are current for the parcel or parcels being considered for consideration.

Tax Commissioner or Appointee Signature: \_\_\_\_\_

## Application Attachments Checklist

<p><b>The following items must be submitted as part of this application:</b> (Submit digital application material on CD or flash drive or via e-mail directly to the staff.)</p>	Quantity	Staff Use
<input type="checkbox"/> Application fee. Check or Cash. Make checks payable to the City of Rome.	\$125.00	
<input type="checkbox"/> <b>Project Intent and Background Statement:</b> Provide a written description of why the proposed change(s) to the building or site are requested. What is the project purpose?	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Scope of Work Description:</b> Describe the specific change(s) being proposed, including all elements or components being added, removed or changed. <input type="checkbox"/> <b>Description of construction Materials:</b> List all dimensions, materials, and finishes for all components of the project. Be as detailed and clear as possible. Staff can provide examples of scope of work descriptions upon request. <b>NOTE: Items which are not listed in the scope of work or listed with in construction materials will not be able to be approved and may require a separate COA application and fee.</b>	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Drawings:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan (showing proposed buildings, paved areas, plantings, signs, and lights)</li> <li><input type="checkbox"/> Floor Plan (for additions or new construction)</li> <li><input type="checkbox"/> Exterior Elevations (all projects, except site work only)</li> <li><input type="checkbox"/> Survey (for additions or new construction)</li> </ul> <b>Drawing Format:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings must be to scale, with dimensions clearly indicated for all proposed work, and legible at the formatted size.</li> <li><input type="checkbox"/> All existing and proposed building and site materials must be labeled.</li> <li><input type="checkbox"/> Digital submission must be in PDF format.</li> <li><input type="checkbox"/> All paper in the submittal must be either Letter (8.5x11) or Ledger (11x17) sized.</li> </ul> <b>NOTE: Staff reserves the right to reject drawing materials lacking sufficient information or details of the proposed scope of work.</b>	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Photographs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photographs showing all sides of the structure</li> <li><input type="checkbox"/> Documentation of historic appearance (<i>restoration only</i>)</li> <li><input type="checkbox"/> Close-up photographs of areas of proposed changes</li> <li><input type="checkbox"/> Photographs of adjacent structures (for new construction, additions, outbuildings, fences, walls, etc.)</li> </ul> <b>Photograph Format:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photographs must be at least 300 dpi and at least 3½ by 5 inches, and formatted with appropriate labels in Word or PDF on Letter (8.5x11) sheets.</li> </ul>	1 digital	
<input type="checkbox"/> <b>Previous Application Information:</b> If this application is for an amendment to a COA or for a property for which a previous application was denied, attach a description of the changes in the plans for this application or of substantial changes in the conditions of the historic property since the initial application. Include the previous case number in the Property Information section on the reverse.	1 digital and 1 hard copy	