

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Return completed application and all required materials to:  
Office of Planning and Economic Development, 24 South Street, Auburn, NY 13021

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

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

Name of Owner: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

Name of Agent/Contractor (if applicable): \_\_\_\_\_

Address of Agent/Contractor (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Indicate type of Project: (Please check all that apply)

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> New Construction                   | <input type="checkbox"/> Window or Door Replacement | <input type="checkbox"/> Sign       |
| <input type="checkbox"/> Addition to Structure              | <input type="checkbox"/> Roof                       | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> General Exterior Renovation/Repair | <input type="checkbox"/> Siding                     | <input type="checkbox"/> Other      |
|   | <input type="checkbox"/> Fence                      |                                     |

Please provide a brief description of the project, noting any and all proposed changes to the exterior of the property (see check list of required materials on reverse and attached information to the application):

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

This application cannot be processed for review unless all of the applicable items are submitted to the Office of Planning and Economic Development (OPED) by the **application deadline – NOON on the Wednesday** preceding the scheduled meeting. Unless otherwise notified, **Regular meetings of the Historic Resources Review Board (HRRB) occur at 7:00 PM on the second Tuesday** of each month at 24 South Street. Applicants are strongly encouraged to attend. Work on projects requiring HRRB approval shall not be started until the Owner or Agent/Contractor have obtained a Certificate of Appropriateness (C/A) and all required permits. It is the responsibility of the Owner to obtain all required permits. Changes to approved plans cannot be made without additional HRRB review. A request for changes to a previously approved C/A must be made in writing to the HRRB by the application deadline, along with any necessary plans. **BY SIGNING BELOW YOU ACKNOWLEDGE AND AGREE TO THESE CONDITIONS.**

**Signature of Owner:** \_\_\_\_\_

- For Office Use Only: **Certificate of Appropriateness**
- Approved as submitted
  - Approved with changes/conditions
  - Denied

Checklist of required information for projects before your application can be reviewed – **Please refer to your type of project and attach the required information to this application.** Applications are due no later than noon on the Wednesday before the scheduled meeting. For assistance call (315) 255-4115

### **New Construction**

- Map or survey of property indicating the location of the proposed structure
- Drawings, to scale, of all elevations; sizes and styles of windows and doors must be indicated on drawings
- Exterior specifications – list and described all visible materials, siding, roofing, etc.... on or attached to drawings
- Colors to be used w/ placement
- Lighting and signage details (if applicable)

### **Addition to a structure**

- Map or survey of property indicating the location of the proposed addition
- Drawings, to scale, of addition including the existing building;
- Photographs of the building, all elevations affected by the addition
- Sizes and styles of windows and doors must be indicated on drawings; indicate which are proposed, original, and replacement
- Materials and colors to be used must be listed on drawings

### **General Exterior Renovations/Repairs**

- Provide a detailed description of project with drawings and photographs of elevations
- List of any and all building elements affected
- Existing and proposed colors and material
- Include samples and/or manufacture's product information sheet where applicable

### **Replacement of Windows or Doors**

- Size and style of existing and proposed window(s) or door(s); indicate width and height
- Scaled drawings or photographs of affected elevations
- Materials and colors; include the manufacture's product information sheet

### **Roof**

- Existing roof type, materials and colors
- Proposed materials and colors, provide manufacture's product information sheet or sample
- Photographs of building
- If emergency situation, photographs of roof or evidence of damage

### **Siding**

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

### **Fence**

- Include map of property indicating existing fence, if any, and location of proposed fence
- Style (picket, board on board, etc.) – include drawing or picture of style with dimensions
- Height, material, and color
- Photographs of area showing where the fence is to be installed

### **Signs**

- Detailed drawings of sign, drawn to scale – include dimensions, letter style and any graphics
- Include map of property indicating existing signage and placement of proposed signage
- Colors, materials, and any lighting to be used
- Photographs showing where the sign is to be placed

### **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, in anything (see New Construction above)
- Reasons for demolition, including emergency/health/safety issues or court orders

### **Other**

- Provide details of project (e.g. installation of pool, alterations to landscape/site, etc.) – call to ask which details will be required for individual projects