

VILLAGE OF CAZENOVIA
HISTORIC PRESERVATION / ARCHITECTURAL COMMITTEE (HPC)
APPLICATION FOR A CERTIFICATE OF COMPATIBILITY (C of C)

****ALL APPLICATIONS MUST BE COMPLETE AND LEGIBLE FOR ACCEPTANCE
INCLUDING ALL DRAWINGS, SKETCHES, PHOTOS, AND OTHER SUPPORTING DOCUMENTS.**

Address of Proposed Work: _____ Date: _____

Owner's Name: _____ Phone: _____

Address: _____

Applicant's Name: _____

Address: _____

Day Phone _____ Evening Phone _____ Fax No _____ E-mail _____

Agent/Contractor & Address: _____

Agent/Contractor Phone: _____ Fax: _____ E-mail _____

FOR VILLAGE USE:

A. HPC Review NOT REQUIRED:

_____ Proposed Work determined to be "Maintenance & Repair, Replacement In-Kind"

_____ Proposed Work is "Not Visible from public Right-of-Way or Street"

HPC Chairperson Signature: _____ Date: _____

Code Official Signature: _____ Date: _____

B. HPC ACTION: The C of C application is forwarded to the Village Planning Board as follows:

_____ "Recommended Approval as Presented" / Minutes of HPC Meeting: _____

_____ "Recommended Approval with Conditions" / Minutes of HPC Meeting: _____

_____ "Recommended for Denial" / Minutes of HPC Meeting Date: _____

Vote Tally: Yes _____ No _____ Abstain _____

_____ "Tabled/Held Over" for next HPC Meeting

HPC Chairperson's Signature: _____ Date: _____

Comments: _____

C. PLANNING BOARD ACTION

_____ Approved as Recommended from HPC

_____ Not Approved as Recommended by HPC; Sent back to HPC

Vote Tally: Yes _____ No _____ Abstain _____

_____ Tabled / Held Over for Subsequent Meeting

Planning Board Chairperson's Signature: _____ Date: _____

Comments: _____

Building & Proposed Project:

TYPE OF STRUCTURE:

Residential Commercial Garage/Outbuildings Fence Sign Other

TYPE OF WORK PROPOSED:

Restoration New Construction Addition/Alteration Repair Demolition/Removal
 Lighting Signs Fence Window/Door Replacement Siding Other

AREA TO BE AFFECTED:

Siding Windows Doors Chimney Porch/Railings Sign Roof
 Site Building Trim Other

SUPPORTING DOCUMENTATION:

Project Description Photos Drawings Size/Style Materials list Historic Photos
 Tape location map Instrument survey map Year of original construction Year of addition

PLEASE DESCRIBE PROJECT IN DETAIL (attach supporting materials such as drawings, photos, etc.):

APPLICANTS PLEASE NOTE THE FOLLOWING:

1. **Recommendation for a C of C by the HPC does not constitute a building permit!**
Work on projects shall be started only after the applicant has received Planning Board Approval and the necessary Building Permits have been obtained from the Village and Building Code Official.
2. **This application cannot be processed for HPC review unless all of the required items set forth on the requirements form are submitted to the Village Office by the deadline date.**
3. The applicant or his agent must appear at the scheduled meeting when the completed application will be reviewed by the HPC. An agenda for review meetings will be available through the Village Clerk.
4. The HPC reviews the project for Historic Preservation and Architectural compatibility only. After the C of C has been granted, the C of C is forwarded to the Village Planning Board for review and inclusion as part of the Planning Board review of the project. The Planning Board will make its determination as part of the project review.
5. Code issues, permits, required State Environmental Quality Review Act (SEQR), and related reviews are undertaken as part of the Village Planning Board Review process.
6. HPC decisions for a C of C are based on the *Secretary of the Interior Standards for Historic Rehabilitation* and the *Village of Cazenovia Code Article III, Section 180-32*.
7. Changes to the approved plan cannot be made without additional Planning Board and HPC review. A written request for a change in application including the revised proposed plans must be received by the deadline date.
8. Approvals are valid for one (1) year from the date of final Planning Board approval.

Owner Signature: _____ Date: _____
 Applicant Signature: _____ Date: _____
 Agent/Contractor Signature: _____ Date: _____