

CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

CITY OF NORTH TONAWANDA
CITY HALL • 216 PAYNE AVENUE
NORTH TONAWANDA, NEW YORK 14120
(716) 695-8595 FAX (716) 695-8544

NORTH TONAWANDA HISTORIC PRESERVATION COMMISSION INSTRUCTIONS AND PROCEDURES FOR APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(Pursuant to Chapter 51C of the City Code)

A Certificate of Appropriateness and Building Permit are required for all external work on a structure included in an Historic District, or listed separately as an Historic Property. This includes windows, doors, siding, signage, and changes to building configuration.

IMPORTANT NOTE: *The Commission is mindful that the application form is somewhat lengthy and detailed. Do not be discouraged! It is that way only to lessen the possibility that relevant information may be omitted. The Commission is aware that much of the information requested may be either non-applicable, unavailable or irrelevant. The Commission is willing to be flexible in this regard and does not wish to deter the public from submitting an application. Therefore, **the applicant should feel free to leave blanks in the form where appropriate.***

1. Application Form. The applicant should complete and sign the application form and submit the original to:

North Tonawanda Historic Preservation Commission
Building Inspector's Office
City of North Tonawanda
216 Payne Avenue
North Tonawanda, New York 14120 or

Email to: buildingoffice@northtonawanda.org

Be sure to make a copy of the application for yourself.

2. Additional Materials. To the extent applicable and available, the application should be accompanied by:

- Photographs of the property.
- Scaled site plan or survey of the property, if applicable.
- Scaled elevation drawing of proposed changes, if applicable.
- Scaled perspective drawing of proposed changes, if applicable.
- Samples of color and/or materials to be used, if applicable.
- If the proposal includes a sign or lettering, a scaled 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.

The applicant's name should be noted on all materials submitted, which may not be returned.

3. Consideration of Application. Once the application form has been completed and the accompanying materials submitted, the application will be scheduled for consideration by the Commission as soon as practicable. The Commission meets monthly (3rd Monday) at 6:00 PM in the second floor Conference Room at 216 Payne Avenue. The applicant (or the applicant's agent, if applicable) will be notified of the hearing date and time of the meeting. The applicant (or agent, if applicable) should plan on attending in person to address any questions or concerns that the Commission may have. The Commission may request additional information relating to the proposed project and may adjourn the application pending receipt of such additional information, or for other reasons, in the Commission's discretion.

4. Criteria. Section 5 of the City Code, entitled "Criteria for Approval of a Certificate of Appropriateness", states that the Commission's decisions shall be based upon the following principles:

- i) Landmarks and properties which contribute to the character of a historic district shall be retained, with their historic features altered as little as possible.
- ii) Any alteration of a landmark or property within a historic district shall be compatible with historic character of the individual property and/or historic district; and
- iii) New construction shall be compatible with the historic character of the individual property and/or historic district.

It also states that, in applying principles of compatibility, the Commission shall consider the following factors:

- i) The general design, character and appropriateness to the property of the proposed alteration or new construction;

- ii) The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood;
 - iii) Texture, materials, and color and their relation to similar features of other properties in the neighborhood;
 - iv) Visual compatibility with surrounding properties, for buildings including but not limited to the proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape, and for the site including but not limited to the rhythm of spacing of buildings and structures in relation to the street and adjacent properties, features such as drives, walks, walls, fences, hedge rows, terraces and stairs, and major landforms or topographic features. The importance of historic, architectural, or other features to the significance of the property, and
 - v) The importance of historic, architectural or other features to the significance of the individual property and/or surrounding historic district.
5. Decision. As soon as practicable, the Commission will issue a written decision on the application. A copy of the decision will be mailed to the applicant (or the applicant's agent, if applicable), and to any other persons who appeared on the record in connection with the application (provided they furnished a mailing address for that purpose). A copy will also be submitted to the office of the Building Inspector.
6. The applicant must then apply for a building permit. Upon completion of the work the building permit must be returned to the office of the Building Inspector who will monitor the work for compliance.

FINAL NOTE: *A Certificate of Appropriateness is not a Building Permit. If a Certificate of Appropriateness is required for a project, it is in addition to and not in lieu of any other permit or approval that may be required.*

CERTIFICATE OF APPROPRIATENESS FORM

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NORTH TONAWANDA HISTORIC PRESERVATION COMMISSION

APPLICATION FOR

CERTIFICATE OF APPROPRIATENESS

(Pursuant to Chapter 51C of the City Code)

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

If applicant is acting through an authorized agent or legal representative, identify agent's name, address and telephone:

Does applicant own the property?: _____ Yes _____ No

If no, explain: _____

Owner's name, address and telephone (if different from applicant):

Is owner or applicant related to any official or employee of the City of North Tonawanda or the North Tonawanda Preservation Commission?

_____ _____
Yes No

If yes, explain:

PROPERTY INFORMATION

Property Address: _____

Name of Property (if applicable): _____

Tax Map ID No.: _____

Zoning Classification: _____

Parcel Size: _____

Present Use of Property: _____

Historic Use of Property: _____

Is the property a designated Landmark?

_____ _____
Yes No

Is the property within a designated Historic District?

_____ _____
Yes No

PROJECT INFORMATION

Nature of the proposed project (check all that apply):

- Alteration
- Restoration
- Reconstruction
- Demolition
- New Construction
- Moving
- Signage
- Other Material Change (Describe): _____

Is any part of the project visible from the street or other public right of way? YES NO

Detailed Description of the Project (attach additional pages and drawings if needed):

Additional Materials: (Check off those which are submitted. All are required):

- Photographs of the property in current condition
- Scaled site plan or survey of the property, if applicable.
- Scaled elevation drawing of proposed changes, if applicable.
- Scaled perspective drawing of proposed changes, if applicable.
- Samples of color and/or materials to be used, if applicable.
- If the proposal includes a sign or lettering, a scaled 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.

What are your reasons for undertaking this project?

Estimated time for completion: _____

If this application is denied would it pose a hardship for you?

_____ Yes _____ No

If yes, explain:

CERTIFICATION

APPLICANT: I hereby certify that this application is accurate and complete to the best of my knowledge.

Applicant's Signature: _____ Date: _____

OWNER: (if different from applicant, and if owner concurs in application): I have read and familiarized myself with this application and do hereby consent to its submission and processing.

Owner's Signature: _____ Date: _____