



Yorktown Heritage Preservation Commission Town of Yorktown, New York

Application for Certificate of Appropriateness for Repair, Alteration, New Construction, Addition or Sign Affecting Designated Landmark

I. Instructions

Once you have consulted with the Heritage Preservation Commission (HPC) and determined that your planned project requires a Certificate of Appropriateness:

Step 1 – Complete the Certificate of Appropriateness (CoA) application and the required supporting documentation and submit to preservation@yorktownny.org or mail to:

Yorktown Heritage Preservation Commission
Lynn Briggs, Chairman
Yorktown Community & Cultural Center, Room 222
1974 Commerce Street, Yorktown Heights, NY 10598

Step 2 – The HPC, which may approve or disapprove the CoA, will review the proposed work and develop its findings of fact in conjunction the criteria set forth in the Yorktown Preservation Law, Chapter 198, Sections 5-11, 14.

<https://www.ecode360.com/6851490>

Step 3 – The Commission will issue a resolution to the CoA application with its findings:
Example: *“The proposed roof repair at the Dragon Inn meets the criteria for approval of a Certificate of Appropriateness in that damaged and/or deteriorated slate shingles will be replaced in-kind to match in color, size, shape, location, and installation, thereby appropriately repairing and retaining a character defining historic feature of the property.”*

Step 4 – Please note that approval of the CoA does not constitute a building permit. The CoA can be presented to the Building Department as input to issuing a building permit. Please contact the Building Department, 914-962-5722, x233 or email building@yorktownny.org, for more information about the building permit process.

II. Property Information

Property Location: Section: Block: Lot:

Name of the Landmark:

Street Address of Landmark:

Landmark / Property Owner Name:

Landmark / Property Owner Mailing Address (if different from above):

Project Contact Name:

Project Contact E-Mail Address:

Telephone Number: AC: Number:

III. Statement of Proposed Work: Repair, Alteration, New Construction, Addition, Demolition or Sign Affecting the Landmark

Which best describes the proposed exterior work (check as applies):

Repair () Alteration () New Construction / Addition () Demolition () Sign ()

a) What Exists Today (Original Conditions)?

Provide a narrative which explains each of the original conditions (roof, windows, doors, siding, size, insufficient space, etc.) of the historic structure being addressed by the application.

b) What is Being Proposed and Why?

Describe the work you are proposing and the reasons, including issues you are addressing with the application, and which structure or part of the structure will be affected by the proposed work.

c) What is Intended Result/Benefit?

Explain the expected outcomes.

IV. Documentation Attachments Required For Repair, Alteration, New Construction, Addition, Demolition– For Sign, Only Item 6

Please include each area of the documentation required in separate attachments. If you have any questions about which documents are needed for your proposed work, please reconfirm with the HPC.

For Signs, please refer to Item 6 ONLY below for the required documentation (sign location, dimensions, material, attachment method, and lighting, if illuminated).

Attachment 1 - Photographs of Original / Existing Conditions – current photos clearly showing all aspects of the current conditions

Attachment 2 - Scaled Drawings – dimensioned sketches or architectural floor plans, all elevations, distinguishing existing and the proposed work

Attachment 3 - Site Plan – dimensioned plan to scale, showing the foot prints for the existing and proposed structures (if applicable), location of driveways, sidewalks, setbacks, existing and proposed parking)

Attachment 4 - List of Proposed Materials – specifications, dimensions, type, manufacturer, paint color #, and paint color name

Attachment 5 - Samples of the Materials – physical samples of proposed materials or manufacturer’s literature describing the material, including colors to be used

Attachment 6 - Sign Illustration Details – For Signs ONLY:

- ✓ **sign location:** of the wall with the proposed sign, illustrate the width and height of the building façade to which the sign will be attached;
- ✓ **sign dimensions:** illustrate the height, width, depth (thickness), total footage of the sign, including any supporting brackets
- ✓ **sign materials:** illustrate the sign text, materials, finish and color
- ✓ **sign attachment method:** illustrate how the sign will be attached to the wall with material specifications and dimensions; illustrate and label any dimensions of projections from the wall

Attachment 7 - List of Abutting Property Owners – the names and addresses of adjoining properties; the Town of Yorktown Assessors Office can provide the list and map of adjacent properties

V. Agreements with Signatures

The information contained in this application, together with the attachments, is true and correct to best of my knowledge. I further acknowledge that I have familiarized myself with all applicable sections of the Yorktown Landmarks Preservation Law, Chapter 198, and will comply with all applicable regulations.

Owner Signature:

Date:

Applicant Signature:

Date:

VI. CoA Attachment Checklist

1. Photos of Existing Conditions: Required () Included ()
2. Scaled Drawings: Required () Included ()
3. Site Plan: Required () Included ()
4. List of Materials: Required () Included ()

5. Samples of Materials: Required () Included ()
6. Sign Only Illustration Specifications: Required () Included ()
7. List of Abutting Property Owners: Required () Included ()