

Minimum Filing Requirements

The application must be completed in accordance with the provisions in the Historic Preservation Ordinance, Certificate of Appropriateness requirements, and applicable design guideline requirements. The application must be accompanied by the following, unless specifically waived by the Rome Historic Preservation Staff.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgment of the application.
3. **Plat of Survey.** The plat must show all parcels or lots, in whole or in part, comprising the subject property, the actual dimensions of the parcels and all existing structures.
4. **Building Plans.** This includes all elevations, floor plans, and site plan.
5. **Photos** of the exterior of the subject property or properties. Photos should be of all four sides of the subject property, presented as a straight on image, or an angled image. Photos of the adjacent properties are also suggested.
6. **Materials.** Copy of the manufacturer's information sheet with materiality/sizing/dimensions indicated and photo example of proposed materials to be used.
7. **The Commission shall consider the following criteria, as each may be applicable, in determining whether or not a Certificate of Appropriateness may be granted:**
 - a. The extent to which the proposed alteration will affect any exterior architectural feature of the site.
 - b. Whether any proposed alteration will have a positive effect on and harmonize with the external appearance of the site as a whole or on neighboring properties.
 - c. The extent and process of any demolition associated with the proposed alteration.
 - d. Whether the proposed work will result in the loss of vegetation, the keeping of existing vegetation or the addition of new vegetation on the site.
 - e. The effect of the proposed alteration on the appearance of the landscape scheme for the whole site.
 - f. When the proposed alteration is for an improvement, a report from the building inspector on the state of repair and structural stability of the improvement.
 - g. Any changes in the essential character of the area which would occur as a result of approval of the Certificate of Appropriateness. This is especially important if the proposed work is to take place in an historic district.
 - h. Whether the proposed work will conform to the aesthetics of the local historic district.
8. **Fee (not required for Administrative Approval).** A check payable to the City of Rome shall accompany each application in the amount of \$45.
9. Any other information or documentation required by the Rome Historic Preservation Staff or Rome Historic Preservation Commission.