

HISTORIC ARCHITECTURE COMMISSION

PROCEDURE FOR FILING AN APPLICATION TO APPEAR BEFORE THE HISTORIC ARCHITECTURE COMMISSION

1. Applicant obtains application form from the Building Department or the Town Historian and fills it out with complete detailed information as requested. Print or type.
2. The original plus nine (9) copies shall be returned to the Building Department prior to the cut off date with payment of \$20.00 (cash or check made out to the Town of Perinton). Please return application in person. The cut off date is **two weeks** prior to the HAC monthly meeting on the second Tuesday of the month.
3. The nine (9) required copies of the application should include maps, plans, and drawings with the name and address of applicant on each copy. Submit copies of other items requested on the HAC checklist. Be sure all items are labeled. If the address of the property is different from the applicant's address, also show that on all items.

APPLICANT WILL NOT BE SCHEDULED FOR AN HAC HEARING IF ANY OF THE ABOVE ITEMS OR INFORMATION IS MISSING.

4. Applicant is required by the Town of Perinton to post a sign as provided by the Town in a conspicuous place in the front yard of the property facing the road at a reasonable distance, so as to be readable from the road right-of-way. Said sign shall be posted ten (10) days prior to the Commission hearing and shall remain posted until the hearing night.
5. The applicant or agent shall appear before the HAC on the scheduled date to explain the proposed changes. Meetings are held on the second Tuesday of each month starting at 7:30 p.m. The Commission will hear applications until 10:00 p.m. At that time, the Chair will decide whether or not to hear the remaining applications and render decisions, or to adjourn to another night and finish said meeting. All meetings are at the Perinton Town Hall, 1350 Turk Hill Road, Fairport, New York. At the hearing, any party may appear in person, or by agent or attorney. The HAC may approve, approve with modifications, or deny the application within sixty (60) days from the receipt of the completed application.
6. The Chair of the Commission will mail a form notifying each applicant of the Commission's action on the Certificate of Appropriateness.
7. Minutes of the Commission meetings are final after they have been approved and filed in the Town Clerk's office.
8. The applicant is responsible for obtaining Zoning Board of Appeals and Planning Board approvals, if necessary.
9. In addition, it may be necessary to obtain a Certificate of Occupancy prior to occupying or starting operations. This can be verified by checking with the Building Department at 223-0770.

CERTIFICATE OF APPROPRIATENESS CHECKLIST

PROJECT NAME _____

These checklists are for use by the applicant and the Building Department as a guide to insure that all necessary information has been provided. Applicant should note that different information is required for major alteration projects and new construction than is needed for minor changes, such as light fixtures, fences, or windows that do not involve size changes.

The checklist should be completed by the applicant and submitted along with the application.

The applicant should be aware that he/she might be required to appear before other boards such as the Zoning Board of Appeals or the Planning Board.

When applications have been approved by the Planning or Zoning Board of Appeals, indicate date granted and type of approval: _____

	To be completed by applicant	Office use only
<p>*1. Site plan of the project indicating building locations, pavement, landscaping, sidewalks, topography, adjacent land use, & lighting. (9 copies)</p> <ul style="list-style-type: none"> a. name & address of applicant b. northpoint, scale, & date c. boundaries of property, plotted to scale d. parking & truck-loading areas e. access & egress drives f. outdoor storage & dumpsters 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Building elevations, drawn to scale. (9 copies)</p> <ul style="list-style-type: none"> a. name & address of applicant b. orientation & date c. proposed changes, indicating building height, proposed elevation, proposed materials 	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Submit catalog cuts of each proposed architectural element: doors, windows, shutters, lighting fixtures, awnings, fences.</p>		

Submit labeled samples of each new or replacement material such as siding, shingles, brick, paving stones (one sample per item). Samples should be at least 6" x 6"

*Indicates material which may be unnecessary for minor alterations. If in doubt, check with the Building Department.

Applicant

Office use

4. Submit one set of color photographs of all relevant elevations of present structures including all architectural details (doors, windows, moldings, clapboard reveal, etc.) and all materials presently used.

Application for a Certificate of Appropriateness must include the following information when applicable:

Landscaping – include location, caliper, species of major plant material. Differentiate between existing and proposed landscaping. Submit catalog cuts or photographs of unusual plant material.

Lighting – include placement on building or in ground and/or height and diameter/thickness of pole. Include catalog cuts of fixtures. Include lighting characteristics (amount of illumination, where light spills, foot candles).

Steps and Ramps – location, materials to be used, placement on building façade. Include railing style, size, height, catalog cuts.

Awnings – placement on building facades, materials used, catalog cuts, drawing to scale, height from grade, color of materials.

Roofing, Siding, Trim – clapboard reveal of present siding and proposed siding, present and proposed roofing and trim materials (submit sample), preparation of structure for roofing, siding and/or trim.

Signs – Submit nine (9) copies of the proposed sign rendering plus one rendered in true color. Show location of sign and distances to property lines and public rights-of-way. Use a scale of not less than 1" = 1' in length, or 1/2" = 1' for larger signs. Show all lettering, decoration, or other devices in scale and in the style font that will appear on the sign. Show structural details of the sign, including method of attachment to building or ground mounting. If the sign is mounted on the building, an elevation drawing of the building façade(s) must show the sign drawn in legible scale clearly indicating: location of all current signs on the building, location of proposed sign, location of all doors and windows, and the width and height of the building. In the case of building with more than one occupant, the area of the building façade ascribed to the applicant must be shown. In all cases, a color photograph of legible size must be submitted, clearly showing the entire building or site and all signs thereon. If the sign is to be illuminated, show method and source of illumination. Indicate if the sign is one-sided or two-sided.

HISTORIC ARCHITECTURE COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

To: Building Department
Town of Perinton
1350 Turk Hill Road
Fairport, New York 14450

9 copies of this application shall be accompanied by 9 copies of all maps, plans, and drawings, folded with the project name shown.

PROJECT NAME _____

Location _____

Tax Account Number _____

OWNER _____

Address & zip _____

APPLICANT _____

Address & zip _____

PERSON APPEARING FOR APPLICATION _____ Phone _____

Address & zip _____

PROJECT PRESENT USE _____

PROJECT PROPOSAL OR CHANGE _____

Is this parcel in an historic district? _____ a designated landmark? _____

Size of parcel in acreage _____

Present zoning _____

Does this project require either Zoning Board of Appeals or Planning Board approval? _____

What hardship, if any, might you incur if work is not allowed? _____

If Planning Board approval is required for these changes, plans must be prepared by a licensed State of New York engineer, architect, landscape architect, or surveyor.

I certify that the information supplied on this application is complete and accurate and that the project described will be completed as stipulated in this request to the best of my knowledge.

Signature of Applicant _____ Date _____

Email Address _____

Owner (if other than above)

I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature of Owner _____ Date _____

Received by _____

Date _____

Approved _____

Date _____

01/20/2016

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)