



## CERTIFICATE OF APPROPRIATENESS

### WHAT IS A CERTIFICATE OF APPROPRIATENESS?

The certificate of appropriateness process provides a procedure for reviewing plans for work on property with a historic district and landmark properties to ensure that such work will comply with the standards established to protect and enhance property that represents distinctive elements of the Village's historic, architectural, and cultural heritage.

### HOW DO I SUBMIT AN APPLICATION?

Applications are accepted by appointment only. To schedule an appointment, please contact Jill Wiedrick by phone at (585) 421-3208 or by email at [jmw@fairportny.com](mailto:jmw@fairportny.com)

### APPLICATION REQUIREMENTS

	One copy of the application including responses to all certificate of appropriateness standards
	Location (maps, instrument survey map, etc) and photographs of the property
	Documentation of existing conditions. This may include photographs or a site plan.
	Elevation drawings of the proposed changes
	Samples of materials to be used, description of design details and the materials that are proposed to be used (manufacturer's data sheets may be used)
	Board Member Site Visit Signature Page
	Applicant's Statement
	Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees Signature Page
	Application Fee - \$100

### THE FOLLOWING MAY BE REQUIRED FOR YOUR APPLICATION

	One copy of the Environmental Assessment, if applicable. Fillable forms with an interactive database may be found on the NYSDEC website <a href="https://www.dec.ny.gov/permits/6191.html">https://www.dec.ny.gov/permits/6191.html</a>
	Perspective drawings, including the relationship to adjacent properties
	Historic photographs if the intention of the project is to return a property to a documented prior condition
	A statement from a qualified contractor or design professional attesting to the physical condition of any element that is proposed for replacement due to deterioration
	Where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan showing the sign's location on the property
	Any other information that the applicant may deem necessary in order for the Historic Preservation Commission to visualize the proposed work



## CERTIFICATE OF APPROPRIATENESS

### IMPORTANT

- Upon receipt of a completed application, the Historic Preservation Commission shall call a public hearing within 15 days. The public hearing shall commence within 30 days of receipt of a complete application.

### POSTING REQUIREMENT

- After submission of a complete application, a public notification sign will be issued and must be posted on the property. The sign shall be placed on the property readily visible from the public right of way.

### COMMON APPLICATION QUESTIONS

#### WHAT IS THE PROCESS?

The Historic Preservation Commission shall call a public hearing at which an opportunity shall be provided proponents and opponents of the application to present their views, testimony, and evidence, within 15 days of receipt of a complete application. The public hearing shall commence within 30 days of receipt of a complete application.

A public notification sign will be provided to the applicant and must be posted.

The applicant will be notified in writing of the date, time and place of the public hearing. In addition, neighboring property owners will be notified by mail of the pending application.

A staff report containing all project information and documentation will be provided to the applicant, as well as the Historic Preservation Commission, prior to the scheduled hearing date.

It is the applicant's responsibility to attend the public hearing to present their proposal and to answer any questions that the Historic Preservation Commission may have.

The Historic Preservation Commission will generally make its decision the same day as the hearing.

#### WHAT HAPPENS IF THE APPLICATION IS APPROVED?

An approval of an application on condition, does not authorize the proposed project to proceed, but authorizes the filing of applications for permits or other approvals that may be required by Village Code.

#### WHAT HAPPENS IF THE APPLICATION IS DENIED?

Any person aggrieved by a decision of the Historic Preservation Commission may, within 30 days of the filing of the decision in the Village Clerk's Office, file a written application with the Village Board for review of the decision.



## APPLICANT'S STATEMENT

I understand that incomplete applications cannot be processed and will result in delay. This application is complete to the best of my knowledge.

I have read the foregoing and it is true to the best of my knowledge and belief. I certify that I am either (check one ):

1) the owner of the subject property and have full power and authority to execute this application

or

2) the agent of the record owner pursuant to a written power of attorney a copy of which is filed herewith.

I acknowledge that I have received a copy of chapter 279 of the code of the village of Fairport.

By causing this application to be filed the owner hereby submits to the jurisdiction of the Historic Preservation Commission of the village of Fairport and to the courts of the state of New York.

Signature

Date



## BOARD MEMBER SITE VISITS

As part of their responsibilities for reviewing your application, Board Members and Village Staff conduct site visits of the subject property to enable them to physically review the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not visible from the public right-of-way and it may be necessary for Board Members and Village Staff to access your property to observe portions of the exterior of the property not visible from the right of way.

Please note that if you do not authorize Board Members and Village Staff to access your property, you must provide additional photographic evidence of the area of your property that is not visible from the public right-of-way.

I, \_\_\_\_\_ (owner of property),

located at \_\_\_\_\_ (subject property address) hereby grant permission to members of the Fairport Planning Board, Zoning Board of Appeals, Historic Preservation Commission and Village Staff to enter upon and review my premises in connection with the application submitted for the review.

Signature of Property Owner

Date



## STATEMENT OF APPLICANT AND OWNER WITH RESPECT TO REIMBURSEMENT OF PROFESSIONAL AND CONSULTING FEES

In conjunction with an application made to the Village of Fairport, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and/or owner with respect to an application to the Village of Fairport.
2. I/We have been advised of, are aware of and understand the obligation to reimburse the Village of Fairport for consulting and professional fees incurred in relation to my/our application(s), all in accordance with the Village of Fairport Consultant Fee Reimbursement Law.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.

Owner

Signature

Date

Applicant (if different from Owner)

Signature

Date



## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROJECT ADDRESS

ZONING DISTRICT

### APPLICANT INFORMATION

Name

Mailing Address

Phone Number

Email Address

Interest in Property

Owner

Lessee

Other

Signature

Date

Property Owner Signature

Date

(if other than above)

Proposed Work Includes (check all that apply):

New Construction

Addition

Alteration to Primary Structure

Site Changes (paving, fencing, patios, landscaping, etc)

Demolition

Accessory Structure

Alteration to Accessory Structure

DETAILED PROJECT DESCRIPTION (additional information can be attached)

Office Use Only: Fee \_\_\_\_\_ Account \_\_\_\_\_ Received \_\_\_\_\_



## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Certificate of Appropriateness

Sections [279-4](#), [279-5](#), [279-6](#)

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within an historic district, nor shall any person make any physical change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public way, without first obtaining a certificate of appropriateness from the Historic Preservation Commission. Please note that changes to interior spaces are not considered.

The Commission's decision regarding each certificate of appropriateness is based on the following principles:

- Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
- Any alteration of existing properties shall be compatible with their historic character, as well as with the surrounding district.
- New construction shall be compatible with the district in which it is located.

Please provide a response to each question.

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1. Will the proposed alteration or new construction be appropriate in general design and character to the property?

2. Will the scale of the proposed alteration or new construction be appropriate in relation to the property itself, surrounding properties and the neighborhood?



## **APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

3. Will the texture and materials and their relation to similar features of other properties in the neighborhood be appropriate?

4. Will the proposed alteration or new construction be visually compatible with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape, and the rhythm of spacing of properties on streets, including the setback be appropriate?

4. Is the proposed alteration or new construction contributing to or maintaining the important historic, architectural, or other features significant to the property?