# Historic Preservation Commission (HPC) Design Plan Application

## TYPE OF REQUEST:
- Certificate of Appropriateness
- Administrative (Minor) Application
- Major Application
  - Design Review (new construction): Square Feet:
  - Renovation (existing structure): Estimated Cost:
  - Demolition

<table>
<thead>
<tr>
<th>Pre-Application Meeting Date</th>
<th>Application Date</th>
<th>HPC Hearing Date</th>
<th>Fee Due (page 9)</th>
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## PROPERTY

<table>
<thead>
<tr>
<th>Name of Property/Business at Address (if applicable)</th>
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<table>
<thead>
<tr>
<th>Property Address/Location</th>
<th>Suite/Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Land Lot</th>
<th>Property ID</th>
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## APPLICANT

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<th>Name</th>
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<tr>
<th>Company</th>
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<thead>
<tr>
<th>Mailing Address</th>
<th>Suite/Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<th>Cell Phone</th>
<th>E-mail</th>
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## OWNER

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<table>
<thead>
<tr>
<th>Contact Mailing Address</th>
<th>Suite/Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Munis #: ______________________   Minute Traq #: ____________

City of Roswell • 38 Hill Street • Suite G-30 • Roswell, Georgia 30075 • 770-641-3780 • www.roswellgov.com
Planning & Zoning Division Application • Rev. 10/15/2019
Page 1 of 9
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
## 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 failure to supply all required information (per the relevant Application 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 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.*

<table>
<thead>
<tr>
<th>Applicant (Signature)</th>
<th>Date</th>
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<table>
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<tr>
<th>Street Address, City, State, Zip</th>
<th>Phone</th>
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### 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.

<table>
<thead>
<tr>
<th>Notary Public (Signature)</th>
<th>Date</th>
<th>Date Commission Expires</th>
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### ATTORNEY / AGENT (IF APPLICABLE)

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<th>Attorney/Agent (Signature)</th>
<th>Date</th>
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<tr>
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<th>Phone</th>
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</table>
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 (REQU ired 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. 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;
- 10 copies (11”x17”) of supporting materials (outlined below);
- 2 large set of plans (24” X 36”);
- Flash drive with all submittal documents; and
- Material samples & supporting materials.

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:
  - Property lines;
  - Existing and proposed buildings and structures;
  - Parking, parking buffers, and internal circulation. Include 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);
  - Walls, fences, and easements;
  - Required neighborhood compatibility buffers must be shown;
  - Landscaping Plan, tree survey, tree protection plan (UDC 10.2);
  - Grading and drainage – all detention and water features must be shown;
  - Provisions for outdoor lighting, including a photometric plan (UDC 10.4);
  - Connectivity and sidewalks required by Transportation (UDC 11.4.16);
  - Service areas - HVAC, dumpsters, & required screening (UDC 10.2.8);
  - Common Open Space, Landscape Open Space, or Outdoor Amenity Space clearly illustrated;
  - Retaining walls, including height (UDC 10.5); and
  - Other information required by the Planning & Zoning Director.
- A Development Statistics Summary Chart with percentage (%) of total site coverage
  - Maximum and proposed height of all structures (UDC 2.2.11);
  - Proposed square footage of the building area;
  - Area of site (total acres and square feet);
  - 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 %);
o Common Open Space, Landscape Open Space, or Outdoor Amenity Space required (square feet and %);
o Transparency (UDC 2.2.15 and Design Guidelines pages 39-40);
o Lot sizes; and
o 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, compressors, 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;
  - 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 Environmental/Public Works;
- 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)
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.

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)
HISTORIC PRESERVATION COMMISSION

MAJOR APPLICATIONS

2019 CALENDAR

<table>
<thead>
<tr>
<th>Submittal Deadline</th>
<th>HPC Meeting Date</th>
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<tbody>
<tr>
<td>December 4, 2019</td>
<td>January 8, 2020</td>
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<tr>
<td>January 8, 2020</td>
<td>February 12, 2020</td>
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<tr>
<td>February 5, 2020</td>
<td>March 11, 2020</td>
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<td>March 4, 2020</td>
<td>April 15, 2020</td>
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<td>September 9, 2020</td>
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<td>October 14, 2020</td>
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<td>October 7, 2020</td>
<td>November 12, 2020 (Thursday)</td>
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<td>November 4, 2020</td>
<td>December 9, 2020</td>
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<td>December 9, 2020</td>
<td>January 13, 2021</td>
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**Note**

All major 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 complete application and materials are required by 3:30 PM of the submittal day. Late applications will not be accepted.**

The Historic Preservation Commission (HPC) meets in the City Hall Council Chambers at 6:00 p.m. on the 2nd Wednesday of each month, except in November when the meeting is on the 2nd Thursday. 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.**
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.

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

HPC Work Sessions

HPC Work Sessions are intended to guide a major project through concept design review. Work sessions are not required for submittal. There are no votes or final decisions made at work sessions. Please contact Julie Martin (jmartin01@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. Please contact Julie Martin (jmartin01@roswellgov.com) to schedule your pre-construction meeting.