

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

ROME CITY HALL, 198 N. WASHINGTON STREET

ROME, NEW YORK 13440-5815

Telephone: (315) 339-7643 Fax: (315) 838-1167

www.romenewyork.com

HISTORIC DISTRICT REQUEST FOR REVIEW



PROJECT NAME _____

PROPERTY ADDRESS or COUNTY TAX MAP ID# _____

MATERIALS SUBMITTED

- Application (*no application fee*)
- Map of Location
- Drawings (elevations, sketches, etc.)
- Site Plan
- Work Plan 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. If a completed request for planning board review is submitted by the final due date, that item will appear on the agenda. However, for review items which require a State Environmental Quality Review (SEQR), by law, each involved or interested agency that is part of the project review requires a minimum of thirty (30) days for review. With this in mind, if an item which requires a SEQR review is submitted on the final due date (16 days prior to the meeting), it is unlikely that the review item will be acted on at the following regular meeting of the planning board.

OFFICE USE ONLY

DATE/TIME RECEIVED _____ AGENDA DATE _____

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

ROME CITY HALL, 198 N. WASHINGTON STREET

ROME, NEW YORK 13440-5815

Telephone: (315) 339-7643 Fax: (315) 838-1167

www.romenewyork.com

HISTORIC DISTRICT APPLICATION



A complete application consists of the following forms and documentation. All application materials must be collated into **individual packets** (**please refer to the Historic District Application Checklist on our website <https://romenewyork.com/planning-board/> to verify the application requirements**).

Application Packets must include:

- Request for Planning Board Review form filled out
- Application filled out completely and accurately
- Plans, including Location Map (**folded** with project name showing)
- Environmental Assessment Form
- 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.

PROJECT NAME _____

PROPERTY ADDRESS or COUNTY TAX MAP ID# _____

APPLICANT INFORMATION

NAME _____ ADDRESS _____

PHONE _____

City State ZIP

FAX _____ E-MAIL _____

OWNER INFORMATION (If different from Applicant)

NAME _____ ADDRESS _____

PHONE _____

City State ZIP

FAX _____ E-MAIL _____

AGENT INFORMATION (If applicable)

NAME _____ ADDRESS _____

PHONE _____

City State ZIP

FAX _____ E-MAIL _____

**City of Rome, New York
HISTORIC DISTRICT APPLICATION**

DETAILED DESCRIPTION OF EXISTING CONDITIONS

DETAILED DESCRIPTION OF PROPOSED ACTION

Does the work involve any easement or rights of way? **Yes** _____ **No** _____

If yes, has permission been granted? _____

Relation to Property (owner, etc.) _____

Will you be representing yourself during the review of this petition? **Yes** _____ **No** _____

If no, please name your official representative

Name _____

Address _____

Phone _____

**City of Rome, New York
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.

**City of Rome, New York
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 and 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 requesting a record of the proceedings must make appropriate provisions themselves.

The required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet 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 including any other specifications discussed on the handout. ***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:

Department of Community and Economic Development (315) 339-7643
Corporation Counsel (315) 339-7670