

## City of Rome, NY

### Historic District Application Checklist

*Consult Article 18 of the City of Rome Code of Ordinances.*

Prior to the commencement of any work requiring a Certificate of Approval, the owner must file an application for such a certificate with the Planning Department. The application must include:

- Request for Planning Board Review Form completed
- Historic District Site Plan Application Form completed:
  - Applicant(s) information
  - Detailed description of existing conditions
  - Detailed description of proposed action
  - Right-of-way/easement information (when applicable)
  - Photographs of building and/or lot (minimum of two 3" x 5" color photographs)
- Final work drawings:
  - Location plan and/or map
  - Site plan
  - Work plans (Historic) and/or other illustrative drawings:
    - Elevation of facades
    - Elevation drawings of proposed changes (when applicable)
    - Perspective drawings, including relationship to adjacent properties (when applicable)
  - Indication of materials:
    - Samples of proposed materials and/or photos (when applicable)
    - Samples of colors and/or photos (when applicable)
  - Written specifications, with measurements
- Where the proposal includes signs or lettering:
  - 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
  - A plan showing the sign's location on the property
- Any other information that the Planning Department may deem necessary in order to visualize and understand the proposed work
- All submitted materials must be also delivered in Portable Document Format (PDF) by way of a flash drive or compact disk. No individual file sizes can exceed 14MB.