

Any proposed work on designated historic properties must be reviewed and approved by the North Tonawanda Historic Preservation Commission prior to the work starting.

A Certificate of Appropriateness is simply a document stating that the proposed work is appropriate for the historic district and meets criteria in our local code. This certificate is required before any exterior work begins and before a building permit can be issued. Work completed without a Certificate of Appropriateness creates a legal risk of fines and having to reverse any work done for failing to follow procedures.

Instructions for completing the application [here](#)

The application should be completed in full (including detailed description on the work to be completed, a drawing including any and all materials to be used, as well as current and historic photos of the property) and be submitted to the City Building Inspector's office. The Building Inspector's office will forward to the preservation commission and ensure that your project is on the meeting agenda for the next meeting. Property owners should attend the commission's regularly scheduled public meeting to present their work proposal and answer any questions the commission or other citizens in the community may have about it. The commission discusses the project, measures it against criteria in the code, and then votes on the proposal. If approved, the applicant receives the "Certificate of Appropriateness" in the mail. If denied, the applicant has an opportunity to make changes to the proposal and re-submit it. For a particularly complex construction project, the citizen commission or board may consult with the State Historic Preservation Office, but its review and decision is completely independent of the State.