



**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Fairport Historic Preservation Commission  
31 South Main Street  
Fairport, New York 14450  
585-421-3208  
[dlf@fairportny.com](mailto:dlf@fairportny.com)

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Address of property: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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Proposed Work Includes (check all that apply):

- New Construction
- Addition
- Alteration to Primary Structure
- Site Changes (paving, fencing, patios, landscaping, etc.)
- Accessory Structure
- Alteration to Accessory Structure
- Demolition

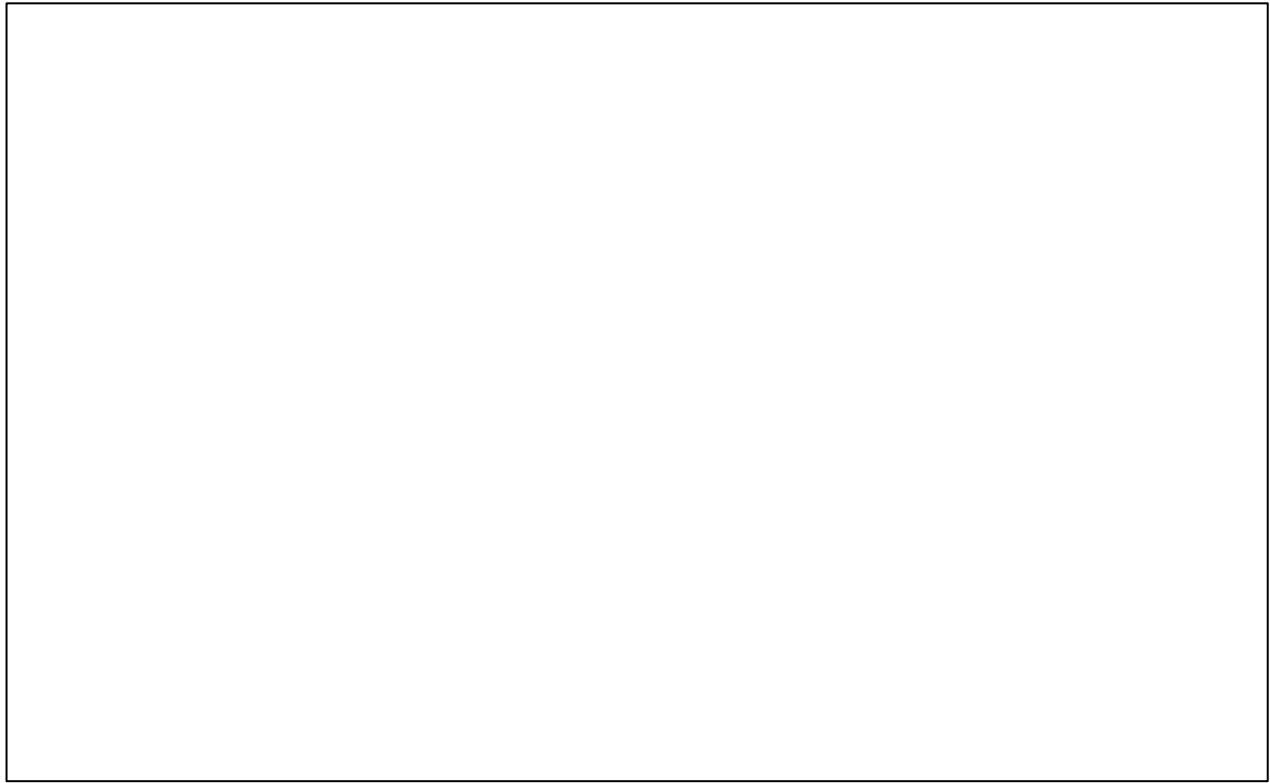
**Submittal Requirements**

All documents are to be sent to the attention of the Planning Department at the above address.

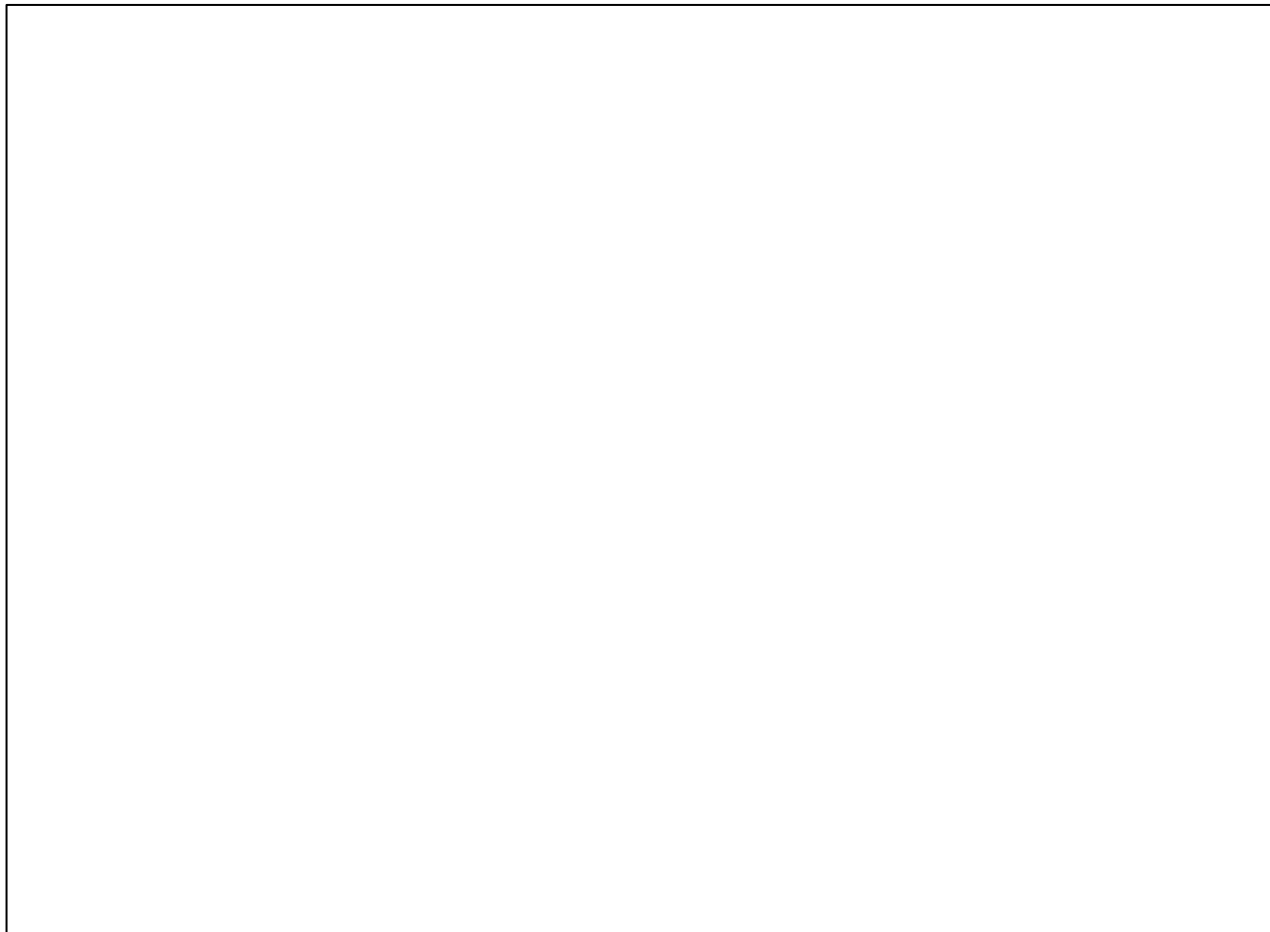
Submit (1) hard copy and one electronic copy of application form and all attachments. The Commission shall call a public hearing within 15 days of receipt of a **complete application**. The public hearing shall commence within 30 days of receipt of a **complete application**.

Application must be accompanied by thorough documentation of existing conditions and proposed changes, including (as applicable) photographs (in both digital file and print format) of existing conditions;\* site plans showing location and dimensions of proposed change; drawings or sketches showing proposed changes on each affected elevation; description of design details and materials to be used (manufacturer's data sheets may be used); samples of proposed materials, historic photographs if the intention of the project is to return a property to a documented prior condition; and 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.

**Description of Proposed Changes** (use additional sheets if necessary):

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the proposed changes. The box is currently blank.

**Purpose for Proposed Changes** (use additional sheets if necessary):

A large, empty rectangular box with a thin black border, intended for the user to state the purpose of the proposed changes. The box is currently blank.

**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 and includes the following attachments (check all that apply):

- Photographs of existing conditions (digital image on disk or thumb drive and print copies). *(Circle disk or thumb drive to show which submitted.)*
- Site plans showing location and dimensions of proposed change.
- Drawings or sketches showing proposed changes on each affected elevation.
- Description of design details and materials to be used:

- Samples of proposed materials: Describe here:

- Historic photographs, if the intention of the project is to return a property to a documented prior condition
- Statement from a qualified contractor or design professional attesting to the physical condition of any element that is proposed for replacement due to deterioration
- Other (specify): \_\_\_\_\_

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.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STAFF USE ONLY:**

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

Date of Public Hearing: \_\_\_\_\_ \$40 Fee Paid \_\_\_\_\_

\*Depending on the scope of the project the information may be required to be prepared by a licensed engineer, architect, landscape architect or surveyor.

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

Located at \_\_\_\_\_ 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 my application for a:

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(Variance, Subdivision, Site Plan or Certificate of Appropriateness)

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: \_\_\_\_\_

Dated: \_\_\_\_\_

Applicant (if different from Owner): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_