

**SENECA FALLS HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Mail completed form to: Town of Seneca Falls, 130 Ovid St., Seneca Falls, New York, 13148

APPLICATION DUE: NO LATER THAN NOON ON THE SECOND FRIDAY OF THE MONTH

DATE: _____

LOT ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____
(If different)

PHONE: _____
(HOME) (OTHER)

NAME OF BUSINESS (If applicable): _____

AGENT/CONTRACTOR & PHONE: _____

INDICATE TYPE OF PROJECT:

- _____ NEW CONSTRUCTION
- _____ DEMOLITION
- _____ WINDOW/DOOR REPLACEMENT
- _____ AWNINGS
- _____ FENCE
- _____ OTHER

- _____ ADDITION TO STRUCTURE
- _____ EXTERIOR RENOVATION/REPAIR
- _____ ROOF
- _____ SIGN
- _____ SIDING

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(see page 2) are submitted to the Town Clerk by the application deadline - **NOON on the Second Friday of the Month.** 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

SENECA FALLS HISTORIC DISTRICT APPLICATION

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 Sign Requirements)

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 of the structure.
- 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 second part of item 4 below)
- Existing roof type, materials and colors
- Proposed materials and colors (provide sample)
- Photographs of building and roof. If emergency, provide photo's of damage.

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 (eg Installation of a pool; major landscaping and/or removal of trees; storage shed, etc)