



Certificate of Appropriateness Application

HERITAGE PRESERVATION COMMISSION

APPLICATION DEADLINE: NO LATER THAN 12:00 PM ON THE THIRD MONDAY OF THE MONTH
Remit To Office of the Town Clerk, Town of Seneca Falls, 130 Ovid St., Seneca Falls, New York, 13148

DATE: _____ / _____ / _____

PROJECT ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS (if different): _____

PROPERTY OWNER'S PHONE: _____ HOME _____ OTHER _____

NAME OF BUSINESS (if applicable): _____

AGENT/CONTRACTOR & PHONE: _____

INDICATE TYPE OF PROJECT:

- | | |
|--|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> ADDITION TO STRUCTURE |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> EXTERIOR RENOVATION/REPAIR |
| <input type="checkbox"/> WINDOW/DOOR REPLACEMENT | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> AWNINGS | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> SIDING |
| <input type="checkbox"/> OTHER | |

Please provide a brief description of the project, noting any proposed changes to the property (see checklist of required materials on reverse) and attach information to application:

This application cannot be processed for review unless all of the applicable items are submitted to the Town Clerk by the application deadline – NOON on the third Monday of the month preceding a scheduled meeting. Unless otherwise notified, REGULAR MEETINGS OF THE HERITAGE PRESERVATION COMMISSION OCCUR AT 7:00 PM ON THE FOURTH TUESDAY OF EACH MONTH AT 130 OVID STREET. APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND. Work on projects requiring HPC approval shall not be started until a Certificate of Appropriateness and any required permits have been obtained by the Owner or Agent/Contractor. Changes to approved plans CANNOT be made without additional Commission review. A request for CHANGES to a previously approved Certificate of Appropriateness must be made in writing to the HPC by the application deadline, along with any necessary plans. YOUR SIGNATURE BELOW ACKNOWLEDGES THESE CONDITIONS, AND ALSO ACKNOWLEDGES THAT IT IS THE RESPONSIBILITY OF THE OWNER/AGENT/CONTRACTOR TO OBTAIN ALL PERMITS REQUIRED BY THE SENECA COUNTY CODE ENFORCEMENT OFFICE.

ONCE APPROVED, A ZONING PERMIT MUST BE SUBMITTED BEFORE ANY WORK STARTS

SIGNATURE OF OWNER: _____

SIGNATURE OF AGENT/CONTRACTOR: _____

FOR OFFICE USE ONLY APPROVED AS SUBMITTED APPROVED W/CONDITIONS TABLED DENIED



Certificate of Appropriateness Checklist

HERITAGE PRESERVATION COMMISSION

NEW CONSTRUCTION

- Include map of property
- Drawing to scale of all elevations; sizes and styles of windows and doors must be indicated on drawings
- Exterior specifications- list visible materials, siding, roofing, etc... on or attached to drawings
- Lighting and signage details for commercial buildings (see section Signs/Awnings)

ADDITION TO A STRUCTURE

- Include a map of property
- Drawings to scale of addition including the existing building
- Photographs of the building, all elevations affected by addition
- Sizes, styles of windows and doors must be shown on drawings; indicate which are new, existing or replacement
- Materials and colors to be used must be listed on drawings

REPLACEMENT OF WINDOWS/DOORS

- Size and style of existing and proposed window/door- width and height
- Scaled drawings or photographs of affected elevations
- Materials and colors; manufacturer's tear sheet

SIDING

- Type of siding, smooth or textured; provide sample of proposed siding
- Reveal of existing proposed siding
- How will the building be prepared for siding? How will trim be treated
- Photographs of building

ROOF

- CHECK THIS BOX TO REQUEST EMERGENCY REPAIRS (see item 4 this section)
- Existing roof type, materials and colors
- Proposed materials and colors (provide sample)
- Photographs of building/roof/evidence of damage if emergency situation

SIGNS/AWNINGS

- Detailed drawing of sign and/or awning
- Proposed placement of the sign and/or awning
- Colors, materials and any lighting to be used
- Photographs of the building showing where sign is to be placed

FENCE

- Include location map showing where fence will be placed
- Style (picket, board on board, etc) – include drawing or picture of style with dimensions of parts
- Height, material, color
- Photograph of area where fence will be installed

PAINT

- Description of existing color scheme and proposed color scheme; include color swatches showing body color, trim color, special or decorative accents; using paint or stain?
- Height, material, color
- Photograph of building

EXTERIOR RENOVATION/REPAIRS

- Photographs of existing building, include all elevations and wide shots showing building relationship to neighboring structures

DEMOLITION

- Photographs of existing building; include all elevations and wide shots showing building relationship to neighboring structures
- Detailed description of what will replace demolished structure, if anything (see New Construction above)
- Reasons for demolition including emergency/health/safety issues or court orders

OTHER

- Provide details of project (Ex: Installation of a pool; major landscaping and/or removal of trees; storage shed, etc.