



Yorktown Heritage Preservation Commission Town of Yorktown, New York

Application for Designation as a Landmark

I. Instructions

Step 1 – Obtain an application at the Heritage Preservation Commission (HPC) website, <https://www.yorktownny.org/hpc>, or write to preservation@yorktownny.org.

Step 2 – Submit your application with cited information to support your proposed landmark's historic importance and the HPC will validate its authenticity and contact you to accept your application or request additional information.

Step 3 – Once authenticated, the HPC recommends your proposed structure or site to the Town Board for designation as a landmark.

II. Property Information

Property Location: Section: Parcel: Lot:

Street Address of Proposed Landmark or Site:

Property Owner Name:

Property Owner Mailing Address:

Property E-Mail Address:

Telephone Number: AC: Number:

Proposed Landmark Name:

Year Structure Was Built:

Property Structure or Site Description (attach additional supporting information if necessary):

Any Other State, Town Applications or Permits Pending:

III. Documentation Required

1. General Supporting Statement – A description, which explains the site, building or structure being proposed for designation. It is important to put the proposal in the context of the existing structure on the property and adjoining properties. Explain why the property or structure qualifies for designation as a landmark utilizing the criteria set forth in Section 198-4 of the Town of Yorktown Preservation Law:

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

The HPC may recommend the Town Board designate an individual property as a landmark if it:

- ✓ Possesses special character or historic or aesthetic interest or value of the property as a part of the cultural, political, economic or social history of the locality, region, state or nation; or
- ✓ Is identified with historic personages; or
- ✓ Embodies the distinguishing characteristics of an architectural style; or
- ✓ Is the work of a designer who has significantly influenced an age; or
- ✓ Because of the unique or singular physical characteristic, represents an established and familiar visual feature of the neighborhood.

2. Supporting Citations from Verifiable Sources – The data presented in the General Supporting Statement must be able to be confirmed through research in the form of historical documents, deeds, maps, or other primary and secondary sources. For ease of use, please provide citations to your information using the Chicago Manual of Style - (<https://www.chicagomanualofstyle.org/>), format shown here:

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication. Page numbers.

3. Photos of Existing Conditions – Current photos clearly showing all aspects of the current conditions of the structure

4. List of Abutting Property Owners, Name and Address – The Town of Yorktown Assessors Office can provide the list and a map of the surrounding properties

5. Completed Deed History Search – Using the Westchester County Land Records at wro.westchesterclerk.gov.com, complete the template below:

-Trace the deed history OF THE STRUCTURE on the property site as far back as can be authenticated by proof of deed and

-Include the seller name, buyer name, deed liber number, page and affix copy of deed, add more rows if necessary

Applicant Signature:

Date:

VI. Application Documentation Checklist

1. General Supporting Statement: Yes Included ()
2. Supporting Sources and Citations: Yes Included ()
3. Photos of Existing Conditions: Yes Included ()
4. List of Abutting Property Owners: Yes Included ()
5. Completed Deed History with Copies of Deeds: Yes ()