



VILLAGE OF FAYETTEVILLE
425 E. Genesee Street
Fayetteville, NY 13066
Ph (315) 637-9864 Fax (315)637-0106

[see information on reverse]

APPLICATION for the Historic Preservation Commission *CERTIFICATE of APPROPRIATENESS*

****Copies of this completed application, along with supporting documents & samples, must be received by the village office a minimum of two weeks prior to an HPC meeting to be placed on the agenda. A digital submission is acceptable along with 2 hardcopies. ****

Tax Map # _____ Zone Code: R-3 T-B R-B (circle one)

Date Filed: ___/___/_____ PROPERTY ADDRESS: _____

Applicant: _____ Tel#: _____

Applicant's Address / Email: _____

and/or

Property owner: _____ Tel#: _____

[CHECKLIST]

PRINT BELOW a description of the proposed alteration(s), demolition or new construction:

>PROPOSED CHANGE and WHY: _____

CURRENT Materials: _____ Proposed Materials: _____

>Attach SAMPLE(S), Brochure(s); >COLOR(S): [attach Manufacturer's paint chip(s)] _____

>PHOTOS: [Attach images to show both existing & proposed change]

> SURVEY copy attached, if applicable.

>Attach any ADDITIONAL INFORMATION as necessary.

For Office Use: Approved _____
Denied _____

Village of Fayetteville Code, Article III, Chapter 187-47:

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley which affect the appearance and cohesiveness of the historic district, without first obtaining a certificate of appropriateness from the Historic Preservation Commission.

H.P.C. MISSION: The Historic Preservation Commission’s goal is to preserve historic properties in the village – for the protection of historic property owners in the village, for protection of the village’s historic heritage for all its residents, for the enjoyment of visitors, and for future generations. If we work together for preservation, it’s a win-win for everyone. Commission members have special expertise and/or interest in preservation and welcome the chance to help you make informed decisions for maintaining your historic property.

As you will note from the quote from the village code on the application form, the commission is particularly concerned about the appearance of your property from a street or alley. When you repaint in exactly the same color you have had, or you repair with exactly the same materials that have existed before, you do not need a Certificate of Appropriateness (COA) because you are not making a change in the appearance of your property; however, any change whatsoever – no matter how inconspicuous it might seem to you – does require a Certificate of Appropriateness. When in doubt, file an application; it may save you having to undo the change later. Even when no Certificate of Appropriateness is required, you may want to take advantage of advice from the HPC.

What to say on your application. Because the purpose of the application is to obtain permission for a change, be very clear in describing what the property looks like now and how it will look different after the change. The HPC is not opposed to change, but its duty is to approve changes that are appropriate for the Historic District rather than those that are not. If you are proposing to change colors, building materials, etc., make clear on your application why you are proposing the change and what other solutions, if any, you may have considered and why you rejected them.

Photos and other documentation. Photos help build your case for change, and they become part of the record. Include photos showing what your property looks like now from the street. More than one photo, showing different angles, will help. Describe completely – or include drawings – what the change(s) will be in the appearance. Instead of small photos, good photocopies can enlarge the photos to make the subject easier to see. Be sure to submit enough copies for up to 6 HPC members and alternates. Paint chips, sample roofing tiles, etc. provide much better documentation. Be sure you have appropriate manufacturers’ product numbers that can be entered into the record.

You may want to seek permission to restore something to your building that is not there now. For example, you might know your property had a fence, but there has been none on the property for the last 40 years. In such an instance, you are proposing a change in the appearance of the property, but old photos of the property showing the earlier fence can provide important documentation for the HPC. If you are considering such restoration, think carefully about the goal of your restoration. If, for example, you have an 1860 building, but in 1910 it was “modernized” to a 1910 appearance, so that almost nothing of the 1860 building was visible, and you now wanted to restore an 1860 element of the house, that would not necessarily be a good idea, because the 1860 element could be out of character with the 1910 look. You would be better off restoring to a 1910 appearance.

If adjacent or nearby properties play a part in what you are asking permission to do, it can be helpful to explain that in the application. A simple example is that you might want to avoid painting your house exactly the same color as your next door neighbor’s house.

If you believe that it would be helpful to the HPC members to see what you are proposing first hand – i.e., make a site visit to the property – say that on the application, and say why (and, obviously, be sure you meet the deadline for submitting your application). Site visits are not a substitute for your submitting photos (because photos are useful for the record), but they can sometimes be helpful.