

VILLAGE OF PENN YAN

Activities requiring approval in Penn Yan's Historic Preservation District

Updated April 2018

If your property is located within Penn Yan's Historic Preservation District it is necessary to receive approval before proceeding with any exterior alteration, construction activity or site improvement that will be visible from a public way. The following is a list of actions that require approval from Penn Yan's Historic Preservation District 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 of 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

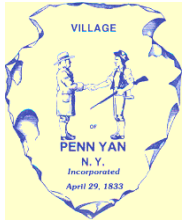
Item A – Scale site plan (bird's eye view) showing proposed change(s). Include any relevant dimensions.

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 Village Code Enforcement. Contact Code Enforcement at 315-536-6397 to determine whether a Building Permit is also necessary for your project.



VILLAGE OF PENN YAN

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

Form Adopted April 2018

Date Rec'd: _____

REQUEST IS TO:

Construct* Demolish* Alter* Paint* Install Signage* Place Furnishings in Public Space*

*Refer to Page 1 for accompanying documentation requirements

PROJECT ADDRESS:

SCOPE OF WORK:

APPLICANT INFORMATION

Name: _____

Postal Address: _____

Phone: _____

Email: _____

Relationship to Building Owner: _____

BUILDING OWNER INFORMATION

Name: _____

Postal Address: _____

Phone: _____

Email: _____

The Village of Penn Yan Historic Preservation District Commission (the "Commission") meets each month. Applications must be submitted to Commission staff by 4:00pm on the last Thursday of the month to ensure the application will be heard at the following month's public meeting. Applications may be submitted in person at 111 Elm Street or by email to lduryea@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 Lynn Duryea at 315-279-6560 or by email at lduryea@villageofpennyan.com.

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: _____