

**APPLICATION INTAKE**

In Person: 9:00 am – 3:30 pm

By Email: [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)



**Before submitting an application, you must schedule a pre-application conference with the Community Development Department discuss the procedures, standards and regulations required for approval.**

To request a meeting email [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com) or call 770-817-6720.

<b>Munis #:</b> _____				
<b>Historic Preservation Commission (HPC) Design Plan Application</b>				
<b>TYPE OF REQUEST:</b>				
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <u>Certificate of Appropriateness</u>  <input type="checkbox"/> Administrative (Minor) Application  <input type="checkbox"/> Major Application                 <ul style="list-style-type: none"> <li><input type="radio"/> Design Review (new construction): Square Feet: _____</li> <li><input type="radio"/> Renovation (existing structure): Estimated Cost: _____</li> <li><input type="radio"/> Demolition</li> </ul> </td> <td style="width: 5%; border: none;"> </td> <td style="width: 35%; border: none;">                     Pre-Application Meeting Date : _____                       Application Date: _____                       HPC Hearing Date: _____                       Fee Due (page 9): _____                 </td> </tr> </table>	<u>Certificate of Appropriateness</u> <input type="checkbox"/> Administrative (Minor) Application <input type="checkbox"/> Major Application <ul style="list-style-type: none"> <li><input type="radio"/> Design Review (new construction): Square Feet: _____</li> <li><input type="radio"/> Renovation (existing structure): Estimated Cost: _____</li> <li><input type="radio"/> Demolition</li> </ul>		Pre-Application Meeting Date : _____  Application Date: _____  HPC Hearing Date: _____  Fee Due (page 9): _____	
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<b>PROPERTY</b>				
_____				
Name of Property/Business at Address (if applicable)				
_____				
Property Address/Location	Suite/Apt. #	City	State	Zip Code
_____	_____	_____	_____	_____
Land Lot	Property ID	_____		
_____	_____	_____		
<b>APPLICANT</b>	_____			
Name	_____			
Company	_____			
Mailing Address	Suite/Apt. #	City	State	Zip Code
_____	_____	_____	_____	_____
Phone	Cell Phone	E-mail		
_____	_____	_____		
<b>OWNER</b>	_____			
Name	_____			
Contact Mailing Address	Suite/Apt. #	City	State	Zip Code
_____	_____	_____	_____	_____
Phone	Cell Phone	E-mail		
_____	_____	_____		

**APPLICANT**

**OWNER**



## HPC DESIGN PLAN APPLICATION

Project Description:

### REPRESENTATIVE

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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

### ARCHITECT

\_\_\_\_\_  
Contact Name and Company (Architect)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

### PROJECT MGR.

\_\_\_\_\_  
Contact Name and Company (Project Manager)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

### ENGINEER

\_\_\_\_\_  
Contact Name and Company (Engineer)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

REPRESENTATIVE

ARCHITECT

PROJECT MGR.

ENGINEER



**Applicant Signature Page**

**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 there is a Historic District Master Plan and I have reviewed the Historic District Master Plan and Regulating Map prior to submitting my application.
_____	I understand that failure to supply all required information (per the relevant Application Requirements and requirements of the <i>Roswell Unified Development Code</i> ) will result in rejection of the application.
_____	I understand that any changes to my approved plans will require me to go back before the Historic Preservation Commission for additional approvals prior to constructing such changes, and that failure to obtain such approval may delay my Certificate of Occupancy.
_____	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.
_____	I understand that a pre-construction meeting is required with staff, and that I will attend this meeting with my contractor(s) after I receive my land disturbance and/or building permits. I understand that it is up to me to schedule this meeting.
_____	I understand that a pre-application meeting is required with staff prior to application submittal. I understand that it is up to me to schedule this meeting.

**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**

**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 & notarization;
- 1 copy of the completed HPC Pre-Application checklist, including all signatures. A Pre-Application meeting with the departments or a planner is **required** prior to submittal. Schedule this meeting several weeks before your submittal;
- Application fee; See fee schedule from Roswellgov.com
- Letter of Intent with basic description of project. Provide justification for removal of specimen trees in accordance with UDC 12.1.3, letter B, #1;
- 10 copies (11"x17") of supporting materials (outlined below);
- 1 large set of plans (24" X 36");
- Flash drive with all submittal documents; and
- Material samples & supporting materials as noted below.

### THE FOLLOWING MATERIALS ARE REQUIRED UNLESS OTHERWISE NOTED BY STAFF. SCHEDULE AN APPOINTMENT WITH STAFF TO DETERMINE REQUIREMENTS FOR YOUR PROJECT:

- Survey plat of property sealed by the surveyor showing all property lines with metes and bounds. (Include any flood plains, stream buffers, easements, Rights-of-Way);
- Site Plan of the property drawn at an engineering scale which includes all of the following items:
  - o Property lines;
  - o Existing and proposed buildings and structures;
  - o Parking, parking buffers, internal circulation, driveway lengths (UDC 2.2.19), ADA, Sidewalks (UDC 11.4.6.C) and bicycle parking (UDC 10.1) (Association for Pedestrian & Bicycle Professionals approved racks);
  - o Walls, fences, and easements;
  - o Required neighborhood compatibility buffers must be shown;
  - o Landscaping Plan, tree survey, tree protection plan (UDC 10.2) Provide justification for removal of specimen trees in accordance with UDC 12.1.3, letter B, #1;
  - o Grading and drainage – all detention and water features must be shown;
  - o Provisions for outdoor lighting, including a **photometric plan** (UDC 10.4);
  - o Connectivity and sidewalks required by Transportation (UDC 11.4.16);
  - o Service areas - HVAC, dumpsters, & required screening (UDC 10.2.8);
  - o Landscape Open Space and Outdoor Amenity Space **clearly delineated**;
  - o Retaining walls, including height (UDC 10.5) & wall profiles/architectural drawings; and
  - o Other information required by the Planning & Zoning Director.
- A Development Statistics Summary Chart with percentage (%) of total site coverage
  - o Maximum and proposed height of all structures (UDC 2.2.11);
  - o Proposed square footage of the building area;
  - o Area of site (total acres and square feet);
  - o Proposed lot coverage of building area (square feet and %);
  - o Proposed square footage of landscaped area (square feet and %);
  - o Proposed square footage of impervious surface (square ft. and %);
  - o Existing and proposed number of parking spaces;



## Major Application Requirements (continued)

- Floodplain (square feet and %);
- Common Open Space, Landscape Open Space, or Outdoor Amenity Space required (square feet and %);
- Transparency (UDC 2.2.15 and Design Guidelines pages 39-40);
- Lot sizes; and
- Build-to Zone (BTZ) (UDC 2.2.9).
- Drawings and/or photographs showing context with adjacent structures;
- Photographs of adjacent structures;
- Photographs **of all four sides** of existing buildings and structures;
- Perspective Drawings (new construction);
- Architectural drawings (**scaled with complete dimensions**) which includes:
  - Front, rear and sides of primary building;
  - Front, rear and sides of accessory structures;
  - Proposed retaining walls/detention ponds/fences, materials and guard rails (UDC 10.5 and Design Guidelines pages 33 and 91);
  - Proposed hardscape features;
  - Garage door widths (UDC 2.2.19 and Design Guidelines page 99); and
  - Air conditioners, rooftop vents, fireplace vents, restaurant grease hood vents, dumpster enclosures, other outside equipment, and appropriate screening per UDC 10.2.8. and Design Guidelines page 32;
- Material samples & specifications, including color, material type, dimensions:
  - Siding, including window, door, corner, fascia, and base trim detail;
  - Roofing;
  - Windows - muntins, framing, sills (Design Guidelines pages 120-123);
  - Doors, including exterior framing (Design Guidelines p. 124);
  - Building lighting, ceiling fans;
  - Site lighting (UDC 10.4), including lumens and Kelvin if applicable;
  - Stairs, decking, porches, and balconies, including all railings;
  - Chimneys and any proposed chimney shrouds/hoods or fireplace vents;
  - Paving and/or retaining wall materials;
  - Bicycle racks (Association of Pedestrian & Bicycle Professionals compliant);
  - Hardscaping, including mail kiosks;
  - Foundations (UDC Design Guidelines pages 97 & 126);
  - Other information as required by Planning & Zoning director.
- Proof of Stormwater Concept meeting with Roswell Stormwater Engineer;
- Archaeology report (UDC 12.8.3), check with Planning & Zoning staff prior to submittal;
- Steep Slopes Analysis (check with Community Development Engineering staff prior to submittal);
- Traffic Impact Study (UDC 13.10.3.B), check with Transportation staff prior to submittal;
- River Corridor – MRPA information (check with Planning & Zoning staff prior to submittal);
- Other information as required by the Planning & Zoning Director:
  - \_\_\_\_\_

\_\_\_\_\_  
Applicant/Representative Attending (Signature and Date)

\_\_\_\_\_  
Staff Attendee (Signature and Date)



## Administrative (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 and notarization;
- Letter of Intent with basic description of the project;
- 1 copy of supporting materials (outlined below);
- 1 digital copy of plans; and
- Material samples.

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

- Survey plat of property, as needed;
  - Scaled site Plan of the property, as needed;
  - Elevation drawings, with dimensions, 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)



**\*\* ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA \*\***

- **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.**

## 2023 HISTORIC PRESERVATION COMMISSION MEETING DATES

<b>Wednesday, January 10, 2024</b>
<b>Wednesday, February 14, 2024</b>
<b>Wednesday, March 13, 2024</b>
<b>Wednesday, April 10, 2024</b>
<b>Wednesday, May 8, 2023</b>
<b>Wednesday, June 12, 2024</b>
<b>Wednesday, July 10, 2024</b>
<b>Wednesday, August 14, 2024</b>
<b>Wednesday, September 11, 2024</b>
<b>Wednesday, October 19, 2024</b>
<b>Wednesday, November 13, 2024</b>
<b>Wednesday, December 11, 2024</b>





**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.

Historic Preservation Commission (HPC)		OFFICE USE ONLY	
_____	<b>Design plan review - Major</b> , Certificate of Appropriateness for new construction or development (over 2,500 sq. ft.)	\$350*	Munis Project Code Z300
_____	<b>Design plan review - Major</b> , Certificate of Appropriateness for new construction or development (700 to 2,500 sq. ft.)	\$200*	Munis Project Code Z300
_____	<b>Renovation - Major</b> , Certificate of Appropriateness for existing structure (\$50,000 and more)	\$250*	Munis Project Code Z380
_____	<b>Renovation - Major</b> , Certificate of Appropriateness for existing structure (\$5,000 to \$49,999)	\$200*	Munis Project Code Z380
_____	<b>Renovation - Major</b> , Certificate of Appropriateness for existing structure (Less than \$5,000)	\$100*	Munis Project Code Z380
_____	<b>Administrative (Minor, UDC 13.7.4)</b> - Renovation or new construction	\$50	Munis Project Code Z320
_____	<b>Demolition</b> - Certificate of Appropriateness	\$450*	Munis Project Code Z340
_____	<b>Appeal</b> (per party, waived if appeal is successful)	\$100*	Munis Project Code Z360
* <b>Advertising is an additional fee: \$100 for mailing + \$90 per sign</b>			

**HPC Work Sessions**

HPC Work Sessions are public meetings of the Historic Preservation Commission that are not required for submittal. Work sessions are held at City Hall on the Thursday after the regular HPC meeting. The purpose of the HPC work sessions is conceptual design review for major projects. There are no votes or final decisions made at work sessions. Contact Planner Marah Grossman ([mgrossman@roswellgov.com](mailto:mgrossman@roswellgov.com)) to schedule your work session.

**Pre-Construction Meetings**

**Pre-construction meetings are now required before construction or land disturbance can commence on major projects, and may be necessary for select administrative/minor projects.** Applicants will attend this meeting with their contractor(s) during the permit application phase. Contact Planner Marah Grossman ([mgrossman@roswellgov.com](mailto:mgrossman@roswellgov.com)) to schedule your pre-construction meeting.

**Pre-Application Meetings**

**Pre-application meetings are required before a major application can be submitted.** Pre-application meetings are held on Tuesday Mornings with staff from multiple departments. Contact Julie Martin ([Jmartin01@roswellgov.com](mailto:Jmartin01@roswellgov.com)) to schedule your pre-application meeting.