

**Town of Vestal, New York
Historic Preservation Commission**

Certificate of Appropriateness Application

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on the Commission agenda or a delayed decision from the Commission.

PROPERTY ADDRESS: _____

COUNTY TAX MAP IDENTIFICATION NUMBER: _____

Owner's Name: _____ Phone: _____

Address: _____ Vestal, NY 13850

Fax: _____ email: _____

Applicant's Name _____

(complete **only** if applicant is not the owner of the property)

Address: _____ City _____ ST _____ Zip _____

Fax: _____ email: _____

RELATIONSHIP OF APPLICANT TO PROPERTY:

Contract Purchaser

Contractor

Architect/Engineer

Lessee

OFFICE USE ONLY

Received by: _____ Date/Time Rec'd: _____

Fee Amount: _____ Check/Money Order #: _____

Zoning: _____ Fee Transmittal Date: _____

A Certificate of Appropriateness for the named property is being sought for:

- Alteration of Exterior
- Alteration of Interior (applies only to areas open to the public)
- New Construction
- Partial Demolition of Existing Structures
- Complete Demolition
- New Signage or a Change to Existing Signage

A detailed explanation of the work or reason for demolition must be submitted. (See Below)

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Historic Preservation Commission.

Submit the completed application, fee, and appropriate documentation to the Town Clerk's Office at 605 Vestal Parkway West:

- \$100.00 Application fee (check or money order payable to the Town of Vestal)
- Detailed site plan for new construction, demolition, fences and landscaping (see attached sample)
- Photographs of the building, site, and proposed work area.
- Detailed scaled drawings of proposed alterations to the exterior
- Elevation and perspective drawings, including relationship to adjacent properties
- Detailed scaled drawings of proposed interior alterations
(Required only if interior spaces are open to the public)
- A scaled, color drawing of the proposed signage.

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- I am aware that Historic Preservation Commission members or Town Staff may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

I do hereby make application for historic preservation review pursuant to and provide the appropriate supplementary documentation in accordance with Section 24-606 of Local Law 8 of 2002.

Signature of Applicant

Date

Signature of Owner (if Applicant is not Owner)

Date

**A Certificate of Appropriateness from the Commission is Required
Before A Work Permit Can Be Issued.**

Sample Diagram

