



HISTORIC PRESERVATION (CHAPTER 1335)
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS (Fee \$15.00)

Internal Application Number

No person shall carry out any exterior alteration, restoration, reconstruction, excavation, grading, demolition, new construction or moving of a designated landmark site or historic structure, whether within or outside a historic district, nor shall any person make any material change to such property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements which effect the appearance or cohesiveness of the landmark site, historic structure, or historic district without first obtaining a Certificate of Appropriateness. The Historic Preservation Commission shall not consider changes to the interior of buildings, unless these are normally open to the public.

A. APPLICATION TYPE *(check all that apply)*

- New Construction/Addition Building
- Landscaping/Exterior Alteration (Non-Building)
- Other _____
- Renovation/Repair
- Interior Work (if open to public)

B. APPLICANT INFORMATION

Name of Applicant: _____

Address of Applicant: _____

Applicant Telephone: _____

Email Address: _____

Owners Name (if different than applicant): _____

Owners Address: _____

Owner Contact Information: _____

C. PROPERTY INFORMATION

Address: _____

Current and Proposed Use: _____

Existing Condition: _____

SBL Number (obtain from Niagara County website at niagaracounty.com): _____

D. COMPATIBILITY OF PROPOSED ACTION

Attach a written narrative that must include how features that contribute to the character of the site shall be retained with as little alteration as possible. Any alteration of existing features shall be compatible with its historic or architectural character. Refer to following criteria and for those that apply, explain how the proposed action meets each of those criteria as they relate to the property, adjacent properties and the neighborhood. Narrative should include: 1) Description of Proposed Action; 2) Scale (Height and Massing); 3) Texture, Materials and Color; 4) Visual Compatibility with Neighborhood; 5) Proportion of Front Façade and Arrangement of Windows and Doors; 6) Roof Shape; 7) Landscaping Elements; 8) Building Setbacks (Front and Side; 9) Signage; 10) Other Historic or Architectural Features.

Applicants should provide:

- Minimum two (2) sets of photographs (4"x6") showing all relevant features, neighborhood context/adjacent properties, site plan, building elevations*
- Floor plan indicating historic areas and recent additions.*
- Site plan; survey and elevations.*
- Samples of color and materials to be used.*
- For signs and lettering: scale drawing showing type(s) of lettering, dimensions, colors, description of materials, method of illumination, illustration of sign's location on property.*
- Construction drawings, perspective drawings, visual representation of relationship to adjacent properties, neighborhood context.*

E. SIGNATURES

The undersigned certifies that the information submitted for review and decision by the Historic Preservation Commission is true and accurate.

Signature of Applicant: _____

Date: _____

Signature of Property Owner: _____

Date: _____

Note: Signature of property owner is required.