

Village of Penn Yan

Activities Requiring Approval In Penn Yan's Historic Preservation District



Properties located within the Village of Penn Yan's Historic Preservation District, are required to receive approval by way of a Certificate of Appropriateness before proceeding with any exterior alteration, construction activity or site improvement. The following is a list of actions that require approval from the Historic Preservation Commission.

Construction – Include with your application items A, B, C and D from the list below.

- New construction
- Additions, including rooftop additions, dormers or decks
- New accessory structures, outbuildings or hardscape elements
- Antennas and satellite dishes
- Solar panels
- Rooftop or site mechanicals; HVAC, generators, boilers, pipes, conduits, etc.
- Exterior stairs

Demolition – Include with your application items A and D from the list below.

- Demolition or relocation of a main structure, outbuilding or hardscape element
- Demolition or removal of any portion of a structure
- Removal of any tree with a trunk larger than 10" in diameter

Alterations and Repairs – Include with your application items B, C and D from the list below.

- Window and door replacement, including storms and screens
- Addition, removal and/or replacement of architectural details or exterior lighting
- Porch replacement or construction of new porches
- Installation or replacement of siding
- Masonry work including repointing, sandblasting, chemical cleaning, painting or previously-unpainted masonry and removal of paint from currently-painted masonry
- Installation or replacement of roofing, gutters and downspouts
- Alterations of accessory structures or outbuildings

Painting – Include with your application items B and D from the list below.

- Painting in a new color scheme requires review by the Commission, a review is not necessary if colors match existing color scheme

Exterior Signage – Include with your application items B, C and D from the list below.

- Installation or alteration of exterior signage, awning or related lighting

Placement of furnishings or other items in public space – Include with your application items A, B and D from the list below.

- Seating, tables, umbrellas, benches, or merchandise placed on public sidewalks in the Historic District

Documentation to Accompany Your Application

Item A – Scale site plan (bird's eye view) showing proposed change(s). Include any relevant dimensions.

Item B – Samples and/or descriptions of materials.

Item C – Image(s) illustrating proposed change(s). Include any relevant dimensions.

Item D – Photographs taken from the public way showing locations of proposed change(s) in their current state.

Note: Your project may require a Building Permit in addition to a Certificate of Appropriateness. Building Permits require a separate application to the Office of Zoning and Building Inspection. Contact the office to determine whether a Building Permit is required for your project – villageofpennyan.com

Village of Penn Yan

Application for Certificate of Appropriateness for Properties in the Historic Preservation District

Request is to – Refer to “*Activities Requiring Approval*” for accompanying documentation requirements.

Construct Demolish Alter Paint Install Signage Place Furnishings in Public Space

Project Address: _____

Scope of Work: _____

Reasoning: _____

Applicant Information

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Building Owner: _____

Building Owner Information

Name: _____

Address: _____

Phone: _____ Email: _____

The Village of Penn Yan Historic Preservation Commission or “Commission” meets each month. Applications must be submitted to Commission staff by 4:00 PM on the last Thursday of the month to ensure the application will be heard at the following public meeting. Applications may be submitted in person at 111 Elm Street or by email to ktomlinson@villageofpennyan.com. **All applicant fields on this form must be complete and legible, all requested documentation must be included with your application.** Incomplete applications will be denied. The applicant or an authorized representative must be present at the public meeting during which the application is reviewed, or the request may be denied. For questions regarding the application process, please contact the Office of Zoning and Building at 315-536-6397.

Applicant agrees to allow the Commission 30 business days to act on this application.

Applicant Signature: _____ Date: _____

Building Owner Signature: _____ Date: _____

Disposition by the Historic Preservation District Commission (office use only)

Approved Denied Approved as modified

Commission Chair Signature: _____ Date: _____