



# Application for Administrative Review and Approval

## Rome Historic Preservation Commission

### PROCEDURE

#### 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 of Application

Applications for Administrative Review may be submitted to the staff of the Rome Historic Preservation Commission during regular office hours. Staffing for the Commission is performed by the Rome-Floyd County Planning Department, located in the Carnegie Building at 607 Broad Street in downtown Rome, Georgia.

#### Review of Application

Staff 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 business days of receiving the application. However, staff of the city historic preservation commission is not required by law to review the application, and may submit any application for administrative review to the city 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 Historic Preservation Commission for review. Applicant must request the application be submitted to the Commission within ten days of the application being denied.

STAFF REVIEW	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved w/ Conditions
<input type="checkbox"/>	Denied
_____	
Historic Preservation Planner	
_____	
Date	

\*Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

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

\_\_\_\_\_

\*NOTE: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

PROJECT INFORMATION

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

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

EXISTING LAND USE

RESIDENTIAL  
 COMMERCIAL  
 OTHER \_\_\_\_\_

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 similar to existing  
 LANDSCAPING -- no significant affect 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 city sign ordinance  
 SECONDARY STRUCTURE -- non-historic, backyard only, under 20' x 20'

BRIEF PROJECT DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

(Example: addition of sunroom, replacement of porch railing, installation of fence)

START DATE \_\_\_\_\_ ANTICIPATED COMPLETION \_\_\_\_\_

ESTIMATED PROJECT COST: \_\_\_\_\_

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

Administrative Approval

Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work preformed or modification of the described project must be approved by staff of the Historic Preservation Commission prior to work being performed. Approval expires if work is not completed within six months of issuance.

