

Application # \_\_\_\_\_

Process: \_\_Reg. \_\_Exp.

VILLAGE OF NEW PALTZ HISTORIC PRESERVATION COMMISSION  
**Application for Certificate of Appropriateness**

Except for maintenance activity, all exterior work on a Historic District property or a designated historic landmark – including permanent changes in landscaping and changes in exterior colors – requires a Certificate of Appropriateness from the Historic Preservation Commission (HPC). The Certificate of Appropriateness shall be *in addition to and not in lieu of* any building permit that may be required.

**The HPC meets monthly, except in August and December; its review process typically requires two meetings.** Preliminary discussion takes place at the first meeting; final discussion and decision take place at the second meeting, which sometimes includes a public hearing. Under certain limited circumstances, the review process may be completed and a decision rendered at a single meeting.

➤ **PLEASE COMPLETE BOTH SIDES OF THIS FORM.** ⬅

**APPLICANT:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPERTY OWNER & LOCATION (if different):**

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK** *(Include additional sheets as needed):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING DOCUMENTS** *(Attach the following items, as appropriate):*

- |  |  |
|--|--|
| <input type="checkbox"/> Photographs of the property   | <input type="checkbox"/> Samples of color(s) and/or materials to be used |
| <input type="checkbox"/> Perspective and elevation drawings, showing proposed changes in relation to other structures on the property and to adjacent properties | <input type="checkbox"/> Landscape and lighting plans                    |
|  | <input type="checkbox"/> Other _____                                     |

**If the proposed work includes signs or lettering**, please include:

- |  |  |
|--|--|
| <input type="checkbox"/> Scale drawing showing the type of lettering to be used, all dimensions and colors | <input type="checkbox"/> Description of materials                        |
| <input type="checkbox"/> Site plan showing sign's location on the property                                 | <input type="checkbox"/> Method of illumination, if any                  |
|  | <input type="checkbox"/> Samples of color(s) and materials, if available |

**For Office Use Only:**

**Date Application Received:** \_\_\_\_\_ **Initial HPC Review Date:** \_\_\_\_\_ **Public hearing date?** No / Yes: \_\_\_\_\_

**SEQR Type:** I II Unlisted    **Determination:**  Approved     Approved with conditions     Denied

**Approval void if not acted upon by** \_\_\_\_\_ (1 year)    **Approval expires if work is not completed by** \_\_\_\_\_ (2 years)

***Please answer the following questions as fully as possible. Your answers will assist the Historic Preservation Commission in reviewing your application.***

1. Have you provided a detailed description of your proposed work? Yes  No

2. Have you attached *all* necessary supporting documents and samples? Yes  No

Please explain:

3. Is your project visible from public rights of way (e.g., roads, Rail Trail, public-access paths)? Yes  No

Please explain:

4. Have you discussed your plans with neighboring property owners? Yes  No

Please explain:

***(Please attach additional sheets as needed.)***