STEPS TO SECURING A CERTIFICATE OF APPROPRIATENESS

1. Apply for a building permit available from the Village Clerk or on the Village website.

2. Receive a referral from the Building Inspector to the Historic District Review Board for review of any applicable work; a copy of the referral will be forwarded to the HDRB from the office of the Building Inspector.

3. Refer to the Design Standards for the Historic District to guide your project planning. These are available in the office of the Village Clerk or on the village website.

4. Complete the application for a Certificate of Appropriateness, using the checklist provided on the next page. Applications that do not include all items on checklist cannot be considered complete and will not be added to HDRB meeting agendas for review.

5. Submit to the Village Clerk: (1) the complete HDRB application, (2) all supporting materials and (3) required filing fees. Submission deadlines are available from the Village Clerk.

Because of legal requirements for public notice and time for the public to review proposals under consideration, submissions received after the deadline will not be placed on the agenda for the monthly HDRB meeting. Similarly, incomplete applications will not be placed on the agenda.

6. A Village representative will contact you regarding the complete status of your application and the date and time that it will be reviewed by the HDRB.

7. Attend the monthly meeting of the HDRB on the second Wednesday of the month at 8pm (a duly-designated representative may attend in an Owner's place). Be prepared to answer detailed questions related to the project, including materials specifications. Completing the attached checklist will help you to be prepared for your discussion with the board and will make a timely review process more likely.

Depending on the outcome of the review, your project may be approved for a Certificate of Appropriateness that evening, or it may require additional review sessions with the HDRB. Some projects will require a public hearing. Instructions will be provided to you in the review session.

8. Once your application for a Certificate of Appropriateness is approved by the HDRB, the Chair will notify the Building Inspector, who will issue a building permit once all other required approvals are secured. You may not begin any work until you have received a building permit from the Building Inspector.

After the date that the Certificate of Appropriateness is issued, a building permit must be issued for the work within one (1) year or the Certificate will be automatically revoked. At that point a new application must be filed.

The work approved by the Certificate of Appropriateness must be completed within two (2) years of the date of issuance or the Certificate will be automatically revoked. At that point, a new application for a Certificate of Appropriateness must be filed and renewal fees will apply. This timeline will be tracked with the Building Permit, which also is active for a period of two years before renewal and also has accompanying renewal fees.

APPLICANT CHECKLIST

Please use the following checklist when completing your application to the Historic District Review Board so that it is complete and ready for review. Incomplete applications and/or applications received after the monthly deadline cannot be added to the Historic District Review Board Agenda.

- ☐ Apply for a building permit with the Village Building Department.

- ☐ Be issued a referral to the HDRB by the Building Inspector. The Building Department will issue a copy to you and one directly to the HDRB.

- ☐ Provide 6 copies of the completed and signed HDRB application forms.

- ☐ Pay the HDRB filing fee of $30. Checks may be made payable to the Village of Cold Spring. If a public hearing is required for this application, an additional $80 fee will be applied after that determination is made by the HDRB. In some cases, the applicant is also responsible for the fees of any consultant retained by the HDRB in order to process the application. If the Board determines the need for consultants in your application review, you will be required to pay an escow; instructions for escrow will be provided separately.

- ☐ Provide 6 copies of photographs of the structure to be modified, as well as the buildings immediately adjacent to it. These can simply be printed from an electronic file—they do not need to be actual photographs. Note that larger images (8.5 x 11”) are preferable so that they can be easily examined.

- ☐ Provide 6 sets of scaled drawings showing the proposed work with enough detail to present an accurate representation of the intended alteration or new construction. Stamped architectural drawings are not required for the purposes of HDRB review.

- ☐ The scaled drawings should show details of proposed architectural elements, including profiles of cornices, mouldings, trims, brackets, etc. Elements which are not dimensioned will be assumed to be drawn to scale. All new materials and/or materials proposed to be changed must be clearly identified on the drawings.

- ☐ Provide 6 copies of catalogue cuts for elements such as doors, windows, columns, light fixtures and exterior mechanical fixtures. These are manufacturer’s descriptions that include photographs, dimensions, materials and other pertinent information.

- ☐ For signs, please include 6 copies of the following:
  1. a mockup of the sign
  2. details of the sign’s backing material, lettering material, and production/construction method (i.e. painted lettering, adhered vinyl lettering, routed wood, etc)
  3. any hangers and description of the method proposed to fasten the sign to the building
  4. a photograph or drawing of the location in which the sign will be placed

GENERAL INFORMATION ON THE CERTIFICATE OF APPROPRIATENESS

All reference materials discussed in this document are available in printed form from the Village of Cold Spring Clerk, 85 Main Street, tel. 845 265 3361, email vcsclerk@coldspringny.gov.

Mission of the Historic District Review Board (HDRB)

Chapter 64 of the Cold Spring Village Code establishes the local historic district; a smaller portion of that district is also listed on the National Register of Historic Places [see map in the office of the Village Clerk or at www.coldspringny.gov]. The Historic District Review Board is charged with protecting, enhancing, perpetuating and preserving the elements and characteristics of the Historic District.

Types of Work Subject to HDRB Review:

- new construction, additions to structures reconstruction and repair beyond replacement in kind.
- demolition of structures, moving and relocation of structures, or removal of structures
- any exterior material changes to structures which are visible from any street, road, sidewalk, alley, path or navigable waterway freely available for use by the public; exterior material changes include, but are not limited to:
  - modifications to the mass and bulk of a structure
  - roofing and siding materials, doors and windows, trims, decorative elements, light fixtures and signs
  - utilitarian structures such as fences, permanently installed air conditioners and trash receptacles, and the like

Guidelines for appropriate approaches to new construction and alterations are found in the Design Standards for the Historic District, available in the office of the Village Clerk or at www.coldspringny.gov.

Types of Work NOT Subject to HDRB Review:

- work that remedies dangerous conditions when it is directed by the Building or Fire Inspector
- work that is not visible from any public right of way
- interior work
- regular and normal maintenance which replaces in-kind the extant materials—that is, when the replacement materials match existing materials exactly in terms of composition, construction, size, and profile
- Color of paint and stain selections, or particular colors of metal finishes

What is a Certificate of Appropriateness and How Do I Get One?

A Certificate of Appropriateness documents that the Historic District Review Board has reviewed a proposed material change to a property within the Historic District and has determined that the change respects, preserves and perpetuates the historic character of the structure, surrounding structures and the historic district overall. It authorizes the Building Inspector to issue a building permit, once all other required approvals (such as zoning variances, site plan, etc) are secured

What if my project requires a public hearing?

The HDRB will determine the need for a public hearing in its initial review of your proposal, following criteria laid out in Chapter 64-12 of the Village Code. If a public hearing is required, you will be given specific instructions for notifying neighboring property owners of the date and subject of the hearing. Public hearings require additional administrative costs; an additional fee of $80 is required for public hearings.

What if I Want to Install a Sign on my Building or Place of Business?

Please review Chapter 64-11 of the Village Code.

BUILDING DEPT. REFERENCE #	ADDRESS OF PROPERTY
_____	_____
TAX MAP #	**NAME(S) OF APPLICANT**
_____	_____
	_____

HISTORIC DISTRICT REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete the following information and submit six copies, along with compiled supporting materials (see checklist) and the required filing fee, by the last Monday of the month. With the exception of signs, applications for Certificates of Appropriateness cannot be submitted without a prior referral from the Building Inspector.

If you have questions or need assistance completing this form,
please contact the Village Clerk at 845-265-3611 or vcsclerk@coldspringny.gov.

Incomplete applications or applications received after the deadline cannot be included in the monthly agenda.

Property Owner(s) / Applicant(s) _____ Signature _____

Email Address _____ Telephone Number _____ Mailing Address _____

_____

**If the Applicant is not the Property Owner, complete the attached Property Owner's Endorsement.*

Project Narrative
Describe the work you propose in sufficient detail to communicate a clear sense of the project.

FOR INTERNAL USE ONLY Date Received _____ Application Sequence Number _____

- ☐ Application Fee Paid
- ☐ HDRB Referral
- ☐ Planning Board Referral
- ☐ Building Inspector Referral
- ☐ ZBA Referral

BUILDING DEPT. REFERENCE #	ADDRESS OF PROPERTY
TAX MAP #	**NAME(S) OF APPLICANT**

HISTORIC DISTRICT REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DISCLOSURE OF OFFICIAL INTERESTS STATEMENT

A. Nature and Extent of Interest of any State Official or Municipal Officer or Employee in this Application:

B. Statement of no interest in any State Official or Municipal Officer or Employee in this Application:

The undersigned Applicant making this request certifies by signature on this Disclosure Statement that, in accordance with the Provisions of §809 of the General Municipal Law, except as stated in "A" above, no State Officer, or any officer or employee of the Village of Cold Spring or any municipality of which the Village is a part has any interest in the person or firm (partnership or association) making the above application.

Applicant	Title
Signature	Date

BUILDING DEPT. REFERENCE # _____

ADDRESS OF PROPERTY _____

TAX MAP # _____

NAME(S) OF APPLICANT _____

_____

HISTORIC DISTRICT REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

OWNER'S ENDORSEMENT

In the event that the applicant is not the legal property owner, please sign and return a notarized copy of this declaration along with your application.

_____, being duly sworn, deposes and says that (s)he resides at _____ _____ (owner's home address), in the County of _____, State of _____ and that (s)he is (the owner in fee) or _____ of the Corporation which is the owner in fee of the premises under review above and described in the foregoing application and that (s)he has authorized the applicant above to make the foregoing application as described herein and that (s)he agrees to be bound by all statements, conditions and representations contained therein as if (s)he had so petitioned.

Property Owner _____ Signature _____

Email Address _____ Telephone Number _____

Sworn to before me on this date _____ Notary Public of the State of New York _____

BUILDING DEPT. REFERENCE #	ADDRESS OF PROPERTY
TAX MAP #	**NAME(S) OF APPLICANT**

HISTORIC DISTRICT REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CONSENT TO SITE VISITS

To be completed by all applicants, and, if different, property owners.

I, the undersigned, understand that in the normal course of adjudicating an application, it may be necessary for members of the HDRB to inspect, closely and in person, details of my property relevant to the application, during daylight hours. While all considerations will be made to arrange for specific, scheduled, on-site meetings, I understand that this may not always be possible in an effort to process all applications in a timely manner, and I consent to allowing HDRB board members to enter upon and pass through such property in order to inspect the project site, without prior notice and without my being present, to conduct such inspections for the duration of my application's review period. I further acknowledge that in the normal course of such a site visit, HDRB board members may take measurements, take photographs, or create drawings/sketches of property features and elements related to the application.

Applicant	Signature	Date
Property Owner (if different)	Signature	Date