



Application for a Certificate of Appropriateness (COA) 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 forward for review.**

Application Deadline

Applications are due by **12 noon** the **FIRST** day of the **MONTH**, in which they are to be considered. When the **FIRST** falls on the weekend or a holiday, applications are due the next business day.

Application Representation

The applicant or authorized representative of the applicant should attend the public hearing to support the application.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Building & Inspection Department. *Building permits shall not be issued without proof of a COA.*

Deadline for Project Completion

After approval, the COA is valid for (18) eighteen months and void if construction does not begin within six (6) months.

Office Use Only

Case Number _____
 Date Received _____
 Contributing _____
 Legal Advertisement _____
 Notified Adjacent _____
 Hearing Date _____
 Hpc Decision _____
 COA Expiration _____

*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.

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PROPERTY ADDRESS _____

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

EXISTING BUILDING USE

RESIDENTIAL
 COMMERCIAL
 OTHER _____

BRIEF PROJECT DESCRIPTION

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

TYPE OF PROJECT
(check all that apply)

<u>CONSTRUCTION</u> <input type="checkbox"/> New building <input type="checkbox"/> Addition to building <input type="checkbox"/> Major rebuilding restoration, Rehabilitation or remodeling <input type="checkbox"/> Minor exterior change	<u>SITE CHANGE(S)</u> <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation of building(s) <input type="checkbox"/> Fence(s), wall(s), landscaping <input type="checkbox"/> Other _____
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START DATE _____ ANTICIPATED COMPLETION _____

CONTRACTOR/CONSULTANT/ARCHITECT _____

Precedence of Decisions

Each application will be considered on its own merit with reference to the *Secretary of Interior's Standards* and the Commission's published guidelines. While the Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

