

**HISTORIC PRESERVATION COMMISSION**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**All items must be completed. If not applicable, please mark N/A**

This application will not be deemed complete until it is so certified by the Historic Preservation Commission. An application consists of an application form and the material necessary to fully describe the project.

Docket No. HPC _____ Date Received _____ Date Certified as Complete _____
Type of Designation: Historic District (name) ___ Individual ___ NIC ___ Other _____

**Designated Property**

Address: \_\_\_\_\_

Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

**Owner**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Tenant/Lessee (if applicable)**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person Filing Application (architect, engineer, contractor, other) if not owner**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Structure**

Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Institutional \_\_\_ Other \_\_\_ (specify) \_\_\_\_\_

**Description of Proposed Work**

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(Attach sheets if necessary)

**Architect**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attorney**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**

Name (print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Estimated Total Cost of Project:** \_\_\_\_\_

**Is application being made to the ZBA for a Special Permit?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify \_\_\_\_\_

**Does this project include an addition to the building:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Will application be made to any of the following:**

Building Department \_\_\_\_\_ Planning Board \_\_\_\_\_ Investment Tax Credit \_\_\_\_\_

**Owner:**

I am the owner of the above listed property. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information which has been entered is correct and complete to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you plan to take advantage of the Historic Preservation Investment Tax Credit provisions of the 1981 Economic Recovery Tax Act, you should contact the New York State Historic Preservation Office before undertaking any work.

(Commission use only)	
Application approved	
Signed: _____	Date: _____
Signed: _____	Date: _____
Signed: _____	Date: _____
Application denied	
Signed: _____	Date: _____
Report issued: _____	Date: _____

After receiving your submission, an HPC member may find that additional information is necessary to complete your application. Those items will be checked and a copy of this list will be returned to you.

If your project requires a Certificate of Appropriateness, we recommend that these items be mounted so that they can be displayed on easels at the public hearing (preferably on foam-core board). An unmounted set of drawings of the final, approved scheme must be submitted to the Commission for record purposes before a permit will be issued.

Drawings: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_ Map showing project's location in the historic district
- \_\_\_ Site plan showing the project's location on the block or in the context of its surrounding landscape
- \_\_\_ Floor plans of the existing conditions
- \_\_\_ Floor plans of the original condition
- \_\_\_ Floor plans of the proposed condition
- \_\_\_ Elevations of exterior walls showing existing conditions
- \_\_\_ Elevations of exterior walls showing original conditions
- \_\_\_ Elevations of exterior walls showing proposed conditions
- \_\_\_ Sections showing existing condition
- \_\_\_ Sections showing original condition
- \_\_\_ Sections showing proposed condition

- \_\_\_ Sight-line drawings showing proposed addition plotted from point where addition is most visible and from extreme points where addition first becomes visible
- \_\_\_ Detail drawings of original condition
- \_\_\_ Detail drawings of proposed condition

Samples:

- \_\_\_ Samples of all proposed materials (stone, brick, terra cotta, cast-stone, concrete, \_\_\_\_\_, mortar, wood \_\_\_\_\_, asphalt shingle, metal roofing, cast-iron, wrought iron, fiberglass, tile, \_\_\_\_\_)
- \_\_\_ Samples or chips of all proposed coatings, paints, varnishes, etc.
- \_\_\_ Samples or full size construction details of \_\_\_\_\_ (windows, storefronts, cornices, doors, fences, gates, etc.)

Photographs 8"x10"

- \_\_\_ Existing condition of walls, doors, windows, roofs, facades
- \_\_\_ Existing condition in the context of its surroundings
- \_\_\_ Proposed condition in the context of its surroundings
- \_\_\_ Proposed project from \_\_\_\_\_
- \_\_\_ Existing condition with addition drawn in, taken from a point to show maximum visibility, and extreme points where addition first becomes visible

Specifications

- \_\_\_ Specifications for the method of rebrownstoning, joining of new construction to old, attachment of signs \_\_\_\_\_ to original fabric, waterproofing, exterior cleaning, exterior paint removal, repainting, painting \_\_\_\_\_, installation of \_\_\_\_\_, removal of \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

**Instructions for Filing**

**Work which requires HPC approval**

If an owner wishes to alter in any way a landmark or a property in an historic district (including, for example, window sash, doors, air conditioners, signs, painting), the Commissioner reviews these proposals to determine their effect on the protected features of the property; and in historic districts, on adjacent properties.

**Certificate of Appropriateness**

This permit is for work which affects the protected features of a building, or constitutes a major change to the original appearance of the building, whether a Building Department Permit is required or not.

A Certificate of Appropriateness is issued after the proposal has been brought to a public hearing before the Historic Preservation Commission and has been formally approved. An Application which is filed and complete by the regular meeting is scheduled for a hearing within a reasonable time.

An application must contain an application form and all other information to fully describe your proposal.

### **Application Form**

The Historic Preservation Commission uses the accompanying application form for all alternations, construction or demolition on a landmark site or in an historic district. All application forms must be signed by the owner of the property.

### **Drawings**

Depending upon the nature of the work, include complete sets of floor plans, and such elevations, perspectives, sections and details as are necessary to describe the project. Drawings are usually submitted to the Commission at the same time that they are filed with the Building Department, through owners and their architects are encouraged to consult with the Commission's staff before formal filing.

### **Photographs**

Showing exterior conditions (in an historic district, the surrounding streetscape) or such other information to explain the project as may be required upon review of the application. A checklist for information required for a particular project can be provided by the Commission staff.

Applications may be filed by mail or in person with an appointment. Upon filing of the completed application, the Commission shall set the date of the public hearing within a reasonable time, and advertise the same according to statutory requirements.