



# Application for Administrative Review and Approval

## ROME HISTORIC PRESERVATION COMMISSION

Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

**Application Requirements**

All Applications must be complete and include required support materials listed on the reverse side of this form.

Incomplete applications will **NOT** be reviewed for administrative approval.

**Submission**

Applications may be submitted to the Community Planner or any Staff member within the Rome-Floyd Planning Department located in the Carnegie Library in 607 Broad Street.

**Review of Application**

The Senior Planner may not be available to review the application immediately upon submission but a reasonable effort will be made to complete the review process **within three (3) business days** of receiving the application. However, the Community Planner is not required by law to review the application, and may submit any application for Administrative Review and Approval to the Rome Historic Preservation Commission as an application for a Certificate of Appropriateness.

**Denial of Application**

If the project is not compatible with the adopted design guidelines or constitutes a material change requiring a Certificate of Appropriateness, the application will be denied and a building permit shall not be issued for the project. If an application is denied, upon applicant's request, such application will be submitted to the Rome Historic Preservation Commission for review. Applicant must request the application be submitted to the Rome Historic Preservation Commission within ten (10) days of the application being denied.

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PROPERTY ADDRESS: \_\_\_\_\_

MAP/PARCEL #: \_\_\_\_\_ EXISTING USE: \_\_\_\_\_

HISTORIC DISTRICT:  BETWEEN THE RIVERS     EAST ROME     COLLEGE HEIGHTS  
 OAKDENE PLACE     AVENUE A

**TYPE OF PROJECT**

(check all that apply)

- MAINTENANCE — no change in exterior design or material, sustain existing form
- ROOF — no significant alterations; replacement material must be same or similar to existing
- LANDSCAPING — no significant effect on the historic character of the district
- DECK — not visible from the street and no alteration of existing building
- AWNING — must comply with applicable provisions of district design guidelines
- ACCESSORY/ SECONDARY STRUCTURE — non-historic; not visible from ROW; detached
- FENCE — may not exceed 4 feet in street facing yards and 6 feet in non-street facing yards
- DRIVEWAY — repaving existing driveway; placed to the side or rear of building
- MINOR ALTERATION: \_\_\_\_\_
- MINOR AMENDMENT TO PREVIOUS COA: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ANTICIPATED COMPLETION: \_\_\_\_\_

ARCHITECT/CONTRACTOR: \_\_\_\_\_

Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work performed or modification of the described project must be approved by staff of the Rome Historic Preservation Commission prior to work being performed.

- APPROVED
  - APPROVED with CONDITIONS: \_\_\_\_\_
  - DENIED
- REFERRED TO HISTORIC PRESERVATION COMMISSION: \_\_\_\_\_

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE

**APPLICATION CHECKLIST**

The following list includes the support material *necessary* for review of a particular project:

**MAINTENANCE**

- Description of proposed changes
- Description of construction materials
  
- Photograph(s) of existing building

**ROOF**

- Description of proposed changes
- Description of existing and proposed construction materials

**LANDSCAPING**

- Site plan or sketch of site
- Description of construction materials
- Photograph(s) of site

**DECK/ACCESSORY STRUCTURE/HANDICAP RAMP**

- Description of proposed deck/acc. structure/ramp
- Architectural elevations or sketches
- Design specifications
- Description of construction materials
- Photograph(s) of existing building

**AWNING**

- Description of proposed awning
- Architectural elevations or sketches
- Design specifications
- Description of construction materials
- Photograph(s) of existing building

**FENCE**

- Site plan or sketch of site
- Design specifications
- Description of construction materials
- Photograph of site

**DRIVEWAY**

- Site plan or sketch of site
- Description of proposed changes and material to be used
- Description of proposed changes
- Photographs of site

**NOTE:** A complete application requires support material. Only *complete* applications will be reviewed for Administrative Approval. Applications must be signed by the property owner.

**Questions may be directed to Brittany Griffin,  
Senior Planner, at:**

Email: bgriffin@rome.ga.us  
Phone: 706.236.5025  
P.O. Box 1433 | 607 Broad Street  
Rome, Ga 30121

**Project Description**

Include supporting materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (*example: 1. addition to the rear; 2. a new roof; and 3. construction of a deck.*)

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**Project Materials**

Include specification sheet if available.

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**ADDITIONAL REGULATIONS MAY APPLY**

Administrative Approval is not a building permit or zoning verification form. It does not relieve the responsibility of filing for and obtaining a building permit or zoning verification form and following all other applicable codes and requirements of the City of Rome, Floyd County, and State of Georgia.

**AUTHORIZATION**

In consideration for the City of Rome’s review of this application for a proposed change to a property within a Rome Local Historic District, the applicant agrees to allow access, for inspection purposes, to the City of Rome and its agents and employees, during the review process, at the time work is performed and upon completion of the project.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_