



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 (page 10): _____

TYPE
PROPERTY
APPLICANT
OWNER

PROPERTY

Name of Property/Business at Address (if applicable) _____

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

Land Lot _____ 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 _____



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

E-mail

Contact Name and Company (Architect)

Phone

Cell Phone

E-mail

Contact Name and Company (Project Manager)

Phone

Cell Phone

E-mail

Contact Name and Company (Engineer)

Phone

Cell 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.

Project Discussed

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;
- Application fee;
- Letter of Intent with basic description of project;
- 10 copies (11"x17") of plans and elevations;
- 3 large set of plans (24" X 36"); and
- 1 flash drive with digital copies of plans and supporting materials.

SUPPORTING MATERIALS, WHICH ARE REQUIRED UNLESS OTHERWISE NOTED:

- 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, and internal circulation. Include driveway lengths (UDC 2.2.19), ADA and bicycle parking (UDC 10.1);
 - o Walls, fences, and easements;
 - o Required neighborhood compatibility buffers must be shown;
 - o Landscaping Plan, including a tree survey and tree protection plan (UDC 10.2);
 - o Grading and drainage – all detention and water features must be shown;
 - o Provisions for outdoor lighting (UDC 10.4);
 - o Connectivity required by Transportation;
 - o Service areas, including HVAC, dumpsters & required screening (UDC 10.2.8);
 - o Location of Common Open Space, Landscape Open Space, or Outdoor Amenity Space clearly shown;
 - o Retaining walls, including height (UDC 10.5); 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;
 - o Floodplain (square feet and %);



Major Application Requirements, continued

- (Development Statistics Summary Chart continued)
 - Common Open Space, Landscape Open Space, or Outdoor Amenity Space required (square feet and %);
 - Transparency (UDC 2.2.15);
 - 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;
- 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 (UDC 10.5);
 - Proposed hardscape features;
 - Retaining walls- materials and guardrails (UDC Design Guidelines 1.27 & 4.13);
 - Garage door widths (UDC 2.2.19); and
 - Air conditioners, compressors, rooftop vents, fireplace vents, restaurant grease hood vents, dumpster enclosures, other outside equipment, and appropriate screening per UDC 10.2.8 & UDC Design Guidelines 1.22, 1.23, 1.24, & 1.25).
- Material samples & specifications, including color, material type, dimensions:
 - Siding, including window, door, corner, fascia, and base trim detail;
 - Roofing;
 - Windows, including muntins, exterior framing & sills;
 - Doors, including exterior framing;
 - Building lighting;
 - 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;
 - Mail kiosks;
 - Foundations (UDC Design Guidelines pages 97 & 126);
 - Other information as required by Planning & Zoning director.
- Proof of Stormwater Concept meeting with Roswell Environmental/Public Works;
- Tree survey, tree protection plan, and landscape plan. The applicant must address all of UDC section 12.1.3, Letter B and indicate the justification for this section on the plans or as part of the application letter of intent;
- Archaeology report (check with staff);
- Steep Slopes Analysis (check with staff);
- Traffic Study (check with staff);
- River corridor – ARC information (check with staff);
- Other information as required by the Zoning Director: _____

Applicant/Representative Attending (Signature and Date)

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.

Project Discussed

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); and
- Material samples.

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:
-

Applicant/Representative Attending (Signature and Date)

Staff Attendee (Signature and Date)



Pre-Application Meetings and On-Call Architect Review Process

Pre-Application Meetings

Pre-application meetings are required before a major 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.

Ringo McCollum, Chief Building Official, Community Development
770.594.6279, rmccollum@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

Matthew Zaki, Plans Reviewer (stormwater), Community Development
770.594.6169, mzaki@roswellgov.com

Kevin Turner, Planner III, Community Development
770.817.6722, kturner@roswellgov.com

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

Chris Boyd, Water Distribution Superintendent, Public Works/Environmental
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

Charlie Vacca, Fire Marshal, Fire
770.594.6226, cvacca@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 3rd 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 Design Guidelines. The completed report will be sent to the applicant and the HPC.

**Note: Not all HPC Applications will require review by a 3rd party architect.*



HISTORIC PRESERVATION COMMISSION MAJOR APPLICATIONS 2018 CALENDAR

Submittal Deadline	HPC Meeting Date
December 6, 2017	January 10, 2018
January 10, 2018	February 14, 2018
February 7, 2018	March 14, 2018
March 7, 2018	April 11, 2018
April 4, 2018	May 9, 2018
May 9, 2018	June 13, 2018
June 6, 2018	July 11, 2018
July 3, 2018*	August 8, 2018
August 8, 2018	September 12, 2018
September 5, 2018	October 10, 2018
October 10, 2018	November 14, 2018 *
November 7, 2018	December 12, 2018
December 5, 2018	January 9, 2019

Note

All HPC applications – demolition and renovations/new construction – are due 5 weeks prior to the hearing date due to additional public notice requirements specified 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. Fees are payable to the City of Roswell by cash, check or credit card (MasterCard/Visa/American Express/Discover).

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