



REQUEST FOR PLANNING BOARD REVIEW

Type of Action Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Subdivision
(Sketch Plan) | <input type="checkbox"/> Subdivision
(Preliminary Plan) | <input type="checkbox"/> Subdivision
(Final Plan) |
| <input checked="" type="checkbox"/> Site Plan Review
(Historic District) | <input type="checkbox"/> Site Plan Review
(Planned Development) | <input type="checkbox"/> Site Plan Review
(Other) |

Materials Submitted

- Application
- Environmental Assessment Form
- Drawings
 - Location Plan
 - Site Plan
 - Sketch Plan (Subdivision only)
 - Preliminary Plan (Subdivision only)
 - Final Plan (Subdivision only)
 - Work Plans (Historic) and/or other illustrative drawings:

- Samples of proposed materials and/or photos

Signature: _____

Date: _____

The Planning Board meets the first Tuesday of every month in which there is an agenda. Agenda items are due at least 16 days before the date of the meeting in which they are to be considered. Petitioners must be present.

Date Received by City _____

Agenda Date _____

HISTORIC DISTRICT APPLICATION

Applicant(s): _____

Address: _____

Phone Number: *work* _____ *home* _____

Location of Property: _____

(Please include a location map in your submission)

For all rehabilitation projects, describe in detail the existing conditions on the property that you seek to correct through this application. Please make your description as precise as possible.

HISTORIC DISTRICT APPLICATION

Describe in detail the repairs and improvements you plan to perform on the subject premises. Please make your description as precise as possible. Include a description of existing materials and their condition if replacement is proposed. Describe proposed materials.

Does the work involve any easements or rights of way?

Yes No has permission been granted? _____

Relation to Property (owner, etc.): _____

Will you be representing yourself during the review of this petition?

Yes _____ No _____ please name your official representative:

Name: _____

Address: _____

Phone: _____

HISTORIC DISTRICT APPLICATION

In the space below, please attach a minimum of two 3” x 5” color photographs of the subject property and the area of the property where the proposed modifications will take place.

HISTORIC DISTRICT APPLICATION

General Information and Certification:

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community & Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting. Although a record of the proceeding will be mechanically reproduced, the Planning Board will not guarantee its accuracy or quality. Applicants wishing a record of the proceedings must make appropriate provisions themselves.

The required number of copies of proposed plans, drawings and/or other illustrative materials must be submitted with the application in order for it to be considered complete. These drawings must clearly reflect both existing and proposed structures, rights of way, easements and any other deed restrictions on which the proposal impacts. *Failure to provide complete information may result in unnecessary delays or revocation of approvals.*

It is essential to remember that you or your representative must be in attendance at the meetings in order for your petition to be reviewed by the Planning Board.

I do hereby state that the information submitted is an accurate representation of my request:

Signature: _____ Date: _____

Signature: _____ Date: _____

If you have any questions please contact the following:

Planning Coordinator (315) 339-7643
Corporation Counsel (315) 339-7670

HISTORIC DISTRICT SITE PLAN REVIEWS

*Information and Materials Required for Review by
The City of Rome Dept. of Community & Economic Development
(as set forth in Local Law 7 of 1994, adopted unanimously
by the City of Rome Common Council on September 14, 1994)*

All buildings within the City of Rome's North George Street Historic District and the Bellamy-Gansevoort Historic District are classified based on their architectural and/or historical significance. A database and map depicting each structure's classification is available for public review in the City of Rome Department of Community & Economic Development offices.

Requirements for Review

1. Site plan (Historic) review is required prior to issuance of a building permit as:

“No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark or property within the historic district, nor shall any person make any material change to the appearance of such property, its light fixtures, signs, sidewalks, fences, steps, paving, or other exterior appearance and cohesiveness of the historic district, without first obtaining a certificate of approval from the Dept. of Community & Economic Development.”

2. Obtaining a certificate of approval from the Dept. of Community & Economic Development requires submission of a complete application:

- a. An application must be made in all cases. By law, a complete application shall include the following:
 - ◆ Name, address and telephone number(s) of applicant.
 - ◆ Location and photographs of building and/or lot.
 - ◆ Precise written statement describing proposed changes or design.
 - ◆ Final Work drawings, with façade elevations, site plan, indication of materials.
 - ◆ Written specifications, with measurements.
 - ◆ Statement or documentation of proposed changes and existing conditions.
 - ◆ When applicable, elevation drawings showing proposed changes, perspective drawings, including relationship to adjacent properties, samples of color or materials to be used.
- b. If Planning Board recommendation is required, a complete application must be submitted to and received by Dept. of Community & Economic Development staff at least sixteen (16) days prior to the next meeting date.

3. In certain cases, review by the Planning Board may be required. Those cases include:

- a) The property in question has been classified as a class (A) property, or

- b) The property in question has been classified as a class (B) property, or
- c) The property in question has been classified as a class (C) property, and the proposed changes involve:
 - a. a change in the square footage of either floor or roof area,
 - b. a material change in siding, and/or
 - c. a material change in doors or windows.

Review Process

1. Dept. of Community & Economic Development staff will consider the following principles when reviewing applications:

- ◆ Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
- ◆ Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district.
- ◆ New construction shall be compatible with the district in which is it located. Contemporary designs shall not be discouraged, so long as they are in line with the criteria for compatibility.

2. In reviewing an applicant's proposal, Dept. of Community & Economic Development staff shall give consideration to, but not necessarily be limited by, the following criteria for compatibility:

- ◆ The historical and/or architectural value and significance of the structure and its relationship both to the surrounding neighborhood and to the historic district as a whole.
- ◆ The general design, character and appropriateness to the property of the proposed alteration or new construction.
- ◆ The integrity of the original design.
- ◆ The scale of proposed alterations or new construction in relation to the property itself, surrounding properties and the neighborhood.
- ◆ Texture, materials and color, and their relation to similar features of other properties in the neighborhood.
- ◆ Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape and rhythm of spacing of properties on the streets, including setback.
- ◆ The importance of historic, architectural or other features to the significance of the property.
- ◆ The criteria established in the Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as developed and published by the United States Department of the Interior.

3. Deadlines for a determination on a complete application are as follows:

- a) Planning staff shall either approve, deny or approve with modifications an applicant's proposal within thirty (30) days from receipt of an application determined to be acceptable by the Department where no Planning Board opinion is involved.

- b) Where Planning Board opinion is either required or sought, the time limit shall be sixty (60) days from receipt of the application.
- c) The Dept. of Community & Economic Development may at any time, ask the Planning Board for its opinion.
- d) These time frames may be extended by the mutual consent of the applicant and the Dept. of Community & Economic Development.
- e) All decisions of the Planning Department shall be put into writing. A copy shall be mailed to the applicant, Codes Enforcement Officer and City Clerk for public inspection.

Signs

- 1. Any new sign to be erected in the historic district must secure the Dept. of Community & Economic Development's approval.**
- 2. In addition to the provisions set forth in Article XIV of the Rome Code of Ordinances, entitled "Regulation of Signs.", the following regulations shall apply:**
 - a) Signs, other than official signs, shall not be erected within the right-of-way of any street or alley.
 - b) No flashing, oscillating or revolving signs shall be permitted. A sign illuminated by artificial light that is not constant in intensity or color shall be considered to be a flashing sign.
 - c) No sign shall project from the main façade of a building. Signs affixed to the building shall be parallel with or applied to the façade of the building and shall not extend above the façade.
 - d) Freestanding signs may be permitted when the sign is shown to be consistent with the character of the structure and the surrounding neighborhood.
 - e) No advertising signs or billboards shall be permitted.
 - f) Signs within the district are to be sympathetic to the building's architecture and design.
 - g) Illumination shall be of an external nature only. All electrical equipment for illumination shall be concealed.
 - h) All signs must be kept clean, neatly printed and free from all hazards.
- 3. Applications for a certificate of approval for a sign shall include a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan showing the sign's location on the property.**