

**VILLAGE OF SAUGERTIES HISTORIC REVIEW BOARD**

PHONE 845-246-2321 ext. 303

FAX: 845-246-0887

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Return complete application and supporting documents to:

Village Hall, 43 Partition Street, Saugerties, NY 12477

Date:

SBL:

Owner

Property Address

Owner Phone:

Owner Email Address:

Landline#

cell #

Applicant (if different)

Phone:

Name of Business: (if applicable)

Applicant Email Address

Agent/Contractor (if applicable)

Phone:

Address:

Email Address:

**Indicate Type of Project or Feature (check all that apply)**

- |                                                            |                                                        |                                                                      |
|------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Addition or Auxiliary Building    | <input type="checkbox"/> Awning                        | <input type="checkbox"/> Chimney or Masonry                          |
| <input type="checkbox"/> Demolition                        | <input type="checkbox"/> Exterior Alteration           | <input type="checkbox"/> Façade features such as Columns or Cornices |
| <input type="checkbox"/> Fence                             | <input type="checkbox"/> Light Fixtures                | <input type="checkbox"/> New Construction                            |
| <input type="checkbox"/> Paving, Curbing or Landscape Wall | <input type="checkbox"/> Porch, Deck, Ramp or Handrail | <input type="checkbox"/> Relocation                                  |
| <input type="checkbox"/> Restoration or Reconstruction     | <input type="checkbox"/> Sidewalk or Steps             | <input type="checkbox"/> Sign or Lettering                           |
| <input type="checkbox"/> Window or Door                    | <input type="checkbox"/> Other Exterior Element        | <input type="checkbox"/>                                             |

Please provide a brief description of the project, noting any and all proposed changes to the exterior of the property (see check list of supporting documents on reverse and attach to application:

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**CHECKLIST OF SUPPORTING DOCUMENTS:**

**For all applications:**

- Photographs of property
- Sample of color or materials to be used.

**If available:**

- Existing blue prints, i.e. drawings of existing structures and site
- Elevation drawings of proposed changes
- Perspective drawings, including relationship to adjacent properties.
- Existing blue prints, i.e. drawings of existing structures and site

**For Sign or Lettering:**

- Scale drawing including dimensions, letter style, colors and any graphics.
- Description of material to be used
- Method of illumination
- Plan showing the sign's location on the property
- Length of building façade in feet
- Sample of color or material to be used

**New Construction, Addition or Auxiliary Building:**

- Map or survey of property indicating the location of the proposed structure or addition
- Scale drawing of elevations of structure or addition
- Sizes and styles of windows and doors
- Materials and colors to be used
- Exterior specifications – list and describe all visible materials, siding, roofing, etc.
- Lighting and signage details, if applicable

**Exterior Alteration, Restoration or Reconstruction:**

- Detailed description of project with scale drawings of elevations of proposed changes
- List of any and all building elements affected
- Existing and proposed colors and material
- Include samples and/or manufacturer's product information sheet where applicable

**Demolition or Relocation:**

- Photographs of existing building showing building relationship to neighboring structures
- Reasons of demolition or relocation, including emergency/health/safety issues or court orders
- A study of the costs of stabilizing and renovating the building and its subsequent value and its potential for original or adaptive reuse

**For Awning, Color Change, Siding, Roof Sidewalk, Steps, Paving, Fence, Lights, Windows, Doors, Porch, etc.**

- Existing style, material and color including dimensions and trim, if applicable
- Proposed style, material and color, including samples or manufacturer's product information sheet, if applicable
- For fence, including map of property indicating existing fence, if any and location of proposed fence

**Other Exterior Elements**

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

Application cannot be properly reviewed unless all information and supporting documents are submitted to Village Hall. The Review Board shall approve, deny, or approve the permit with modifications within 45 days from its receipt of the completed application. Unless otherwise notified the Village Historic Review Board meets on the fourth Wednesday of the month at 7:00 PM at Village Hall. Applicants are strongly encouraged to attend. Work on projects requiring VHRB approval shall not be started until the Applicant or Agent/Contractor obtains a Certificate of Appropriateness and all other required permits. Once approved, plans cannot be altered nor can non-approved work be added to the project with additional VHRB review. Certificate of Appropriateness concerns appearance and in no way approves structural integrity or compatibility with other codes/laws.

Signature of Applicant and/or Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only: Certificate of Appropriateness**

Denied  Approved as submitted  Approved with modifications (see attached changes/conditions)

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Date

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VHRB Member