

January 4, 1988  
Revised – June 3, 1993

## **APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

### **FOR A STRUCTURE WHICH IS LOCATED IN A PRESERVATION DISTRICT AND IS NOT A DESIGNATED PENFIELD LANDMARK**

Town of Penfield Historic Preservation Board  
3100 Atlantic Avenue  
Penfield, NY 14526

The purpose of the Historic Preservation Code is to preserve the historical and architectural character of certain sites, structures and districts within the town. When owners wish to make improvements to properties controlled by this Code, they are required to obtain a Certificate of Appropriateness from the Historic Preservation Board. In order that this process may be expeditious, applicants should carefully note the following:

This package contains: Instructions to applicant and an application form. Please read these carefully.

If an applicant need clarification of the requirement, please telephone the Building & Planning Services Department at 340-8640, who will give you direction. Also, as an agenda item at any of its regular meetings, the Board is willing to make a preliminary review of any application. If this is desired, contact the Building & Planning Services Department at 340-8640.

Applicants are reminded that if the proposed work requires a special permit, a zoning variance or other approval, applications for these permits should be made concurrently with the Application for a Certificate of Appropriateness.

#### **Instruction to Applicant**

If you are planning to do work which does not require a building permit on a building in a Historic Preservation district, you need not apply for a Certificate of Appropriateness. If you are planning to demolish, make addition to or alter the structure of a building, which requires a building permit, or if you are planning to build a new structure in the Preservation District, you must obtain a Certificate of Appropriateness.

Certificates of Appropriateness **are** required for:

- removal of buildings
- demolition of buildings
- building structure or size changes
- in general, all changes requiring building permits, i.e., external structural changes, additions or new buildings to be added in the District

Certificates of Appropriateness are **not** required for:

- normal maintenance
- changes in color
- changes in finishes, such as siding
- new roof coverings
- plant materials, trees and shrubs
- non-permanent structures, such a play yard equipment, sidewalk and light posts

### **Material to be submitted**

Submit one copy of this application and retain one for reference.

The Historic Preservation Board is required, by law, to pass judgment on applications for Certificates of Appropriateness. In order that this may be done expeditiously, it requires that the application be supported with information adequate to explain the proposed changes fully.

The following gives an indication of the type of material that should be submitted.

- Demolitions – site plan and photograph
- Additions and New Structures – the same material required for application for a building permit. Site plan, floor plans and elevations showing existing and new structure. Architectural renderings and photographs of site and surroundings for major remodeling of existing structures or new structure.

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS  
FOR A PRESERVATION DISTRICT STRUCTURE**

**1. OWNER OF PROPERTY:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

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

**2. APPLICANT:** (If other than owner)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

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

**3. LOCATION:**

Street Address or Legal Description (Subdivision and Lot Number)

\_\_\_\_\_  
\_\_\_\_\_

**4. APPROXIMATE AGE OF STRUCTURE:** \_\_\_\_\_

**5. PRESENT USE OF PROPERTY:** Name of business occupying premises and photograph

\_\_\_\_\_  
\_\_\_\_\_

**6. ZONING DISTRICT:** \_\_\_\_\_

7. **PROPOSED DEVELOPMENT:** Describe your proposal

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8. **REASON:** Why is work necessary?

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9. **PRESERVATION GOALS:** How does the proposal achieve the purposes for which the preservation districts are designated? How does the work support the special value of preservation?

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10. **APPLICATION DISADVANTAGE:** What disadvantage, if any, will you suffer if the work proposed to be done is not allowed?

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I certify that the information on this application is complete and accurate and that the project described will be complete as stipulated in this request to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Owner (if other than above)

I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_