



TOWN OF NORTH SALEM
WESTCHESTER COUNTY
 Town Hall, North Salem, N.Y. 10560

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Page 1.

ALL ITEMS MUST BE COMPLETED - IF NOT APPLICABLE, MARK N.A.

THIS APPLICATION WILL NOT BE DEEMED COMPLETE UNTIL IT IS SO CERTIFIED BY THE HISTORIC PRESERVATION COMMISSION. AN APPLICATION CONSISTS OF AN APPLICATION FORM AND THE MATERIAL NECESSARY TO FULLY DESCRIBE THE PROJECT.

DOCKET NO.-HPC _____	DATE REC'D _____	DATE CERTIFIED AS COMPLETE _____
TYPE OF DESIGNATION: HIST. DIST.(name) _____ INDIV. _____ NIC _____ OTHER _____		
Commission use only		

NORTH SALEM HISTORIC PRESERVATION COMMISSION
APPLICATION FORM FOR WORK ON DESIGNATED PROPERTIES

° DESIGNATED PROPERTY
 ADDRESS _____
 BLOCK _____ LOT _____ ZONING _____

° OWNER
 NAME(print) _____ TITLE (if applicable) _____
 ADDRESS _____
 ZIP _____ PHONE (day) _____

° TENANT/LESSEE (if applicable)
 NAME _____
 ADDRESS _____
 ZIP _____ PHONE (day) _____

° PERSON FILING APPLICATION (ARCH,ENG,CONTRACTOR,OTHER _____) IF NOT OWNER
 NAME _____
 ADDRESS _____
 ZIP _____ PHONE (day) _____

° TYPE OF STRUCTURE
 RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____ INSTITUTIONAL _____ OTHER (specify) _____
 DESCRIPTION OF PROPOSED WORK _____

(attach sheets if necessary)

° ARCHITECT/ENGINEER
 NAME _____
 ADDRESS _____
 ZIP _____ PHONE _____

° ATTORNEY
 NAME _____
 ADDRESS _____
 ZIP _____ PHONE _____

° CONTRACTOR
 NAME _____
 ADDRESS _____
 ZIP _____ PHONE _____

° ESTIMATED TOTAL COST OF PROJECT _____

° IS APPLICATION BEING MADE TO Z.B.A. FOR A SPECIAL PERMIT?
 YES NO IF YES, PLEASE SPECIFY _____

° DOES THIS PROJECT INCLUDE AN ADDITION TO THE BUILDING? YES NO _____

° WILL APPLICATION BE MADE TO ANY OF THE FOLLOWING? BLDG.DEPT.(#) _____ PLANNING BOARD _____
 INVESTMENT TAX CREDIT _____



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° OWNER

I AM THE OWNER OF THE ABOVE LISTED PROPERTY. I AM FAMILIAR WITH THE WORK PROPOSED TO BE CARRIED OUT ON MY PROPERTY AND GIVE MY PERMISSION FOR THIS APPLICATION TO BE FILED. THE INFORMATION WHICH HAS BEEN ENTERED IS CORRECT AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

° SIGNED _____

(name signed) DATE _____

IF YOU PLAN TO TAKE ADVANTAGE OF THE HISTORIC PRESERVATION INVESTMENT TAX CREDIT PROVISIONS OF THE 1981 ECONOMIC RECOVERY TAX ACT, YOU SHOULD CONTACT THE N.Y. STATE HISTORIC PRESERVATION OFFICE BEFORE UNDERTAKING ANY WORK.

(Commission use only)

APPLICATION APPROVED:

DATE _____

DATE _____

DATE _____

APPLICATION DENIED _____

DATE _____

REPORT ISSUED: _____

DATE _____

After receiving your submission, an HPC member may find that additional information is necessary to complete your application. Those items will be checked and a copy of this list will be returned to you.

If your project requires a Certificate of Appropriateness, we recommend that these items be mounted so that they can be displayed on easels at the public hearing (preferably on foam-core board). An unmounted set of drawings of the final, approved scheme must be submitted to the Commission for record purposes before a permit will be issued.

DRAWINGS

DATE _____

- Map showing project's location in the historic district
- Site plan showing the project's location on the block or in the context of its surrounding landscape
- Floor Plan(s) of the existing condition
- Floor Plan(s) of the original condition
- Floor Plan(s) of the proposed condition
- Elevation(s) of exterior wall(s) showing existing condition
- Elevation(s) of exterior wall(s) showing original condition
- Elevation(s) of exterior wall(s) showing proposed condition
- Section(s) showing existing condition
- Section(s) showing original condition
- Section(s) showing proposed condition
- Sight-line drawing(s) showing proposed addition plotted from point where addition is most visible and from extreme points where addition first becomes visible.
- Detail drawing(s) of original condition
- Detail drawing(s) of proposed condition

SAMPLES

- Samples of all proposed materials (stone, brick, terra cotta, cast-stone, concrete, _____, mortar(s), wood _____, asphalt shingle, metal roofing, cast-iron, wrought iron, fiberglass, tile, _____)
- Samples or chips of all proposed coatings, paints, varnishes, etc.
- Samples or full size construction details of _____
 (windows, storefronts, cornices, doors, fences, gates, etc.)



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PHOTOGRAPHS 8"X10"

- () Photographs of existing condition of wall(s), door(s), window(s), roof(s), facade(s)
- () Photograph(s) showing the existing condition in the context of its surroundings
- () Photograph(s) showing the proposed condition in the context of its surroundings
- () Photographs showing the proposed project from _____
- () Photographs showing existing condition with addition drawn in, taken from a point to show maximum visibility, and extreme points where addition first becomes visible.

SPECIFICATIONS

- () Specifications for the method of rebrownstoning, joining of new construction to old, attachment of sign(s) _____ to original fabric, waterproofing, exterior cleaning, exterior paint removal, repainting, painting _____, installation of _____, removal of _____

OTHER ()

INSTRUCTIONS FOR FILING

° WORK WHICH REQUIRES HPC APPROVAL:

If an owner wishes to alter in any way a landmark or a property in an historic district (including, for example, window sash, doors, air conditioners, signs, painting), the Commission reviews these proposals to determine their effect on the protected features of the property; and in historic districts, on adjacent properties.

° CERTIFICATE OF APPROPRIATENESS

This permit is for work which affects the protected features of a building, or constitutes a major change to the original appearance of the building, whether a Building Department Permit is required or not.

A Certificate of Appropriateness is issued after the proposal has been brought to a public hearing before the Historic Preservation Commission and has been formally approved. An Application which is filed and complete by the regular meeting is scheduled for a hearing within a reasonable time.

° AN APPLICATION MUST CONTAIN an Application Form and all other information to fully describe your proposal:

Application Form

The Historic Preservation Commission uses the accompanying application form for all alterations, construction or demolition on a landmark site or in an historic district. All application forms must be signed by the owner of the property.

Drawings

Depending on the nature of the work, include complete set of floor plans, and such elevations, perspectives, sections and details as are necessary to describe the project. Drawings are usually submitted to the Commission at the same time that they are filed with the Buildings Department, through owners and their architects are encouraged to consult with the Commission's staff before formal filing.

Photographs

Showing exterior conditions (in an historic district, the surrounding streetscape) or such other information to explain the project as may be required upon review of the application. A checklist for information required for a particular project can be provided by the Commission staff.

Applications may be filed by mail or in person with an appointment (914-669-5952). Upon filing of the completed application, the Commission shall set the date of the public hearing within a reasonable time, and advertise the same according to statutory requirements.