



Munis #: \_\_\_\_\_

Minute Traq #: \_\_\_\_\_

## Historic Preservation Commission (HPC) Design Plan Application

**TYPE OF REQUEST :**

Certificate of Appropriateness

- Minor Application
- Major Application
  - Design Review (new construction): Square Feet: \_\_\_\_\_
  - Renovation (existing structure): Estimated Cost: \_\_\_\_\_
  - Demolition

Pre-Application Meeting Date : \_\_\_\_\_

Application Date: \_\_\_\_\_

HPC Hearing Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_

**PROPERTY**

\_\_\_\_\_  
Name of Property/Business at Address (if applicable)

Property Address/Location \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Land Lot \_\_\_\_\_ District \_\_\_\_\_ Section \_\_\_\_\_ Property ID \_\_\_\_\_

**APPLICANT**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

Mailing Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**OWNER**

\_\_\_\_\_  
Name

Contact Mailing Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**OFFICE USE**

Fee: \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_  CC - Visa/  
MC/American Express/Discover

Approved  Denied By: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TYPE  
PROPERTY  
APPLICANT  
OWNER



## DESIGN PLAN APPLICATION HPC

Project Description:

Contact Name and Company (Applicant/Owner's Agent or Attorney)

Contact Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name and Company (Architect)

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name and Company (Project Manager)

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Name and Company (Engineer)

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Phone \_\_\_\_\_ E-mail \_\_\_\_\_

ENGINEER PROJECT MGR. ARCHITECT REPRESENTATIVE



**Applicant Signature Page**

Please complete this Applicant Signature Page for ALL applications. **READ CAREFULLY BEFORE INITIALING AND SIGNING.**

- \_\_\_\_\_ I understand that there are Design Guidelines for the Historic District and I have reviewed these Design Guidelines prior to submitting my application.
- \_\_\_\_\_ I understand that failure to supply all required information (per the relevant Applicant Requirements and requirements of the *Roswell Unified Development Code*) will result in REJECTION OF THE APPLICATION.
- \_\_\_\_\_ I understand that any changes to my approved plans will require me to go back before the HPC for additional approvals.
- \_\_\_\_\_ I understand that work completed without a Certificate of Appropriateness will result in a Notice of Violation and/or Citation.
- \_\_\_\_\_ I understand that after a Certificate of Appropriateness is issued, I will still need to obtain all necessary permits including, but not limited to, Land Disturbance Permits, Building Permits, Sign Permits, etc.

**APPLICANT SIGNATURE (REQUIRED FOR ALL APPLICATIONS)**

*I hereby certify that all information provided herein is true and correct.*

_____	_____ / _____ / _____
Applicant (Signature)	Date
_____	_____
Street Address, City, State, Zip	Phone

**NOTARY**

Personally appeared before me the above Owner named \_\_\_\_\_ who on oath says that he/she is the Applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

_____	_____ / _____ / _____	_____ / _____ / _____
Notary Public (Signature)	Date	Date Commission Expires

**ATTORNEY / AGENT (IF APPLICABLE)**

_____	_____ / _____ / _____
Attorney/Agent (Signature)	Date
_____	_____
Street Address, City, State, Zip	Phone



**Property Owner Signature Page**

Please complete this **Property Owner Signature Page** for ALL applications.

**READ CAREFULLY BEFORE SIGNING.**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, have reviewed the application submitted by, \_\_\_\_\_, and am in full support of the proposed changes. I understand that the applicant must receive all necessary approvals/permits from the City of Roswell before starting any work.

**PROPERTY OWNER SIGNATURE (REQUIRED FOR ALL APPLICATIONS)**

*I hereby certify that all information provided herein is true and correct.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Owner of Property (Signature) Date

\_\_\_\_\_  
 Street Address, City, State, Zip

\_\_\_\_\_  
 Phone

**NOTARY**

Personally appeared before me the above Owner named \_\_\_\_\_ who on oath says that he/she is the Applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Notary Public (Signature) Date Date Commission Expires

**ATTORNEY/ AGENT (IF APPLICABLE)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Attorney/Agent (Signature) Date

\_\_\_\_\_  
 Street Address, City, State, Zip

\_\_\_\_\_  
 Phone



## Major Application Requirements

This form must accompany any application submitted for a **Certificate of Appropriateness** from the **Historic Preservation Commission**. This form certifies that the applicant has met with staff regarding the proposed project and that the applicant understands what is needed in order to make a complete application for a Certificate of Appropriateness.

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Project Discussed

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Location Address

### APPLICATION REQUIREMENTS:

- 1 copy of the completed HPC Application, including **all** signature pages
- Application fee
- Letter of Intent
- 10 copies (11" x 17") of supporting materials (outlined below)
- 7 large set of plans (24" X 36")
- Material samples

### SUPPORTING MATERIALS INCLUDE, BUT ARE NOT LIMITED TO:

- Survey plat of property showing all property lines with metes and bounds & a surveyor's seal;
- Site Plan of the property at an appropriate engineering scale showing proposed use and improvements in relation to property lines including building footprint, parking, driveways, curb cuts, walls, fences, etc.;
- A Development Statistics Summary Chart with total site coverage of buildings (sq. feet and %); transparency ratios; building height (UDC 2.2.11); parking spaces (number and %)(ADA, Bicycle); total impervious surface (sq. feet and %); landscaping (sq. feet and %); flood plain (sq. feet and %); landscaped open space (sq. ft and %) and outdoor amenity space (sq. feet and %);
- Current and proposed architectural drawings (scaled with dimensions) including: Front, rear and sides of primary building; Accessory structures that are made a part of the application.
- Drawings showing context with adjacent structures;
- Drawings showing air conditioners, compressors, rooftop vents, other outside equipment;
- Drawings showing dumpster pads and screening materials;
- Drawings showing retaining walls and/or detention pond walls/fences;
- Color and material samples;**
- Photographs of all four sides of existing structures;
- Material specifications;**
- Conceptual Stormwater Letter;
- Drainage plan;
- Grading plan;
- Tree protection plan;
- Meeting with Roswell Arts Commission, Archaeological Report, or Steep Slopes Analysis;
- Other information as required by the Zoning Director: \_\_\_\_\_

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Applicant/Representative Attending (Signature and Date)

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Staff Attendee (Signature and Date)



## Minor Application Requirements

This form must accompany any application submitted for a **Certificate of Appropriateness** from the **Historic Preservation Commission**. This form certifies that the applicant has met with staff regarding the proposed project and that the applicant understands what is needed in order to make a complete application for a Certificate of Appropriateness.

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Project Discussed

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Location Address

### APPLICATION REQUIREMENTS:

- 1 copy of the completed HPC Application, including all signature pages
- 1 copy of supporting materials (outlined below)
- Material samples
- Letter of Intent

### SUPPORTING MATERIALS INCLUDE, BUT ARE NOT LIMITED TO:

- Survey plat of property, as needed;
  - Site Plan of the property, as needed;
  - Elevation drawings, as needed;
  - Color and material samples;
  - Material specifications;
  - Photographs of all four sides of existing structures;
  - Other information as required by the Zoning Director:
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Applicant/Representative Attending (Signature and Date)

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Staff Attendee (Signature and Date)



## Pre-Application Meetings and On-Call Architect Review Process

### Pre-Application Meetings

**Pre-application meetings are required before an application can be submitted\***. These meetings are held at City Hall on Tuesday Mornings with staff from several city departments. It is advised that your pre-application meeting is held at least one week before the HPC deadline so that there is time to make any necessary revisions to the plans before submittal. Please contact Mark Wolff (mwolff@roswellgov.com) to schedule your pre-application meeting.

For major development projects, it is advised that you speak with several staff members during the conceptual design phase. The contact information for these individuals is listed below.

Steven Kinnaird, Chief Building Official, Community Development  
770.594.6279, skinnaird@roswellgov.com

Mark Wolff, Deputy Director, Community Development  
770.594.6267, mwolff@roswellgov.com

Andy Pittner, City Arborist, Community Development  
770.594.6293, apittner@roswellgov.com

Lenor M. Bromberg, City Engineer, Community Development  
770.594.6196, lbromberg@roswellgov.com

Jackie Deibel, Planner III, Community Development  
770.641.3783, jdeibel@roswellgov.com

Julie Martin, Planner II, Community Development  
770.594.6413, jmartin01@roswellgov.com

Chris Boyd, Water Distribution Superintendent, Environmental/Public Works  
678.639.7565, cboyd@roswellgov.com

Serge Osse, Engineering Coordinator, Transportation  
770.594.6428, sosse@roswellgov.com

Clyde Stricklin, Land Development Manager, Transportation  
770.594.6172, cstricklin@roswellgov.com

Paul Piccirilli, Deputy Fire Chief, Fire  
770.594.6223, ppiccirilli@roswellgov.com

*\*NOTE: Not all HPC Applications will require a Pre-Application Meeting.*

### On-Call Architect Review Process

With the adoption of the UDC and UDC Design Guidelines, the Mayor and City Council initiated an on-call architect review process where a 3<sup>rd</sup> party architect may review and comment on HPC/DRB applications\*. Submitted applications may be sent to the on-call architect for review once a completed application has been submitted. The on-call architect will produce a report outlining if the submitted application meets the UDC and UDC Design Guidelines. The completed report will be sent to the applicant and the HPC.

*\*Note: Not all HPC Applications will require review by a 3<sup>rd</sup> party architect.*



## HISTORIC PRESERVATION COMMISSION MAJOR APPLICATIONS 2017 CALENDAR

Submittal Deadline	HPC Meeting Date
December 7, 2016	January 11, 2017
January 4, 2017	February 8, 2017
February 1, 2017	March 8, 2017
March 8, 2017	April 12, 2017
April 5, 2017	May 10, 2017
May 10, 2017	June 14, 2017
June 7, 2017	July 12, 2017
July 5, 2017	August 9, 2017
August 9, 2017	September 13, 2017
September 6, 2017	October 11, 2017
October 4, 2017	November 8, 2017 *
November 8, 2017	December 13, 2017
December 6, 2017	January 10, 2018

### Note

All HPC applications – demolition and alterations/new construction – are due 5 weeks prior to the hearing date due to additional noticing requirements laid out in the UDC.

The Historic Preservation Commission (HPC) meets in the City Hall Council Chambers at 6:00 p.m. on the 2nd Wednesday of each month. The Council Chambers are located on the second floor of Roswell City Hall at 38 Hill Street.

Dates may be changed due to holiday scheduling. Meeting date scheduled upon determination of compliance. Incomplete applications shall not be placed on the agenda until all information has been received.

*\* Dates may be changed due to holidays*



## CITY OF ROSWELL FEE SCHEDULE

City of Roswell applications and resources are available at the front desk of the Community Development Department, or can be downloaded at no charge from the City of Roswell web site at [www.roswellgov.com](http://www.roswellgov.com). Fees are payable to the City of Roswell by cash, check or credit card (MasterCard/Visa/American Express/Discover).

Historic Preservation Commission (HPC)		
___	Design plan review-Major, Certificate of Appropriateness for <b>new development</b> (over 2,500 sq. ft.)	\$350
___	Design plan review-Major, Certificate of Appropriateness for <b>new development</b> (700 to 2,500 sq. ft.)	\$200
___	Renovation-Major, Certificate of Appropriateness for <b>existing structure</b> (\$50,000 and more)	\$250
___	Renovation-Major, Certificate of Appropriateness for <b>existing structure</b> (\$5,000 to \$49,999)	\$200
___	Renovation-Major, Certificate of Appropriateness for <b>existing structure</b> (Less than \$5,000)	\$100
___	Renovation or new construction- <b>Minor</b> (UDC 13.7.4)	No Fee
___	Certificate of Appropriateness for <b>Demolition</b>	\$450
___	<b>Appeal</b> (per party, waived if appeal is successful)	\$100